

## ABEVA BOARD OF DIRECTORS MEETING

Arizona Biltmore Estates Village Association Office  
2525 E. Arizona Biltmore Circle D-145 Phoenix, AZ 85016  
August 19, 2013

**BOARD MEMBERS PRESENT:** Mark Monserez, Judith Shafkind, George King (via telephone), James (Jim) Bell, and John Chilcott

**BOARD MEMBERS ABSENT:** Harvey Shrednick

**Homeowner's Present** – Michael Braden

- I. Call To Order** – The Board of Directors meeting was called to order at 5:30 pm by Vice President Jim Bell.
- II. Homeowner Forum** – No topics were presented to the Board for discussion.
- III. Approval of Minutes** – A motion was made by Mark Monserez to accept the June 17, 2013 minutes as submitted. The motion was seconded by John Chilcott and carried unanimously by the Board.
- IV. Financial Reports** – A motion was made by Judith Shafkind to accept the July 2013 financial reports as submitted. The motion seconded by Mark Monserez and carried unanimously by the Board.
- V. Management Report** – Manager Jodi Henderson was present to review the management reports with the Board. Jodi reviewed the financial variances and reminded the Board that the security vehicle is not part of the reserves as a separate line item, only part of the general reserve funds.
- VI. Old Business** – The following items were reviewed by the Board as follow up from previous meetings discussions:
  - New paint and carpeting were installed in the ABEVA office.
  - Jodi has renewed her notary privileges and enrolled in AACM.
  - Server or Cloud storage – Jodi and the Board discussed server options. Jim Bell suggested cloud storage. Jodi agreed to review the option of cloud storage as a cheaper alternative.
  - Rekeying of ABEVA office – Keys were distributed to George, Jodi, Security Patrol, and temp staff.
  - DRAC Committee Appointments from the resort – Dave Kirken, Stuart Lacey, David Nadeau, and Matt Hart.
  - Landscaping – Jodi informed the Board that the current contractor, Valley Crest, is taking a 3% increase in their rates for the 2013/2014 budget year. Jodi will resume inspections once a new site supervisor is assigned.
  - Potholes – Jodi reported that she's received complaints regarding potholes at Colter and 31<sup>st</sup> Street and at the gate of Claremont and Arizona Biltmore Circle. Per Jodi the reserve study indicates asphalt repairs are due. Jodi requested time to research and find the easements and maintenance agreements obligating ABEVA to perform this work.
- VII. New Business**
  - Paperless – Jodi recommended that the ABEVA office go paperless to save file space and for security purposes. Jim Bell reminded the Board that

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cloud storage and the scanning can all be done by the ABEVA office with no outsourcing required. Jodi will continue to explore available options.

- Committee Assignment matrix review – George King, Judith Shafkind, and John Chilcott are now all on the Employee Review Committee. L.A. Shafkind was added to the Architectural Committee.
- Biltmore Area Partnership (BAP) – Jodi presented the Board with the option to renew membership in the BAP along with an invoice for \$1500.00. A discussion ensued and the Board unanimously agreed to decline membership.
- Security/Emergency emails – Jodi reported that the TOPS program can accommodate this process. The Board agreed and suggested collecting email addresses from the sub-associations.
- BRIEF – Jodi asked the Board if they would like to continue paying Biltmore Publishing to insert and format the BRIEF in the Biltmore Lifestyle’s magazine. A discussion ensued and the matter was tabled until an alternate option could be agreed upon. The current vendor will continue to be used in the meantime.
- Director Vacancies – A motion was made by Judith Shafkind to allot a longer term to newly elected Michael Braden and also to Dave Damron. Rebecca Heath will be given a shorter term. The Board unanimously agreed to the proposed terms and new candidate assignments.
- 2014 Budget – A motion was made by Mark Monserez to keep the dues at \$275.00 per year. The motion was seconded by George King and carried unanimously by the Board.

#### **VIII. Committee Reports**

- Legal – Mark Monserez reported on behalf of the Legal Committee regarding a draft of the attorney fee policy as an amendment to the bylaws. A motion was made by Mark Monserez to amend the bylaws pursuant to the amendment. The motion was seconded by George King and carried unanimously by the Board.
- Collection Policy – Jodi noted that the policy on file has not been presented to the Homeowners. Jim Bell suggested that the Legal Committee review the policy before it is mailed out to the membership.

**IX. Calendar** – The next Board of Directors meeting will be held on Monday September 16, 2013 at 5:30 pm.

**X. Adjourn** – There being no further business to discuss the meeting was motioned to adjourn at 6:28 pm by Judith Shafkind. The motion was seconded by Jim Bell and the meeting adjourned.

Respectfully Submitted,  
Jennifer Harris  
Recording Secretary

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