

a community owned and operated by its residents

## CONCORD VILLAGE, INC.

631 East Lexington Place  Tempe, Arizona 85281  
Tel: (480) 946-4271 Fax: (480) 941-0406  
E-MAIL [CONVILINC@MSN.COM](mailto:CONVILINC@MSN.COM)

### SWIMMING POOL RULES

To enter the pool area you must have a pool key. No Key, No Admittance, No Exceptions.

- All persons swim at their own risk. There is no lifeguard on duty. Pool Attendants are not trained in live saving or rescuing; they are employed to monitor the facility and enforce the rules.
- All children under the age of 14 must be accompanied by an adult (18 yrs of age or older). All guests must be accompanied by the adult member they are visiting.
- Children 14 years and older may enter the pool area unattended. It is the responsibility of the parent/guardian to ensure the swimming ability and proficiency of unattended children. No swim tests will be given.
- Members will be held financially responsible for any damage to the pool area caused by their child/children or guests.
- Only Pool Attendants are permitted access to the equipment/storage areas.
- Safety equipment is for the use of Pool Attendants only.
- Food is permitted in designated areas only (covered armadas). All trash is to be cleared and placed in receptacles provided. No food allowed in the pool. No glass containers.

### QUICK REFERENCE OF PROHIBITED ITEMS & BEHAVIOR

See itemized list for additional information

**NO STREET SHOES**

**NO SMOKING**

**NO INAPPROPRIATE CLOTHING**

**NO DIVING, FLIPS, RUNNING**

**NO ALCHOLIC BEVERAGES**

**NO PETS**

**NO PRIVATE LESSONS**

**NO GLASS CONTAINERS**

**NO LOUD MUSIC**

**NO UNAPPROVED PARTIES**

**NO DIAPERS/PULLUPS**

**NO ABUSIVE LANGUAGE**

1. Appropriate shoes must be worn in the pool area and must be of a light, non-scuff color on the sole of the shoe. Dark colors on the sole will not be permitted.
2. Back dives and flips off the edge of the pool are prohibited. Running in the pool area is prohibited.
3. No private swim lessons are allowed.
4. Pool parties are restricted without prior approval from Management. A combination of ten or more guests (adults and/or children) will be considered a pool party. To host a pool party, a certified lifeguard from outside the Village must be hired to supervise your guests. Please provide a copy of his/her certificate.
5. Smoking is prohibited anywhere within the pool area.
6. Alcoholic beverages and glass containers are prohibited.
7. No child is allowed in the pool wearing diapers or pull-ups. Water appropriate child "swimmers" must be worn under swimsuits.
8. Proper swim attire is enforced. No cut-offs, No jeans, No excessively revealing swimwear.
9. No pets allowed in the pool area at any time.
10. Loud music and excessive noise is prohibited. Abusive language or behavior will not be tolerated.

# CLUBHOUSE RENTAL

When renting clubhouse:

**FREEZER:** Make sure you ice bag is tightly closed. Set your ice bag in the "UPRIGHT" position in freezer. If the ice is loose in the freezer and goes towards the back of freezer it will melt and drip down the back of fridge and pool on floor. PLEASE remove ice after party.

This is your responsibility to make sure it does not happen.

