

ABEVA BOARD OF DIRECTORS MEETING

Arizona Biltmore Estates Village Association Office
2525 E. Arizona Biltmore Circle D-145 Phoenix, AZ 85016
October 21, 2013

BOARD MEMBERS PRESENT: Judith Shafkind, George King, Jim Bell, Michael Braden, David Damron, Rebecca Heath, Harvey Shrednick, and John Chilcott

BOARD MEMBERS ABSENT: Mark Monserez

Homeowner's Present – None

- I. Call To Order** – The Board of Directors meeting was called to order at 5:30 pm by Board President George King.
- II. Homeowner Forum** – None
- III. Approval of Minutes** – A motion was made by David Damron to accept the September 16, 2013 minutes as submitted. The motion was seconded by Michael Braden and carried unanimously by the Board.
- IV. Financial Reports** – A motion was made by Judith Shafkind to accept the September 2013 financial reports as submitted. The motion seconded by David Damron and carried unanimously by the Board.
- V. Management Report** – Manager Jodi Henderson reviewed the budget variances included in the management report. The following items were discussed with the Board:
 - Financials - The financial report details were reviewed by Jodi and the Board. Operating balance was reported at a combined total of \$194,798.90 and Reserves at \$817,345.56. Expense overages and under budget items for the month of September and year to date were explained to the Board by Jodi.
 - Managers To-Do list - Jodi discussed her ongoing list of to-do items and provided the Board with status updates for each. Regarding the community manager's absence Jodi agreed to attempt to cover her position if possible with available staff or to allow the office voice mail system to provide a recorded message during her absence per discussion with the Board. It was agreed that this item could be removed from Jodi's to-do list.
 - Security – Security Post Orders were revised and need to be adopted per Jodi. Judith Shafkind reminded residents to report any strange activities to the Police Department first and not to the roving patrol staff.
 - Landscape/Common Area/Streets – Jodi explained that she is working with the landscaping contractor on a bi-weekly basis to address concerns and annual flowers will be planted soon.
 - Paperless document storage – Michael Braden agreed to assist Jodi with this project.
 - Emergency email blasts – Jodi reported that there has been approximately 50% response from residents providing their email addresses and the project is ongoing.
- VI. Old Business** – The following items were reviewed by the Board as follow up from previous meetings:

Approved at 11.18.13 Board Meeting

- Annual Mailing – Per Jodi the 2013/2014 approved budget and annual assessment invoices were mailed prior to October 1st as required. The Board noted that residents need to provide their lot number when submitting assessment payments.
- Pot Holes – Potholes at Claremont’s west gate were patched and a valley gutter was installed at Colter & 31st Place.
- Committees – The committee matrix was updated. Office staff job descriptions are being updated per Jodi (Employee Review Committee) and the Legal Committee is currently working on several issues per Harvey Shrednick with updates to be provided as needed.
- Biltmore Area Partnership (BAP) – Board Member Michael Braden attended the last BAP meeting and Stakeholder meeting for the same. The Board discussed the benefit of participation in the BAP. A motion was made by Harvey Shrednick to continue ABEVA’s membership in the BAP. The motion was seconded by Michael Braden and a discussion ensued. A motion to modify Harvey’s original motion was then made by John Chilcott to renew ABEVA’s membership for only 1 year. There were a total of 4 votes in favor of the modified motion and 3 nay votes. The motion was carried by majority vote of the Board.
- 149 properties have closed year to date in ABEVA

VII. New Business

- 2013 Tax preparation and audit – Jodi stated that the current CPA is charging \$6,900 to perform tax and audit services to ABEVA. The Board agreed to have Jodi solicit at least 3 bids from other firms to compare prices and service levels to determine if there is a potential cost savings by switching firms.

VIII. Committee Reports

- Architectural & Legal – No reports
- Collection Policy – Jodi reported that Carpenter Hazelwood may be available to give a presentation to the Board at the next regular ABEVA Board meeting and Harvey Shrednick stated that the Legal Committee is in agreement to have Carpenter Hazelwood attend.

IX. Calendar – The next Board of Directors meeting will be held on Monday November 18, 2013 at 5:30 pm. The Annual Homeowners Meeting is scheduled for February 11, 2014. Jodi requested selection of a volunteer speaker for the annual meeting.

X. Adjourn – There being no further business to discuss the meeting was motioned to adjourn at 6:23 pm by David Damron. The motion was seconded by Harvey Shrednick and the meeting was adjourned.

Respectfully Submitted,
Jennifer Harris
Recording Secretary

Approved at 11.18.13 Board Meeting