

**Consolidated Co-ops
of Scottsdale East, Inc.**

8151 E. GARFIELD ST.
SCOTTSDALE, ARIZONA 85257
PHONE (480) 947-3341
FAX (480) 947-8553

NOTICE OF AN OPEN BOARD MEETING OF THE BOARD OF DIRECTORS OF CONSOLIDATED COOPERATIVES OF SCOTTSDALE EAST, INC. NOTICE IS HEREBY GIVEN that an Open Meeting of the Board of Directors of CCSEI will be held on **Thursday, November 17, 2022 at 6:00 p.m.** at the Maintenance Building, 8151 East Garfield Street, Scottsdale, Arizona 85257.

An Executive meeting preceded this Regular Open Meeting Session.

I. PROCEDURES

- A. Call to Order – President Maryana Scott
- B. Roll Call
- C. Adopt Agenda
- D. Approval of Open Meeting Minutes (October 20, 2022)

II. REPORTS

- A. Building Reports – Board members report issues, if any, in their respective buildings.
- B. Treasurer's Report – Ellie Jackson, Treasurer
- C. Committee Reports:
 - Membership Committee – Ellie Jackson, Chair
 - Sheri DeVore – ADD ON (D101)
 - Jason Cobb (D208)
 - Colin Holmes – ADD ON (F117)
 - Nancy Schad (F3)
 - James & Lauren Woods (C217)
- D. -Finance/Budget – Vacant
- E. -Grounds – Vacant

III. OLD BUSINESS

-Camelback North Project update

IV. NEW BUSINESS

- Announcement of Edgewood Representative (Jennifer Ward)
- Reminder for dog owners to pick up after their pets
- Removal of all personal items from common areas

V. MANAGER'S REPORT

VI. MEMBERS' FORUM

VII. ADJOURNMENT

By: _____
Mary S. Passarelli, Secretary

Date: 11/14/2022



MINUTES OF THE OPEN BOARD MEETING

An Open Meeting of the Board of Directors of CCSEI was held on **Thursday, October 20, 2022, at 6:00 p.m.** at 8151 East Garfield Street, Scottsdale, Arizona, 85257 in the Maintenance Building.

An Executive meeting preceded the Regular Open Meeting Session.

I. PROCEDURES

- A. Call to Order** – President *Maryana Scott* called the meeting to order at 6:04 p.m.
 - GM Jayson Hunt – present
 - Bldg. E – absent
 - Bldg. B-George Pool – present
 - Bldg. F-Fred Weninger – absent
 - Bldg. C-Maryana Scott – present
 - Bldg. G- Ellie Jackson – present
 - Bldg. D-Dan Free – present
 - Bldg. H- Mary Passarelli – present
- B. Amend Agenda**

Agenda amended by *Maryana Scott* to move nomination of Mary Passarelli as Board of Directors Secretary to the next item on the Agenda.

MOTION: to nominate Mary Passarelli as Board of Directors Secretary made by *Ellie Jackson*, 2nd by *Dan Free*. Passed.
- C. Approve Meeting Minutes of September 15, 2022**

MOTION: to approve Minutes of September 15, 2022 made by *Dan Free*, 2nd by *Ellie Jackson*. Passed.

II. REPORTS:

- A. Building Reports:** Reporting of any issues in respective buildings
 - Bldg. B (*George Pool*)** No issues reported
 - Bldg. C (*Maryana Scott*)** No issues reported
 - Bldg. D (*Dan Free*)** No issues reported
 - Bldg. E** No issues reported
 - Bldg. F (*Fred Weninger*)** Fred was not in attendance but sent a message that the catwalk needs work, the pool looks good and the sprinklers are on.
 - Bldg. G (*Ellie Jackson*)** No issues for Building G, but the parking lot for Building C needs the handicap signs on the ground repainted. GM Hunt will have this done.
 - Bldg. H (*Mary Passarelli*)** The pool looks great. The fish pond needs attention. Now that the weather is cooler, GM Hunt will have plants around the pond trimmed back.

-Proposed deterrent for bikers riding in corridors: George Pool presented his idea for this. The solution looks like one picket fence from a distance, but it is actually three separate fences. This allows pedestrians to pass through on the sidewalk, while it appears to cyclists and skateboarders, who are considering entering the corridor, that a fence is blocking the way.

MOTION: to install the deterrent in Buildings B and C corridors (at both ends) made by *George Pool*, 2nd by *Ellie Jackson*. Passed.

V. **MANAGER'S REPORT**

(The full Report is available at the office.)

