

ABEVA BOARD OF DIRECTORS MEETING

Arizona Biltmore Estates Village Association Office
2525 E. Arizona Biltmore Circle D-145 Phoenix, AZ 85016
April 21, 2014

BOARD MEMBERS PRESENT: Michael Braden, George King, John Chilcott, Michael Leeman, Rebecca Heath, and Jim Bell

BOARD MEMBERS ABSENT: Judith Shafkind, David Damron, and Mark Monserez
Management Present – Carol Jones

- I. Call to Order** – The Board of Directors meeting was called to order at 5:35 pm by Board President Jim Bell.
- II. Approval of Minutes** – A motion was made by George King to accept the March 17, 2014 Board of Directors meeting minutes as submitted. The motion was seconded by Michael Braden and carried unanimously by the Board.
- III. Financials** – A motion was made by George King to table acceptance of the March 2014 financial reports until the next Board of Directors meeting. The motion was seconded by Michael Leeman and carried unanimously by the Board.
- IV. Management Report** - Manager Carol Jones reviewed her management report and her to do list with the Board and discussed the following points:
 - Courtesy letters to grandfathered lots have been mailed out
 - Document destruction still requires a visit to the storage facility per Carol. John Chilcott stated that he will go to the storage unit and requested that Carol provide him with the address and other details. John and Carol will continue to work on purging the records as specified by Carpenter Hazlewood.
 - Street maintenance – Carol reported to the Board that she was unable to locate any binders of records on Arizona Biltmore Circle and Estates Drive but that other streets had binders of information available in the office. The Board discussed the need to create a schedule detailing which streets are a priority for maintenance as a supplement to the reserve study. Michael Leeman offered to contact former ABEVA Board President Jay Swart to inquire if he may know where the missing binders are.
 - Welcome letters are being sent per Carol but there are quite a few more to send.
 - Website – Carol suggested upgrading the ABEVA website noting that TOPS is the current host. The Board requested that Carol obtain a proposal for monthly website maintenance to be reviewed at the next Board of Directors meeting.
 - TOPS – Carol has archived some of the electronic records in TOPS allowing for faster operation speed and she will be scheduling continued training to improve her proficiency with the program.
 - Security Post Orders – Per Carol three of fourteen pages have been reviewed by herself, Mark Monserez, and Judith Shafkind. Completion to be scheduled based on availability of Carol, Mark, and Judith.

Approved at 5/19/14 Board Meeting

- Security Patrol Vehicle – Carol noted that the patrol vehicle has returned from the body shop only to go immediately to Camelback Toyota for a new alternator, at an estimated cost of \$1000.00. A discussion ensued between Carol and the Board about the types of vehicles under consideration. A motion was made by John Chilcott to lease a vehicle through Securitas. The motion was seconded by Michael Leeman and carried unanimously by the Board. A motion was then made by George King to lease a Toyota RAV4. The motion was seconded by John Chilcott. A discussion ensued among the Board members and votes were cast on the motion. The vote was tied, 3 Board members in favor of the RAV4 and 3 Board members against the RAV4. The motion died due to a tie vote. A motion was next made by Michael Braden to lease a Ford Escape. The motion was seconded by Rebecca Heath. There were 4 votes in favor of the Escape and 2 votes against the Escape. The motion was carried by majority vote. Carol reminded the Board that the current vehicle owned by ABEVA will need to be sold.

V. Landscaping – George King reported that he has spoken with Valley Crest and ABC Scapes landscaping companies regarding the design of the entrances at Lincoln & Arizona Biltmore Circle and Claremont & 32nd Street. George explained to the Board that a landscape architectural plan should be designed so that all proposals for the projects will be uniform based on the design plans to be created by a qualified landscape architect at a cost not to exceed \$2k. A motion was made by Michael Braden to authorize up to \$2k for landscape architectural plans to be created for the entrances at Lincoln & Arizona Biltmore Circle and Claremont & 32nd Street. The motion was seconded by Michael Leeman and carried unanimously by the Board. Michael Braden noted that adjacent Hillside Villas has converted their landscaping to xeriscape. Jim Bell then notified the Board that Hillside Villas has sent communication stating that they will be locking the fence/gate at the path entering the grand paseo. The Board requested that Carol follow up with Hillside regarding ABEVA access to the lock.

VI. Old Business

- 2014 property tax valuations need to be appealed per Carol. Board President Jim Bell agreed to assist Carol with this process noting that most information on how to appeal is available on the Maricopa County Assessors website. Carol noted that Parcel 20, which needs to be appealed, is owned by Chicago Title not ABEVA citing past difficulties appealing the property tax due to ownership of the parcel.
- Speed Radar sign rental – Carol reported to the Board that she contacted Trafficade, a vendor that rents portable speed radar signs at a rate of approximately \$100 per day. The Board discussed the matter and declined to move forward with the rental at this time.
- 11 Biltmore Estates Drive – Carol reported that ABEVA Architect Jim Roberts is in communication with the Architect of 11 Biltmore Estates Drive and they are working together towards resolution of this matter.

VII. New Business

- Carol provided the Board with a list of banks that offer services intended for Homeowners Associations. The Board agreed to table the matter until Treasurer Judith Shafkind is present at the next Board of Directors meeting.

VIII. Committee Reports – Current committee matters were discussed at this meeting during the management report review and old business.

Additionally, Employee Review Committee member John Chilcott addressed the Board to suggest procuring bids on professional property management services and presented the Board with preliminary proposals from Associated Asset Management (AAM) and First Service Corporation. A motion was made by John Chilcott “that the Board of Directors authorize the Employee Review Committee to solicit proposals from First Services [*sic*] and AAM to submit proposals for full service community association management. Such proposals should include job descriptions, salary ranges, comparison of benefits and what level of management is best for ABEVA. Proposals should be submitted and reviewed no later than June 15, 2014. Recommendations to the Board shall be made at the July Board meeting.” Michael Braden seconded the motion and a discussion ensued. The motion was carried unanimously by the Board.

IX. Calendar – The next Board of Directors meeting is scheduled for May 19, 2014 at 5:30 pm.

X. Adjournment – There being no further business to discuss a motion was made by Rebecca Heath to adjourn at 6:30 pm. The motion was seconded by George King and carried unanimously by the Board.

Respectfully Submitted,
Jennifer Harris
Recording Secretary