

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>1<sup>st</sup> Vice President</i>	Zachary Shaffer <i>2<sup>nd</sup> 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

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## Board of Directors Executive Meeting March 10, 2010

Chip Trujillo, President, called the **meeting to order** at 6:35 p.m. All Board Directors were present including Wendy Weiske, District Manager for D&M. 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 previously reported items:**

Wendy had received one bid, and Jeff will be getting two more bids for the **walk-through gate repairs**, which was a finding on the REAC inspection and something the past board had budgeted for. The bids will be considered in the next board meeting. The work on fixing the **sidewalk/concrete and basketball court** will be started shortly. D&M is requesting that the Board proceed with the refinance process as soon as possible. Wendy addressed the problems that the complex is having with **Qwest** regarding members being able to obtain DSL and other services. A letter will be going out to the membership from D&M explaining what services are available and how members can contact Qwest for more information. On the **pool replaster**, asbestos testing is complete and no remediation is needed. Work will be starting on Tuesday, March 16<sup>th</sup>. A notice will be going out to the membership regarding noise contamination and dust during this process.

Update on **unit sales/transfers**. There are four (4) unit closings and none other scheduled to close at time of this reporting. Three (3) units are available and four (4) units are coming available in the near future.

**New Items** presented for Board action:

**Air conditioning inspection:** the cost to the corporation is in the budget, and there is also a cost that the members pay. The service has been annual in the past in late April, early May.

**The newspaper ads** for open units have been cancelled for the time being, and will be continued if needed in the future.

**Summer pool attendants** will be hired.

The **activities director** position is being re-evaluated as to duties.

At 7:10 pm Wendy **concluded her report** and was excused from the meeting. **Chip** continued the meeting with **Old Business**.

**Mortgage Refinance Committee:** Before the end of the month, an informational meeting will be planned, with all members invited. The one current proposal will be presented, and other options discussed. All members with an interest in working on the refinance will become part of an on-going committee, as a sounding board to the board for future work on refinancing.

**Landscaping Committee update:**

Three meetings of the committee resulted in a proposal presented to the board involving the planting of trees and bushes in the community by members. Pending discussion about the irrigation system and the frequent water main breaks, this issue will be discussed in the next board meeting.

**Air Conditioning Inspection.** The cost to the corporation will be \$15,000 which is budgeted each year. The vendor will be meeting with board members to present the scope of work, and to explain their fee schedule. At issue is whether this service will extend the life of existing units. The vendor will also need to showcase how they plan to communicate their services to the members of the community.

**Annual Maintenance Inspection.** Housing Quality Seminars are offered by HUD that certify attendees to inspect homes according to HUD specifications. The Board has approved the cost for sending two staff members to the next available seminar. This will help to prevent the problems that have arisen in the past with REAC inspections. Our staff will be fully trained on what HUD expects, and will follow up with members to insure that any needed maintenance has been completed before the member receives certification.

**Capital Improvements.** Discussion confirming the decision to go ahead with soliciting bids. Vendors will meet with the board and maintenance personnel, survey the property, and decide on the scope of work to be done.

**Spring Clean Volunteer Day.** We want to thank those people who have given of their time and talents: former board members, committee members, and volunteers. Come and be recognized for your participation, and join present board members in celebration of our achievements.

To kick off the spring clean, we will designate a weekend when maintenance personnel will be here to help residents remove any large items that you have been wanting to get rid of (such as furniture or appliances, etc.). These will be placed in trash bins.

**NEXT MEETINGS:**

**Executive Board Meeting** – Wednesday, April 14<sup>th</sup> at 6:30 pm.

**Future Committee Meetings as needed** – Please look for communications as to date, time, and place various committees or volunteers will meet to carry out the necessary work to get our community involved and take the necessary *ACTION* to move us forward.

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!

Addendum – For board only:

1. A letter was forwarded to the Board from Linda Morisse concerning a requested move to a 2 bedroom apartment. Her request was that the Board grant her permission to move because of extenuating circumstances, although she did not qualify for the move.

Gary Martiniak excused himself from the vote, and the rest of the board voted 3 nay and one yea. Pam will be notified to follow regular protocol for this request.

2. A question came up about the Yoga class having a candle in the room. After checking with the insurance company and the Tempe Fire Inspector, it was decided that the candle would be allowed for this activity. This room is an A-Occupancy, and candles are not otherwise allowed according to fire zoning laws. This class fits into an exception clause included in the code.