

ABEVA BOARD OF DIRECTORS MEETING

Special Meeting

Arizona Biltmore Estates Village Association Office
2525 E Arizona Biltmore Circle D-145 Phoenix, AZ 85016
Monday, March 23, 2015 4:30 PM

Board Members Present: Jim Bell, George King, Judith Shafkind, Michael Leeman, Michael Braden, Mark Monserez, Rebecca Heath, Phil Tibi and Will Hawking.

Board Members Absent: None

Management Present: Carol Jones

Call to Order

The special meeting was called to order at 4:30 p.m. by Board President Jim Bell.

Adoption of New Policy for Employee Supervision

After review and discussion, **Mark Monserez made a motion to adopt the Arizona Biltmore Estates Village Association Employee Protocols dated March 23, 2015. Michael Leeman made the second. All in favor, the motion carried.**

Adjournment: As there was no further business, **Mark Monserez made a motion to adjourn. George King made the second. All in favor, the meeting adjourned at 4:40 p.m.**

Respectfully Submitted,
Kelly Rodriguez
Recording Secretary

**ARIZONA BILTMORE ESTATES VILLAGE ASSOCIATION
EMPLOYEE PROTOCOLS
MARCH 23, 2015**

At a duly held meeting of the Arizona Biltmore Estates Village Association ("ABEVA") Board of Directors on March 23, 2015 the Board of Directors adopted the following Employee Protocols:

WHEREAS, ABEVA has employees;

WHEREAS, the ABEVA Board of Directors currently has nine members and has, at times, had more or less members;

WHEREAS, it could be challenging for ABEVA's employees to work in an employment structure where some or all of the members of the Board of Directors believe or act as if he or she directly supervises the employees; and

WHEREAS, the ABEVA Board of Directors desires to clarify for ABEVA's employees and ABEVA's directors the manner and process of employee supervision.

THEREFORE, the ABEVA Board of Directors adopts this Employee Protocols as follows:

1. The Board President, and, in the event of the Board President's unavailability, the Vice President, shall have the discretion to direct the activities of ABEVA employees and request that ABEVA employees complete any task, project or other job duty or function as the President or Vice President thinks are in the best interest of ABEVA.
2. Any director who desires that an ABEVA employee be directed to complete a task, project or other job duty or function, shall request that the President or Vice President so direct the employee. In the event the President or Vice President does not honor that request, the requesting director may raise such matter at a meeting of the ABEVA Board of Directors, which Board may determine how the employee should be directed and instruct the President or Vice President to so direct the employee.

3. Directors, other than the President or Vice President as set forth above, shall not give direction directly to ABEVA employees as to how to perform any task, project or other job duty or function.

Adopted March 23, 2015 by a majority of ABEVA directors at a meeting where a quorum was established.

Mark Monserez
Secretary, Mark Monserez

3-23-15

Date