

| 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



631 East Lexington Place, Tempe, Arizona 85281
 Tel: 480-946-4271 * Fax: 480-941-0406
 Security: 480-777-0228

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

Board of Directors Executive Meeting October 22, 2010

Chip Trujillo, President, called the **meeting to order** at 11:20 a.m. Present at this board meeting were Wendy Weiske, District Manager for D&M, Chip Trujillo, Gary Martiniak, and Nancy Bates. Absent were Vivienne Campbell-Trimble and Zachary Shaffer. 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 two vacant units, ready for resale. One will be occupied in November. There is **one (1) unit closing** at this time. There are four units coming available shortly.

HUD has approved the budget and the request for carrying charge increase. As discussed in the October Town Hall meeting. The Board is preparing to spend at minimum a million dollars in monies towards the much needed capital improvements. The painting and repairs of the outside of all the building structures on the property will be completed. The paving of all road and parking lot surfaces will be completed. This money being spent is a combination of mortgage refinance funds and savings. This in no way completes all the necessary improvements on the property. There are many areas that still need to be addressed now and in the future and that requires that we have the necessary funds to complete these projects as well as a savings for maintaining the completed capital improvement work. It is necessary, therefore, to increase the carrying charges to begin to put aside the savings to replenish the accounts that we draw down on. The board approved a \$20.00 increase for this new budget and notice will be coming out to all members and will take affect January 1.

Items that are still being worked on: The pool is closed for the season. The final pool deck repairs are scheduled for November first. Bids for renovating the rest of the pool decking are in process. **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. **Bids for the exterior refurbishing** went out to contractors this week, with the deadline for submittal November 15.

HQS training for two maintenance employees is taking place the last week 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 complete and working, except for one pole that is going to be moved slightly. Regarding the recent pet incident, the pit bull has been removed from the premises. 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. Repair of the **electrical vandalism** is complete. The SRP engineer inspected each building, and found that some buildings, not actually vandalized, were tampered with, and also in need of repair. Consequently the repair was more extensive than expected. Each connection was encased in conduit. This will provide protection for the community from any further vandalism.

The **Rules and Regulations** revision is complete. This is a comprehensive document, including not only rules and regulations, but also office policy and member transfer policy and procedures. The booklet will be printed and distributed in a three-ring binder, so that members may be updated on any new additions or changes to the contents of the booklet. If any changes occur, each member will be sent a page to replace the one in the booklet. **Drywells** on the property are almost full with the silt and sand runoff of many years. These should be cleaned out before work is started on the road paving. D&M will look to receive bids on cleaning out the dry wells on the property. The refurbishing of the property is comprehensive, and will benefit members for many years to come.

New Item: D&M has received two proposals for Color Design Packages. Both companies have visited the property, and talked with management about our desire to maintain the historic New England “look.” The chosen company will submit three color design choices, and will illustrate the choices by coloring a photograph of our actual building front for each of the three color designs. We will hold a Town Hall when the choices are ready for a vote. Those members who may not be able to attend the Town Hall will be able to vote (for a specified period of time after the Town Hall meeting) in the office.

At 12:00 pm Wendy **concluded her management/maintenance reports** and was dismissed.

Chip continued the meeting with new business.

Concord Village recently joined the National Association of Housing Cooperatives. We have access now to the members area of the website, which has articles of interest in the newsletter, news of governmental policies, and any new upcoming benefits for members. Check out the website at: <http://www.coophousing.org/>

On the left margin, click on Members Only

The User ID is nahc

The Password is: membersonly

For those members without internet access, written information will be available in the office.

There are many benefits for Concord Village as a whole, and also benefits for individual members. One of the benefits is training for board members. This January, three seats will be open on the board. For any member who is interested in serving on the board, this training would be a good introduction to the roles and responsibilities of each office. The board feels that this would be a good investment in our future. Training would be scheduled before the annual election, and offered to anyone who might be interested in serving. After taking the one-day, six-hour course, individuals could decide if they are interested in running for office. The training will be offered if enough members are interested. More specific information about the course will be sent out in flyer form soon.

12:45 Executive Meeting concluded.

NEXT MEETINGS:

November Executive Meeting to be determined.

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*

_____, 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!