Management

**WARNING**

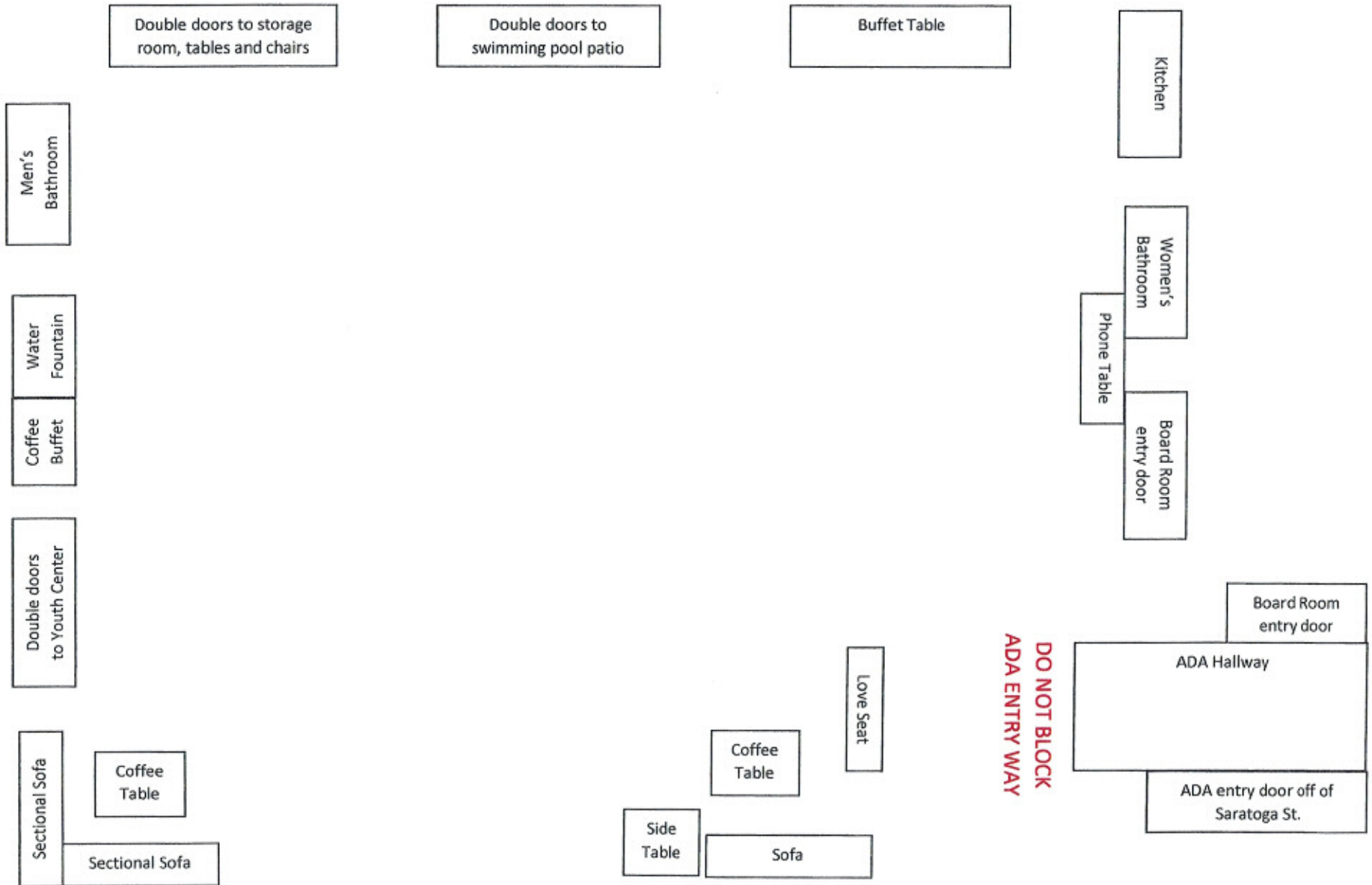
**EMERGENCY EXIY ONLY!!!!**

**DO NOT OPEN DOORS**

**ALARM WILL SOUND**

**PLEASE MONITOR YOUR GUESTS. IF THE ALARM GOES OFF, THE MEMBER WILL BE CHARGED A \$50.00 FEE FOR ON CALL EMERGENCY STAFF TO TURN ALARM OFF.**

**CLUBHOUSE FURNITURE MUST BE PLACED AS DISPLAYED IN THIS CHART. DO NOT BLOCK ADA ENTRANCE. ALL CHAIRS MUST BE PLACED FACING FORWARD IN STORAGE ROOM AFTER USE.**



## INSPECTION SHEET

Please mark any issues found in pre-inspection and initial each column. For any obvious damage please immediately notify Management or clubhouse attendant immediately. Leave this form on the kitchen counter at the end of your event for the clubhouse attendant to complete.

MAIN AREA	PRE-EVENT INSPECTION (Member)	POST EVENT INSPECTION (Clubhouse Attendant)	COMMENTS
Drapes Front window			
Sectional Sofa (2 pieces)			
2 large round coffee tables			
1 round end table			
1 lamp			
4 ceiling fans			
Keurig/coffee maker			
Water dispenser (Cold only)			
4 fake plants			
1 lazy Susan			
1 Welcome sign			
1 mirror			
1 Faux fireplace			
1 accent table (under mirror)			
?-throw pillows			
Doors			
Flooring	✓		dirty
2 stainless trash cans			
Heating/AC			
1 TV Remote			
Internet Router			
<b>KITCHEN</b>			
Microwave			
Stove/Oven			
Refrigerator			
Sink	✓		dirty
Countertop	✓		dirty
<b>MEN'S ROOM</b>			
Floors	✓		dirty
Sink			
Mirror			
Toilets	✓		toilet paper
Doors			
<b>WOMEN'S ROOM</b>			
Floors	✓		dirty
Sink			
Mirror			
Toilets	✓		TP
Doors			