VI. **MEMBERS FORUM**

-Tony Bonville (F205) Stated paint job is much better this time. Asked what is the expected lifespan for the paint. GM Hunt responded that it should be done every 10 years. Complex was last painted 14 years ago. Asked if cat walk will be replaced. Three-unit section will be redone in Building F because that is one concrete pour. One pour will be replaced in Building E after F is done. Parking lot will not be addressed until after all painting is completed. Asked if all grass is going to be removed. This will be done over time.

-Francine McClung (F13) Stated that she believes installing security cameras would be too expensive and does not understand the need for cameras. Board Members responded that police ask where security cameras are located when a theft occurs, and crime is on the rise. Cameras are still under consideration.

-Ed Sullivan (C213) Stated that his catalytic converter was stolen. Wanted to know what victims can do when theft occurs. There is a non-emergency number to call in these situations and if there is suspicious behavior.

VII. **ADJOURN:**

MOTION: to adjourn made by *Ellie Jackson*; 2nd by *Dan Free*. Meeting adjourned at 6:54 p.m.

By: _____
Mary S. Passarelli, Secretary

Date: 10/26/2022

Manager's Report

November 17th, 2022

Camelback painting has been completed and only has a couple touch-ups left. The Desert Star green firewalls are being changed to the darker green and should be finished by Monday. Hollyhock is the next building scheduled to be painted. It was to begin on Nov. 28th but may have to be pushed back to Dec. 4th due to what I'm being told is a paint issue beyond MTS's control. I will post notices to Hollyhock residents as soon as I am updated by the painters.

Desert Star pool was somehow set at 90 degrees which is the primary reason it turned green. It has been cleaned up and set back to 87 degrees.

The metal pans have arrived for the catwalk repair but welders wouldn't schedule work until the pans arrived (because of issues with shipping and problems with incorrect product). I just spoke with the welding company and he will let me know tomorrow when they will be able to start. It will be at least four weeks. Concrete company is ready whenever so it's all up to welders' availability. The project will take one week to complete.

The landscapers are ready to begin behind Camelback as soon as we can finish clearing it out, maintenance has just been really busy with the other projects and regular responsibilities. There is usually an increase of work orders for a few weeks when the weather changes.

Consolidated Cooperatives of Scottsdale East, Inc.

11/15/22

Profit & Loss Budget Performance

Accrual Basis

October 2022

	Oct 22	Budget	Jan - Oct 22	YTD Budget	Annual Bu...
Ordinary Income/Expense					
Income					
5100 · Rent Revenue					
5120 · Member Carrying Charges	105,479.00	106,020.00	1,050,907.14	1,060,210.00	1,272,250.00
5170 · Parking Permits	15.00	100.00	18,700.00	18,400.00	18,500.00
5190 · Locker Rental	1,350.00	1,500.00	14,310.00	15,000.00	18,000.00
Total 5100 · Rent Revenue	106,844.00	107,620.00	1,083,917.14	1,093,610.00	1,308,750.00
5401 · Interest Income	85.61		390.93		
5900 · Other Revenue					
5910 · Laundry Income	934.90	840.00	8,219.41	8,320.00	10,000.00
5920 · NSF & Late Charges	742.00	25.00	7,615.00	200.00	250.00
5925 · Fines, Fees	0.00	0.00	600.00	225.00	225.00
5930 · Transfer Fees	1,000.00	667.00	6,400.00	6,666.00	8,000.00
5940 · Pet Fees	0.00	34.00	600.00	332.00	400.00
5950 · Service Repair Fees	506.00	583.00	6,265.00	5,834.00	7,000.00
5990 · Other Income	0.00	125.00	1,083.00	1,250.00	1,500.00
5991 · Recovered Legal Fees	0.00	0.00	0.00	1,000.00	2,000.00
5992 · Recovered Rehab	0.00	0.00	-250.00	855.54	855.54
Total 5900 · Other Revenue	3,182.90	2,274.00	30,532.41	24,682.54	30,230.54
Total Income	110,112.51	109,894.00	1,114,840.48	1,118,292.54	1,338,980.54
Expense					
6300 · Administrative Expenses					
6309 · Advertising	99.99	0.00	7,530.45	2,000.00	2,000.00
6310 · Salaries & Wages - Office					
6310.1 · Salaries & Wages	8,516.34	9,583.00	89,270.30	95,834.00	115,000.00
6310.2 · Holiday	0.00		1,204.00		
6310.3 · Vacation	344.00		2,408.00		
6310.4 · Sick	0.00		344.00		
6310.6 · Contract Labor - Porter	600.00	600.00	6,300.00	6,300.00	7,800.00
Total 6310 · Salaries & Wages - Off...	9,460.34	10,183.00	99,526.30	102,134.00	122,800.00
6311 · Supplies - Office					
6311.1 · Office Supplies	13.51	208.00	1,439.51	2,084.00	2,500.00
6311.3 · Postage	0.00	0.00	232.00	400.00	500.00
Total 6311 · Supplies - Office	13.51	208.00	1,671.51	2,484.00	3,000.00
6312 · Computers Equip/Supplies/...	0.00	0.00	2,289.65	2,000.00	2,000.00
6313 · Equip Maint Contracts	0.00	208.00	2,230.72	2,084.00	2,500.00
6341 · Legal	0.00	208.00	235.00	2,084.00	2,500.00
6350 · Audit & Accounting					
6351 · Accounting Services	0.00	833.00	8,150.88	8,334.00	10,000.00
6352 · Annual Audit Costs	0.00	0.00	0.00	12,500.00	12,500.00
6353 · Payroll Service Fee	344.08	250.00	2,958.05	2,500.00	3,000.00
Total 6350 · Audit & Accounting	344.08	1,083.00	11,108.93	23,334.00	25,500.00
6360 · Telephone/Cellular	452.87	291.00	4,902.32	2,918.00	3,500.00
6363 · Internet Contract	0.00	334.00	3,213.00	3,332.00	4,000.00
6391 · Bank Charges	18.23	25.00	1,132.80	175.00	200.00
6392 · Credit Checks	128.82	125.00	1,021.87	1,250.00	1,500.00
6397 · Dues/Education	0.00		375.42		
6399 · Other					
6399.1 · Fuel/Mileage	0.00	0.00	103.19	75.00	100.00
6399.4 · Community Days	0.00	0.00	1,577.49	2,500.00	2,500.00
6399.5 · Misc Admin	0.00	0.00	856.51	500.00	500.00
Total 6399 · Other	0.00	0.00	2,537.19	3,075.00	3,100.00
Total 6300 · Administrative Expenses	10,517.84	12,665.00	137,775.16	146,870.00	172,600.00

