

DUNLAP & MAGEE	MAIN OFFICE	BOARD OF DIRECTORS				
Wendy Weiske <i>District Manager</i>	Pamela Payton <i>Property Manager</i>	Charles Trujillo <i>President</i>	Vivienne Campbell-Trimble <i>1st Vice President</i>	Zachary Shaffer <i>2nd Vice President</i>	Nancy Bates <i>Secretary</i>	Gary Martiniak <i>Treasurer</i>

CONCORD VILLAGE, INC.

A community owned and operated by its residents



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M E E T I N G M I N U T E S

Board of Directors Executive Meeting September 8, 2010

Chip Trujillo, President, called the **meeting to order** at 6:30 p.m. Present at this board meeting were Wendy Weiske, District Manager for D&M, Vivienne Campbell-Trimble, Gary Martiniak, Zachary Shaffer and Nancy Bates. The **purpose** of the Executive Board Meeting was to discuss various issues pertaining to the management and operations of Concord Village Inc.

Wendy (D&M) began the meeting with the **Manager/Maintenance Report:**

Update on **unit sales/transfers**. There are **three (3) unit closings** at this time. One unit will be occupied on September 15, and the other two are ready for re-sale.

The REAC inspection results are in. Two years ago our score was 79, last year it was 71, and this year it is 89. This is due in large part to you, the members, making your units ready for inspection and by cooperating with the maintenance crew and the landscapers. A score of 89 now means that we will not have to be inspected, by HUD, for another 2 years. The official summary of the inspection will be distributed shortly. Once again, thank you D&M, Maintenance, and all the Residents who cooperated and readied their unit for inspection. It is imperative that we continue to follow the compliance findings in all of our individual annual inspections and any/all compliance letters received from the office so that we can maintain a high standard of Health and Safety on our property. The Capital Improvements that are planned for this year will, no doubt, help address some long needed issues on the property. The outside unit rehab and the paving of the streets and parking lots are the two major projects to complete as soon as is feasibly possible. To that end the Board and D&M are working diligently to make these plans a reality. Stay tuned for more information as we get closer to starting these projects.

Items that are still being worked on: Bids for the Basketball court/playground area, the rest of the concrete grinding/slab replacements on the property, and the large light in front of the community center. The pool deck repairs will be completed later this fall when the pool is closed and accessible to contractors. The pool pump analysis will not be needed. The minor fixes performed by D&M have resolved the pool pump issues. Since the thermal overloads were replaced, there have been no problems, and the pumps operated, successfully, in temperatures over 100 plus degrees. **The refinance papers** were completed by the mortgage company and submitted to HUD on August 11th for their final approval. The Board is awaiting word to finalize and sign the loan documents and receive the funds necessary to start the Two Capital Improvement projects. In the meantime the revised **Imperial Contracting bid** was received September 1st. The Maintenance, Management and Board will now need to review this comprehensive bid and make sure that all scope of work has been addressed. The goal of D&M is to have the scope of work completed and to the Board by September 17th. Once D&M sends this to the Board, we will all meet and plot out a course of how we are going to oversee this project so as to be as efficient and as seamless as possible. There will be much communication regarding this plan as quickly as we have this available. The Asphalt contracts are being gathered as well. We have one from **ACE ASPHALT** but need two more. We will look to do a similar scope of work for this major project and communicate how this project will be managed to create the least amount of hardship for all involved. We are as eager as all the residents to begin these two projects and see some significant changes to our community.

HQS training for two maintenance employees is scheduled for the end of October. This is HUD training which will equip our employees with the tools to conduct comprehensive recertification inspections, thereby assuring the health and safety of our members, and to ensure that all units pass future REAC inspections. Remember that inspections are performed, as required by HUD, and everyone needs to comply with the inspection findings and solutions. The **lighting on McAllister** is in process, and should be completed within a week. No updates to report regarding the pet incidents. We are currently working with our Corporate Attorney on these pet issues and will know more about the future outcome of pet policies. Please refer to your Pet policy and make sure **you are in compliance** with these rules and any other rules that are part of our corporate rules and regulations.

At 7:10 pm Wendy **concluded her management/maintenance reports** and remained to discuss the proposed **BUDGET** in detail.

Chip continued the meeting with **Budget Review**.

The Board went over the proposed **BUDGET** for next year. Some items that will be included in the budget are a one time expense for summer lawn, one additional maintenance person, for a few months, while the capital improvements are being done, and a possible carrying charge increase to help save for future capital improvements/maintenance such as roofing, dry wells in flooded areas on property, and A/C replacements as these appliances begin to expire. As mentioned above we have many other items that we will need to address on the property and this will require more funds for Capital improvements. We will also budget for water main breaks, and sewer pipe damage as this continues to be a yearly expense. The idea is to try and budget for all possible expenses and emergencies if we need the money we have it. If we are able to save money with preventative measures and maintenance then we are better off as a community. The Board will be meeting again to finalize the **BUDGET** so that we can have this final budget to HUD on time.

The Board discussed the closing of the pool (one month later than our normal season) and voted on the following recommendation:

Motion: Chip, President, proposed that the pool hours be reduced to one shift (after school until early evening) on weekdays, and regular hours on weekends until the closing date of September 26th. Gary, Treasurer, seconded the motion. **All in favor:** Unanimous Yes. **Motion passed.**

Directive: Management will arrange the pool attendant schedules to fit the new pool hours. *Pool hours will be posted at community center and pool area rather than send out fliers to each residence.*

Wendy requested the board to approve a revision of cost on the HQS training. This was due to the hotel cost and car rental cost which was more than anticipated.

Motion: Chip, President, moved to approve the revised cost of the HQS training from \$3,200 to \$3,950. Zach, 2nd Vice President, seconded the motion. **All in favor:** Unanimous Yes. **Motion passed.**

Directive: Management will proceed to book all transportation, lodging, training fees, and meals for two (2) employees to attend this necessary HUD training.

8:35 Executive Meeting concluded.

NEXT MEETINGS:

Extra Board Meeting – Wednesday, September 15th at 6:30 pm. (Budget Review Final)

Town Hall, Tuesday October 5th. Subject: Board update on **GENERAL ITEMS** for the upcoming year, including a summary of income, monies in reserve accounts, the projects that are upcoming, and explanation of work and savings that will need to be accomplished in the future.

Open Meeting to Vote on Building Colors – *Date and Time to be determined*

“Meet and Greets” - to discuss updates on unit rehab progress - *Dates and times to be determined*

There being no more business, the meeting concluded at 8:35 pm.

_____, Secretary

Nancy J. Bates

The motto of your Board 2010 is *Action!* We ask you to join with us and get involved in the action. We value and need the participation and support of the membership to continue moving our community forward!