## **CLUBHOUSE CLEANING CHECKLIST REMINDER**

### **1. Main Area**

- Wipe down all tables used.
- Return all chairs and tables neatly to the storage area.
- Use broom and mop in Women's bathroom to clean floors as needed.
- Empty trash cans. 2 extra bags are provided in your welcome kit. Extra bags are located under the sink. Make sure any spills or trash in the container are wiped clean.
- All decorations are removed. Any room décor that was moved is returned to its original location. (ONLY PREHUNG HOOKS CAN BE USED FOR DECORATIONS)

### **2. Kitchen**

- Clean-off counter tops. Handi-wipes are provided in your welcome kit, as well as a small package of disinfecting wipes. Spray cleaner is under the sink.
- Wipe down stove-top, oven, and refrigerator. All items, including ice must be removed from the refrigerator.
- Sweep/mop as needed.

### **3. Coffee station**

- Clean the Keurig and empty any residual water from the reservoir. Dry it out to prevent mold. Remove any used K-pods or coffee grounds. Turn it off.

### **4. Leaving Clubhouse**

- Make sure all decorations and personal items are removed. Anything left behind will be disposed of. (Charges may be incurred for removal of excessive items left.)
- Lights, ceiling fans, and AC/heat is turned off or set to appropriate seasonal settings.
- All doors are locked.
- Key is returned to the office the next business day.

### **5. Other Items**

- Event must be over by 10 PM and clubhouse cleaned and vacated by 12 midnight.
- Please remind your guests numbered and covered parking spots are reserved. Also, to be aware of reserved spots on the streets.
- All exits must always be clear.
- The Clubhouse is rented "furnished" and none of the furniture is to be removed.
- See Clubhouse Manual left in the kitchen for any issues or concerns.

**THANK YOU AND ENJOY YOUR EVENT!**

**OFFICE: 480-946-4271**

**CLUBHOUSE ATTENDANT JUSTON: 480-267-3687**

**EMERGENCY MAINTENANCE: 602-615-5493**

**NON-EMERGENCY TEMPE POLICE: 480-350-8311**



## CONCORD VILLAGE, INC.

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631 East Lexington Place Tempe, Arizona 85281

Tel: (480) 946-4271 Fax: (480) 941-0406

**President**

Jacque Colegrove

**1<sup>st</sup> Vice President**

Roger Pelkey

**2<sup>nd</sup> Vice President**

Juston Arnold

**Secretary**

Nicole Smith

**Treasurer**

Dennis Milford

**Asst. Treasurer**

Sally Baker

Minutes of Board of Directors Meeting of Concord Village on the 23rd of June 2022.

**1. Call to Order:**

- a. Meeting called to Order by President Jacque at 06:19 PM on June 23, 2022.

**2. Roll Call:**

- a. All Board Members present  
b. Jamie Hall- Property Manager

**3. Officer Reports**

- a. Jacque – Nothing to Report  
b. Roger - Nothing to Report  
c. Juston - Nothing to Report  
d. Nicole – Discussed member letter/question regarding affordable repair plans for the city of Tempe. Member had asked if Concord Village had a partnership or coverage with the City of Tempe regarding the water and sewer lines, Jacque had previously looked into this and unfortunately at this time, the city of Tempe only offers these types of plans to residential homeowners, Concord Village does not qualify.  
e. Dennis - Financials ending May 31, 2022:

Operating Account	\$83,510.97
General Operating Reserve (Coops)	\$182,748.78
General Operating Reserve II (Coops)	\$249,004.94
General Operating Reserve III (Coops)	\$250,882.37
General Operating Reserve III (Coops)	\$1,389.30

**4. Manager's Report**

- a. Zero members are pending legal for non-payment.  
b. Our insurance as approved us to begin the inspection, clean out, and re-build on the unit located at 2627 N. Champlain Ave. Once construction ends and the unit goes through a final inspection, it will be added to the list of vacant units.  
c. The City of Tempe has started working on the water lines that go through Concord Village. Work will be done during the week, Monday through Friday, and is scheduled to be completed by July 1, 2022. During this time there is no parking on Saratoga St. and Champlain Ave. from 6:00 AM – 4:00 PM. Letter is scheduled to be sent out on Friday, June 24<sup>th</sup>. Jacque requested that Jamie contact the City of Tempe to confirm how much they would be covering to re-seal the streets as this is the next project to start after the water lines are fixed.  
d. Lighting project is still underway and Raytek is currently working on ten light poles on Saratoga St. near the Continental Dr. entrance. Once these ten poles are completed, Raytek will move forward with



replacing ten more light poles. So far, they have completed approximately thirty light poles, and this will be their third round. The village has a total of 177 light poles.

