

DUNLAP & MAGEE	MAIN OFFICE	BOARD OF DIRECTORS			
Wendy Weiske <i>District Manager</i>	Barbara Andean <i>Property Manager</i>	Nancy Bates <i>President</i>	Zachary Shaffer <i>1st Vice President</i>	Gina McComas <i>2nd Vice President</i>	Rich McComas <i>Treasurer</i> <i>Secretary</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 August 1, 2011

Nancy Bates, President, called the **meeting to order** at 7:00 p.m. Present were Nancy Bates, Rich McComas, Zach Shaffer, Gina McComas and Wendy Weiske, District Manager for D&M. Absent was Danielle Cutler. 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 update on **unit sales/transfers**. Four (4) units have been sold or were a family transfer. There are two (2) available units and four (2) units coming available. There are a significant number of people on the waitlist.

Maintenance Report:

- We are still in the process of trapping the roof rats on the McAllister side of the property. The traps are working and now we are not receiving any calls about the roof rats.
- Irrigation time clock boxes are being built and replaced throughout the property.
- We are replacing address numbers and mail clips on the units as they are painted.
- Lights are being replaced as needed.
- We are working with the pool deck vender to schedule some areas of concern for slipping issues and some cracks.

Wendy's Report

- The color to be painted on the carports is beige.
- Rehab update: Twelve buildings are completed with punch out. Sixteen buildings are in various stages of completion. The rehab is on track for November completion.
- D&M is working on scheduling a meeting with the auditor.
- Wendy brought two requests for purchases to the board:

Motion: Nancy, President, moved to approve the cost of replacing the last old golf cart, which is now non-functional, with a refurbished one for about \$2,500. Zach, 1st Vice President, seconded the motion. Motion passed.

Directive: Management will proceed to purchase a refurbished golf cart.

Motion: Zach, 1st Vice President, moved to approve the cost of replacing the fax machine in the office. Gina, 2nd Vice President, seconded the motion. Motion passed.

Directive: Management will proceed to purchase a new fax machine. Rich, Treasurer, will recommend a machine that will be cost effective.

At 8:05 pm Wendy **concluded her report** and was excused from the meeting. **Nancy** continued the meeting with **New Business**

New Business

- Topic for the August Town Hall Meeting: The pool -- Do members want to keep it open year-round?
- Beautification Committee will meet on Thursday, August 18th at 6:30 pm. Topics will be a discussion of the tree choices after the rehab, a request from a member, possibility of a committee member and a board member to walk the community once per month to keep abreast of the condition of the property, and other topics as presented. If you are interested, please attend.
- The board is planning to find and scan any old records before 2007 (board meeting minutes, town hall minutes, contracts, etc.) into the board computer. If you are a member who has kept these types of records, the board would request your assistance by loaning us these documents for scanning.
- Concerning the units that have add-ons, the board discussed the desire to be pro-active about supporting members in making repairs to the add-ons and recommended that someone from maintenance take a look at all of them and assess the work and costs associated with making necessary repairs.
- Changes in the rules and regulations concerning dish satellite positioning. The board and maintenance are considering changes which will come into alignment with the current practices of the dish satellite companies. That update to your notebook will be distributed when complete.
- Member Services Forum – monthly or quarterly. This would be an opportunity for members who own businesses to give a 10-15 minute presentation to the community. This would be a great opportunity for our members to promote their businesses, and all we need to get it going is a volunteer to organize these events. You can call the office and let them know you are interested, and a board member will contact you with details.
- The Board has requesting that all staff wear name badges, and D&M is happy to comply. This would allow our members to compliment individuals on work well done.
- The Board is researching a telephone system that could send messages to member's telephones or email addresses for those that would prefer this kind of communication rather than (or possibly in addition to) the flyers. More information will be available after the next board meeting.

Upcoming Meetings:

Next Executive Board Meeting: Monday, September 5 at 7 pm.

Town Hall, Saturday, August 20 at 7 pm. Subject: Pool

Beautification Committee: Thursday, August 18 at 6:30 pm

There being no more business, the meeting concluded at 9:00 pm.

_____, President
Nancy Bates

The **motto** of your Board 2011 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!