

ABEVA BOARD OF DIRECTORS MEETING

Arizona Biltmore Estates Village Association Office
2525 E. Arizona Biltmore Circle D-145 Phoenix, AZ 85016
November 18, 2013

BOARD MEMBERS PRESENT: Mark Monserez, Judith Shafkind, George King, Jim Bell, John Chilcott, Harvey Shrednick, Rebecca Heath

BOARD MEMBERS ABSENT: Michael Braden and David Damron

Management Present – Jodi Henderson

Homeowners Present – Richard Arroyo

- I. Call to Order** – The Board of Directors meeting was called to order at 5:05 pm by Board President George King.
- II. Guest** – Scott Carpenter was not able to be present at this meeting but his office prepared a draft collections policy for the Board to review. A motion was made by Harvey Shrednick to accept the collections policy as drafted. The motion was seconded by John Chilcott and carried unanimously by the Board. Jodi Henderson requested the Board's permission to publish the draft in the BRIEF and the Board agreed.
- III. Approval of Minutes** – A motion was made by Mark Monserez to accept the Board of Directors meeting minutes from October 21, 2013 as submitted. The motion was seconded by Harvey Shrednick and carried unanimously by the Board.
- IV. Financials** – Treasurer Judith Shafkind was present to review the financial reports for the month of October 2013 and noted that net income is over budget year to date. A motion was made by Rebecca Heath to accept the October 2013 financial reports as submitted. The motion was seconded by Harvey Shrednick and carried unanimously by the Board. Judith then recommended that excess operating funds be transferred to reserves as an additional reserve contribution. A motion was made by Judith Shafkind to transfer \$90k to reserves as an additional reserve contribution. The motion was seconded by Rebecca Heath and carried unanimously by the Board.
- V. 2014 Annual Homeowners Meeting** – The Annual Homeowners meeting will be held on February 11, 2014 at 6:00 pm at the Arizona Biltmore Resort. Jodi Henderson asked the Board to recommend a guest speaker and it was suggested that the Resort Manager be invited to speak.
- VI. Management Report** - Manager Jodi Henderson reviewed the following items as an update to her to do list:
 - Fine Policy – Jodi is in the process of drafting a fine policy
 - Document destruction – Board Member John Chilcott has offered his assistance with the document destruction process
 - Street Maintenance – This item is pending per Jodi
 - TOPS training – Jodi reported that she still needs to complete additional training on the TOPS website
 - Paperless documents – This item is pending per Jodi

Approved at the 12.16.13 Board Meeting

- Security – Per Jodi Henderson security post orders have been revised and need to be adopted. Mark Monserez noted that the post orders are not a contract just procedure documents. The Board discussed the matter and reviewed the Securitas contract.

VII. Landscaping – Jodi Henderson gave the following updates on landscaping issues:

- Annual flowers have been installed
- Bids were requested for the monthly landscaping contract and all proposals came back with a higher monthly rate than the current contractor Valley Crest
- Jodi is working on obtaining bids for backflow prevention device cages so that valuable parts are not exposed to theft

VIII. Old Business

- Job descriptions – Jodi provided updated job descriptions to the Employee Review Committee for approval
- Disclosure package update – Per Jodi the disclosure package has been updated and the bylaws will be added once ratified
- Email lists – Per Jodi all sub-associations have been contacted to request their owners emails addresses for emergency email blasts. Some residents provided their email address but others chose not to. The Board agreed that notifications/communications will be at the discretion of the Executive Committee (Officers) to protect the privacy of the homeowners. Jodi agreed to draft a privacy policy to place in the ABEVA BRIEF.
- Property Taxes – Jodi noted that the property taxes have been paid and she has billed the Resort for their share. A claim was filed on high valued parcels to ensure there is not an error in the valuation per Jodi.
- Biltmore Area Partnership (BAP) – A ballot was received asking if the ABEVA Board would like to run or vote. The Board agreed to ask Michael Braden if he would like to participate
- Sales – Per Jodi there have been 161 properties that closed escrow this fiscal year to date

IX. New Business

- CPA bids – Jodi presented the Board with bids that she obtained from CPA firms for the preparation of taxes and a financial review. The Board reviewed and discussed the bids. A motion was made by Harvey Shrednick to accept the bid from Mansperger, Patterson, and McMullin. There were no supporting votes and the motion died. A motion was then made by Mark Monserez to accept the bid from Ginsburg in the amount of \$1200. The motion was seconded by Jim Bell and a discussion ensued. Mark Monserez then amended his motion to add in the request that Ginsburg include in his engagement letter that \$1200 is the firm agreed upon rate. The amended motion was seconded by Jim Bell and carried unanimously by the Board
- Security Staff Bonuses – The Board discussed the bonus allocations for the guard staff. A motion was made by Mark Monserez to discontinue security bonuses. There were no supporting votes and the motion died. A motion was then made by Jim Bell to allocate \$50.00 to the flex guards,

\$250.00 to the full time guards, and \$400 to the supervisor. The motion was seconded by George King and carried unanimously by the Board.

- Bylaw ratification – Per Mark Monserez the Legal Committee has worked on this and the 6th Amendment is complete and will replace the 5th amended bylaws. The Board unanimously accepted the 6th amended version.
- Board positions with expiring terms – Rebecca Heath and Mark Monserez agreed to run for the Board again and Harvey Shrednick declined.
- Collections – Board President George King suggested the Mulcahy Law Firm as an alternative to Carpenter Hazelwood. The Board agreed to table this matter until 2014.

X. Open Session – Owner Richard Arroyo of 2 Biltmore Estates was present on behalf of 2 Biltmore Estates to request that 2 Biltmore be granted voting rights and privileges. The matter was tabled to allow further research since 2 Biltmore is still under declarant control.

XI. Adjournment – There being no further business to discuss a motion was made by Harvey Shrednick to adjourn at 6:30 pm. The motion was seconded by Mark Monserez and carried unanimously by the Board.

Respectfully Submitted,
Jennifer Harris
Recording Secretary