Consolidated Cooperatives of Scottsdale East, Inc.

11/15/22

Profit & Loss Budget Performance

Accrual Basis

October 2022

	Oct 22	Budget	Jan - Oct 22	YTD Budget	Annual Bu...
6400 · Utilities Expense					
6450 · Electric	2,653.05	3,330.00	28,138.15	33,336.00	40,000.00
6451 · Water	9,225.76	7,500.00	75,625.86	75,000.00	90,000.00
6452 · Gas	2,262.12	1,334.00	14,659.19	13,332.00	16,000.00
6453 · Sewer	3,862.16	3,334.00	34,271.41	33,332.00	40,000.00
6454 · Trash	2,869.89	2,084.00	30,499.73	20,832.00	25,000.00
6455 · Envir/Taxes & Fees	876.50	734.00	7,122.98	7,332.00	8,800.00
Total 6400 · Utilities Expense	21,749.48	18,316.00	190,317.32	183,164.00	219,800.00
6500 · Operating & Maintenance Expe...					
6501 · Sales Tax Maintenance Items	32.00		573.20		
6502 · Building Maint/Improvements	184.30	1,250.00	23,149.65	12,500.00	15,000.00
6503 · Temp Labor - Maintenance	908.34	0.00	2,688.41	5,000.00	5,000.00
6511 · Janitorial Supplies	0.00	105.00	1,077.17	1,040.00	1,250.00
6519 · Exterminating Contract	0.00	584.00	4,595.85	5,832.00	7,000.00
6535 · Fuel-Equipment	0.00	0.00	0.00	75.00	100.00
6536 · Plants&Supplies - Grounds	0.00	834.00	391.08	8,332.00	10,000.00
6537 · Contracts - Grounds	4,000.00	4,584.00	40,360.00	45,832.00	55,000.00
6538 · Sprinkler System - Grounds	0.00	250.00	1,077.41	2,500.00	3,000.00
6539 · Trees - Grounds	0.00	1,250.00	8,419.80	12,500.00	15,000.00
6540 · Payroll					
6540.1 · Wages	7,043.25	14,167.00	95,166.61	141,666.00	170,000.00
6540.2 · Holiday	0.00		3,204.00		
6540.3 · Vacation	424.00	0.00	3,672.00	0.00	0.00
6540.4 · Sick	220.00	0.00	1,899.00	0.00	0.00
Total 6540 · Payroll	7,687.25	14,167.00	103,941.61	141,666.00	170,000.00
6541 · Materials					
6541.1 · Materials	0.00	0.00	0.00	500.00	500.00
6541.2 · Signage	0.00	500.00	3,904.37	5,000.00	6,000.00
6541.4 · Appliance Parts	0.00		116.72		
6541.5 · Hardware	0.00	0.00	385.94	250.00	250.00
6541.6 · Rehab	0.00	417.00	990.65	4,166.00	5,000.00
6541.7 · Rehab - Recoverable	0.00		297.62		
Total 6541 · Materials	0.00	917.00	5,695.30	9,916.00	11,750.00
6542 · Capital Improvements					
6542.5 · Xeriscape	0.00	0.00	0.00	10,000.00	10,000.00
6542.7 · Painting	48,000.00		268,500.00		
Total 6542 · Capital Improvements	48,000.00	0.00	268,500.00	10,000.00	10,000.00
6543 · Parking Lot Sweeping	0.00	300.00	0.00	3,000.00	3,600.00
6545 · HVAC					
6545.1 · HVAC Replacements	0.00	0.00	45,245.28	60,000.00	60,000.00
6545.2 · HVAC Repairs	0.00	0.00	0.00	12.27	12.27
6545.3 · HVAC Parts	0.00	1,042.00	12,848.20	10,416.00	12,500.00
Total 6545 · HVAC	0.00	1,042.00	58,093.48	70,428.27	72,512.27
6547 · Swimming Pools					
6547.1 · Contracts - Pools	0.00	0.00	0.00	15,545.00	15,545.00
6547.2 · Chemicals - Pools	0.00	625.00	7,349.62	6,250.00	7,500.00
6547.3 · Parts for Pool	315.99	208.00	3,834.60	2,084.00	2,500.00
6547.4 · Pool Furniture	0.00	417.00	0.00	4,166.00	5,000.00
6547.5 · Permits	0.00	158.00	0.00	1,584.00	1,900.00
Total 6547 · Swimming Pools	315.99	1,408.00	11,184.22	29,629.00	32,445.00
6551 · Small Tools - Repairs	0.00	125.00	1,975.45	1,250.00	1,500.00
6555 · Electrical Supplies	66.36	416.00	1,617.71	4,168.00	5,000.00
6560 · Painting Costs					
6560.2 · Paint Supplies	0.00	209.00	228.62	2,082.00	2,500.00
Total 6560 · Painting Costs	0.00	209.00	228.62	2,082.00	2,500.00