- e. Renting/Sub-Leasing letter went out on June 21, 2022, a few members have come into the office asking for clarification and voicing their concerns. The office will reply to the concerns as they come in at their earliest convenience. As always, if members would like to address the board, they may write a letter and place it in the board box located in the office.

## **5. Refacing/Siding**

- a. Multiple units that have vinyl facing have been destroyed due to weather, the sun, and age. The vinyl has shrunk and needs to be replaced.
  - i. Jacque had contacted our prior vendor who provided our current siding and has discovered that Arizona is currently low in stock, if not out of stock, of vinyl and vendors are needing to outsource and order from out-of-state.
  - ii. Jacque located a corporation, LP SmartSide Trim & Siding, which offers a durable engineered wood panel that is easily paintable and easy to replace once installed as it consists of individual panels.
- b. To begin refacing, Jacque and Roger believes that it would cost approximately \$1 Million; Jacque agreed and discussed the possibility of a carrying charge increase next year.
  - i. Dennis mentioned that he remembers being told that we cannot raise carrying charges while our reserves are at their current amounts as they are considered to be high and that we may need to review other financial options.
- c. Board has tabled this discussion so that they may do more research.

## **6. Club House Grass**

- a. It has been discovered that when the sprinklers in front of the clubhouse is causing excess water to leak into the club house behind the baseboard due to the ground in front of the clubhouse sinking towards the building.
  - i. Jacque provided suggestions to look into to replace the grass out front with wither fake grass or gravel. This would allow us to stop the sprinklers out front from continuing to destroy the building.
  - ii. Jamie to get a quote from Mesquite to remove our current grass and replace with wither fake grass or gravel.
  - iii. Discussion has been tabled until quote is available.

## **7. Upcoming REAC Inspection**

- a. Discussed the upcoming REAC inspection and confirmed that Jamie is still waiting for confirmation on scheduling.
  - i. Jamie mentioned that there are multiple units that have gone through their recertification inspections but have failed to contact the office to schedule maintenance work, or have scheduled the work but failed to let the maintenance workers in.
  - ii. The board agreed to have a letter created by the office that requests that members contact the office within 72 hours of the inspection to have Maintenance scheduled to fix any items that were noted during the inspection. This is crucial as these items are typically checked during our REAC inspections and must be fixed in order to stay compliant.
  - iii. A big thank you to members Christian Wimmer and Juston Arnold for working with maintenance and going around and re-painting the sides of the units! The temperatures are rising and so is our appreciation for your hard work!

**8. Copper Theft & Replacement**

- a. We are happy to announce that the individual that had been stealing the copper from the sides of our buildings has been caught and is still in custody.
- b. Jacque will be working with investigators for the city of Scottsdale and the city of Tempe to assist with shutting down a couple copper scrap yards as there have been findings in the illegal purchasing of copper that included the copper from Concord Village.
- c. Jamie to get a quote from Raytek to replace the stolen copper.

**9. Cameras**

- a. With the recent violations that have happened at the club house while being rented, the board has decided to add cameras to the vicinity. The board also discussed, and agreed, to add cameras at the youth center for employee protection purposes.
- b. It has been proven that the cameras that are around the village have been a helpful aid in catching unwanted guests that have stolen or damaged the property.
  - i. Jacque provided quotes from three corporations, some of which provide 24-hour surveillance:
    1. TeamMulticom, Inc: They will install a total of sixteen cameras for surveillance at each drive-in and walk-in entrances. With the cameras, they will also install the necessary power and internet. This installation will also allow us to merge our current cameras and their system so that we only need to maintain one system. Total cost is for \$101,312.34.
    2. Tekna Security: They will install a total of twelve cameras and setup for monitoring at each drive-in and walk-in entrances. This set up is slightly different as the recorder would need to be set up at the office and the clubhouse, opposed to onsite with the cameras. This would require the cameras to be wireless and the signal from the recorder to the cameras be clear of any interruption. Total cost is for \$13,155.00.
    3. Econolight: They will troubleshoot and run new power at the drive-in entrances for future camera installations. Total cost is for \$6,900.00.
  - ii. Board needs to discuss this further prior to making a motion.

**10. Motions:**

- a. No motions were made during this meeting.

**11. Meeting Adjourn 8:54 PM**

Secretary,



Nicole Smith