

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 November 19, 2010

Chip Trujillo, President, called the **meeting to order** at 5:15 p.m. Present at this board meeting were Wendy Weiske, District Manager for D&M, Chip Trujillo, Gary Martiniak, Zachary Shaffer and Nancy Bates. Vivienne Campbell-Trimble was absent. 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. There are two **(2) unit closings** at this time. There are two units coming available shortly. We now have applicants for each unit type on the wait list.

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. Notice will be coming out to all members in November and will take effect January 1.

Items that are still being worked on: The pool is closed for the season. The final pool deck repairs have been completed. We have received two bids for renovating the rest of the pool decking, and are waiting for the third bid to come in. **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. We have received two **bids for the exterior refurbishing and scope of work** and are expecting two more submissions by November 30th. **HQS training** has been completed for two maintenance employees. This HUD training has equipped 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 **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. **Trimming of the mulberry trees** for the season is almost complete. A vendor has been chosen to provide the **Color Design Packages**, which will provide us with three choices for the exterior paint of the units. The company will illustrate the choices by colorizing 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.

New Items:

The board is looking into securing the **savings accounts** (Chase and Merrill Lynch) by instituting a process for withdrawal requiring two board signatures. We have received a bid from Top Quality for the **tree trimming and removal** in preparation for the exterior rehab work. D&M is soliciting two more bids. The **roof rats**, which recently emigrated to our property from the surrounding area, have been almost entirely exterminated. Traps will stay in place as long as needed to complete this work. Work on the **annual audit** is in progress. The board and office personnel will be preparing for the annual meeting during the month of December. Wendy has been asked to look into whether there is a **treatment that can be applied to the brick units**, which would enhance the look as well as preserving the brick exterior.

Wendy **concluded her management/maintenance reports** and was dismissed.

Chip continued the meeting with new business.

The board members agreed to authorize D&M to hire the chosen Color Design company. The company will provide three colorized designs of the seven units. We are planning to have this presentation ready sometime in January. The membership will be notified of the Town Hall Meeting, which will be held on a Thursday.

The board discussed briefly the preparations for the January Annual Election. Three positions will be open. Please begin to consider if you would like to serve your community by becoming a board member. Serving on the Board of Directors is a valuable opportunity to participate in the direction of our community and a great volunteer service.

A board training provided by the National Association of Housing Cooperatives is in the process. We have three (3) board members and seven (7) members who will be attending

As a reminder, 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 who have computer access, the board has discussed sending board minutes, flyers, and other information disseminated by the board to members' email addresses. This would not replace the notices, which are distributed to our units. It would be a courtesy extended to those who request it. These documents would be distributed by the current secretary of the board. There will be a signup opportunity at the Annual Meeting.

7:55 p.m. Executive Meeting concluded.

NEXT MEETINGS:

Executive Meeting December 17, 2010 at 5 p.m.

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!