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Consolidated Cooperatives of Scottsdale East, Inc.

11/15/22

Profit & Loss Budget Performance

Accrual Basis

October 2022

	<u>Oct 22</u>	<u>Budget</u>	<u>Jan - Oct 22</u>	<u>YTD Budget</u>	<u>Annual Bu...</u>
6570 · Vehicle					
6571 · Vehicles - Repairs	0.00	125.00	2,406.50	1,250.00	1,500.00
Total 6570 · Vehicle	0.00	125.00	2,406.50	1,250.00	1,500.00
6580 · Plumbing					
6581 · Supplies - Plumbing	103.34	1,167.00	7,014.42	11,666.00	14,000.00
6582 · Contracts - Plumbing	0.00	0.00	4,000.00	0.00	0.00
6583 · Hot H2O Htrs-Replace	0.00	1,000.00	3,378.18	10,000.00	12,000.00
6584 · Toilets - Replacements	0.00	0.00	6,716.88	1,500.00	1,500.00
Total 6580 · Plumbing	103.34	2,167.00	21,109.48	23,166.00	27,500.00
6591 · Lock & Keys	0.00	0.00	257.56	375.00	500.00
6592 · Doors & Screens	0.00	125.00	171.65	1,250.00	1,500.00
6594 · A/C Filters	0.00	125.00	1,858.41	1,250.00	1,500.00
6599.1 · Misc- Maintenance	0.00	83.00	1,896.82	834.00	1,000.00
6599.2 · Equipment Rental	0.00	208.00	957.34	2,084.00	2,500.00
Total 6500 · Operating & Maintenance...	61,297.58	30,274.00	562,226.72	395,959.27	456,657.27
6700 · Taxes and Insurance					
6710 · Real Property	0.00	50,000.00	48,894.56	100,000.00	100,000.00
6711 · Payroll Tax (FICA/MC)	1,265.89	1,500.00	15,083.51	15,000.00	18,000.00
6712 · FUTA/SUTA	0.00	483.00	1,092.00	4,834.00	5,800.00
6719 · Licenses & Permits	0.00	0.00	2,380.00	500.00	500.00
6720 · Property&Liability- Insurance	7,134.87	7,000.00	71,432.34	70,000.00	84,000.00
6722 · Workers Comp -Insurance	0.00	333.00	0.00	3,334.00	4,000.00
6723 · Employee Benefits	2,844.04	2,666.00	28,440.40	26,668.00	32,000.00
6724 · Penalties & Interest Expense	0.00		173.44		
Total 6700 · Taxes and Insurance	11,244.80	61,982.00	167,496.25	220,336.00	244,300.00
Total Expense	104,809.70	123,237.00	1,057,815.45	946,329.27	1,093,357.27
Net Ordinary Income	5,302.81	-13,343.00	57,025.03	171,963.27	245,623.27
Other Income/Expense					
Other Expense					
7000 · Corporate Co-op Expenses					
7131 · Arizona Inc Tax	0.00		9,117.71		
Total 7000 · Corporate Co-op Expenses	0.00		9,117.71		
Total Other Expense	0.00		9,117.71		
Net Other Income	0.00		-9,117.71		
Net Income	5,302.81	-13,343.00	47,907.32	171,963.27	245,623.27

