

ABEVA BOARD OF DIRECTORS MEETING

Arizona Biltmore Estates Village Association Office
2525 E. Arizona Biltmore Circle D-145 Phoenix, AZ 85016
March 17, 2014

BOARD MEMBERS PRESENT: George King, Jim Bell, Rebecca Heath, David Damron, Judith Shafkind, Mark Monserez, and Michael Leeman

BOARD MEMBERS ABSENT: John Chilcott and Michael Braden

Management Present – Carol Jones

- I. Call to Order** – The Board of Directors meeting was called to order at 5:30 pm by Board President Jim Bell.
- II. Approval of Minutes** – A motion was made by David Damron to accept the February 17, 2014 Board of Directors meeting minutes as submitted. The motion was seconded by Judith Shafkind and carried unanimously by the Board. Mark Monserez abstained his vote due to his absence at that meeting.
- III. Financials** – A motion was made by Judith Shafkind to accept the February 2014 financial reports as submitted. The motion was seconded by Mark Monserez 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:
 - Successful collection of \$25k in delinquent assessments but there are still 60 delinquent accounts per Carol.
 - Document destruction and storage - Per Carol Jones the offsite storage facility has no air conditioning and the old files need to be destroyed. The Board discussed the matter and noted that Carpenter Hazelwood's office has already provided a list of files that can be removed and destroyed. Previously John Chilcott had said he would volunteer to clean out the storage unit. Carol noted that the files from 2011 through current are still in the ABEVA office and need to be boxed up and moved to storage.
 - Street Maintenance – Carol Jones will research to determine which streets ABEVA is responsible for maintaining. The Board noted that if ABEVA doesn't own the street in question and no maintenance agreement exists between ABEVA and a sub association then ABEVA is not obligated to maintain those streets. The Board also requested that Carol obtain a map of the last paving project and suggested hiring a consultant to determine which streets are maintenance priorities.
 - Grandfathered Lots – Carol Jones explained to the Board that she has not billed the grandfathered lots for their portion of the assessments owed. The Board agreed to assist Carol with this in order to get the notices out in a timely manner.
 - Online Banking – Carol reported that there are online banking options which will allow homeowners to send their payments directly to the bank and pay online by credit, debit, or check to minimize the number of payments posted in house by ABEVA. The Board requested Carol to provide a list of banks that offer services to Homeowners Associations for review at the next ABEVA meeting.
 - Welcome Letters – Carol noted that she has not sent out any welcome letters to new owners since December 2013 but disclosure packages are being sent in accordance with state law.

Approved at 04/21/14 Board Meeting

- Security Post Orders – Per Carol the post orders are pending review from the Legal Committee.

V. Landscaping – Carol reported that the lights shining on the trees at Lincoln are linked to the electrical box failure issue. Judith Shafkind noted that Valley Crest was requested to review the electrical box issue. The Board requested that Carol get a proposal for landscaping and lighting on Arizona Biltmore Circle and Lincoln median and roadsides to be reviewed at the next ABEVA meeting. George King agreed to procure bids for these areas as part of the entrance enhancement efforts.

VI. Old Business

- 2014 property tax valuations have been received per Carol
- Carpenter Hazelwood collections agreement – A motion was made by David Damron to use Carpenter Hazelwood for collections and sign their agreement into effect. The motion was seconded by Mark Monserez and carried unanimously by the Board.
- Speed limit signs – Carol explained to the Board that she is not seeking to add signs that she is only replacing signs and suggested one additional sign. Judith Shafkind noted that the ‘Tow Away’ signs are in disrepair. A motion was made by Mark Monserez to install a new 25 MPH speed limit sign at the north end of Arizona Biltmore Circle towards Lincoln, remove tow signs, rent a portable speed radar sign, and cancel the previous Board decision to purchase up to \$500 worth of new signs. The motion was seconded by David Damron and carried unanimously by the Board.

VII. New Business

- Security Patrol vehicle – Carol provided the Board with a cost comparison report to determine if purchasing or leasing is a better option. The Board reviewed Carol’s report and requested that she obtain a current copy of the contract with Securitas for review in order to determine if leasing from Securitas will affect the existing patrol contract.

VIII. Committee Reports – The following committees reported on their recent activities:

- Architectural – Jim Bell noted that he has spoken with the attorney for 11 Biltmore Estates Drive. Jim request that Carol contact ABEVA’s architect Mr. Jim Roberts and schedule a meeting between both the architect for 11 Biltmore Estates Drive and ABEVA to discuss the details of this matter.
- Legal – No report.

IX. Calendar – The next Board of Directors meeting is scheduled for April 21, 2014 at 5:30 pm.

X. Adjournment – There being no further business to discuss a motion was made by George King to adjourn at 6:38 pm. The motion was seconded by Judith Shafkind and carried unanimously by the Board.

Respectfully Submitted,
Jennifer Harris
Recording Secretary

Approved at 04/21/14 Board Meeting