Balance Sheet
As of October 31, 2022

Oct 31, 22

ASSETS

Current Assets

Checking/Savings

1120 · Cash	
1121.0 · NEW WF Chkg-8323	196,288.87
Total 1120 · Cash	196,288.87

1300 · Capital Replacement Reserve	
1309.2 · PNC Bank MM - .02%	252,260.07
1309.3 · BMO Harris Bank-MM .05%	200,145.40
Total 1300 · Capital Replacement Reserve	452,405.47

1300.1 · Emergency Reserve	
1312 · USBank MM - .01%	266,862.89
Total 1300.1 · Emergency Reserve	266,862.89

1300.2 · Member Deposits	
1378 · MidFirst Money Market (.3%)	109,256.42
Total 1300.2 · Member Deposits	109,256.42

Total Checking/Savings	1,024,813.65
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Accounts Receivable

1130 · Member Accounts Receivable	23,578.64
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Total Accounts Receivable	23,578.64
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Other Current Assets

1200 · Prepaid Expenses	
1280 · Federal Prepaid Tax	18,000.00
1285 · State Prepaid Tax	14,143.00
1200 · Prepaid Expenses - Other	2,500.00
Total 1200 · Prepaid Expenses	34,643.00

1310 · Employee Advance	3,692.06
1499 · Undeposited Receipts	21,754.00

Total Other Current Assets	60,089.06
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Total Current Assets	1,108,481.35
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Fixed Assets

1400 · FIXED ASSETS

1410 · Land	337,882.00
1412 · Land & Land Improvements	435,509.73
1421 · Buildings	2,583,985.62
1423 · Buildings - Capital Improvement	2,326,836.23
1425 · Building Equipment	846,884.15
1461 · Furniture	15,602.00
1481 · Vehicle and Maintenance Equip	10,119.33
4121 · Buildings - Accum Depn	-4,755,415.46

Total 1400 · FIXED ASSETS	1,801,403.60
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Total Fixed Assets	1,801,403.60
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TOTAL ASSETS	2,909,884.95
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2211 Member Prepaid dues	129,785.44
2110 · Accounts Payable - Trade	11,896.99
2150 · Real Property Taxes - Accrued	46,923.98

Balance Sheet
As of October 31, 2022

	<u>Oct 31, 22</u>
Total Accounts Payable	188,606.41
Other Current Liabilities	
2120 · Wages & Payroll Taxes Payable	4,101.16
2140 · Taxes Payable	
2141 · Federal Taxes Payable	-19,337.00
2142 · State Taxes Payable	2,724.00
Total 2140 · Taxes Payable	-16,613.00
2191 · Member Deposits Held in Trust	105,900.00
2213 · Deferred Tax Liability	15,347.00
Total Other Current Liabilities	<u>108,735.16</u>
Total Current Liabilities	<u>297,341.57</u>
Total Liabilities	297,341.57
Equity	
3100 · Owner Equity	
3121 · Common Stock - 350 shares	350.00
3131 · Treasury Stock @ Cost 1share	-10,000.00
3241 · Additional Paid-in capital	3,265,786.00
Total 3100 · Owner Equity	<u>3,256,136.00</u>
3240 · Funded Reserve Costs	
3240.1 · Reserve for Replacements	351,869.00
3240.2 · Gen Op Reserve	2,341.00
Total 3240 · Funded Reserve Costs	<u>354,210.00</u>
3243 · General Operating Reserve	256,950.00
3900 · Retained Earnings	-1,301,111.94
Net Income	47,907.32
Total Equity	<u>2,614,091.38</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,911,432.95</u></u>