

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

8151 E. GARFIELD ST.
SCOTTSDALE, ARIZONA 85257
PHONE (480) 947-3941
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NOTICE IS HEREBY GIVEN that an Open Meeting of the Board of Directors of Consolidated Cooperatives of Scottsdale East, Inc. will be held on **Thursday, April 20, 2023** at 6:00 p.m. at the Maintenance Building, 8151 East Garfield Street, Scottsdale, Arizona 85257.

An Executive Meeting precedes this Open Meeting.

I. PROCEDURES

- a. Call to Order – President Maryana Scott
- b. Roll Call
- c. Adopt Agenda
- d. Approval of Minutes from March 23, 2023

II. REPORTS

- a. Manager's Report
- b. Building Reports – Board members report issues, if any, in their respective buildings.
- c. Treasurer's Report – Ellie Jackson, Treasurer
- d. Committee Reports:
- e. Membership Committee – Ellie Jackson, Chair
 1. Eric Sean Boynton (B217)
 2. Joseph Carl Meister, Sr. (B109)
- f. Finance/Budget:
- g. Grounds Report: Nancy Schad

III. NEW BUSINESS

- a. Rock for Bldg D front
- b. Laundry Room position changed to Porter Position

IV. OLD BUSINESS

- a. Bank ACH

V. MEMBERS' FORUM

VI. ADJOURNMENT

By: Jennifer Ward
Jennifer Ward, Secretary

Date: 4/17/23

Managers' Report

April 20th, 2023

The hot weather has started, and I would like to remind everyone who hasn't yet to turn on their A/C unit and check it is working properly. If your A/C is not working, please turn it off and call in a work order.

We are also preparing the pools for the summer with new signage and equipment. We will need to shut off the heaters soon in order to do the preventive maintenance work on them. We will wait until the pools get up to about 85 degrees before we do this.

The xeriscape project behind Camel back is nearing completion. We have all the rock in but still have a few more plants and the gate at the west end to install. There are three islands in the area and the middle one will have a picnic table in it. It should be pretty well shaded in the afternoon by the Mesquite tree during the summer. The staff are working to get all the sprinklers up and running properly and will start in the area on the west end of Desert Star and should have that rocked in within a couple weeks.

The painters will start power washing the G townhouses tomorrow or Monday. They have told me they will wash and paint the front before power-washing the back side. Please have your backyards ready for them. All items must be pulled away from the walls and they need room in the center to place their ladder. If you have any questions regarding this, please contact the office.

MINUTES OF THE OPEN BOARD MEETING

An Open Meeting of the Board of Directors of CCSEI was held on **Thursday, March 23, 2023**, at 6:00 p.m. at 8151 East Garfield Street, Scottsdale, Arizona, 85257 in the Maintenance Building.

I. PROCEDURES

- A. Call to Order – President Maryana Scott called the meeting to order at 6:05 p.m.
- B. Roll Call
 - GM Jayson Hunt – present
 - Bldg. B-George Pool – present
 - Bldg. C-Maryana Scott – present
 - Bldg. D-Dan Free – absent
 - Bldg. E-Jennifer Ward – absent
 - Bldg. F-Colleen Domigan – present
 - Bldg. G-Ellie Jackson – present
 - Bldg. H-vacant
- C. Adopt Agenda
 - MOTION:** to adopt the agenda, made by **Ellie Jackson**, 2nd by **George Pool**. Passed.
- D. Approval of Open Meeting Minutes
 - MOTION:** to approve the Open Meeting Minutes of February 16, 2023, made by **Colleen Domigan**, 2nd by **Ellie Jackson**. Passed.

II. REPORTS:

- A. **Manager's Report:** See Manager's Report from the annual meeting on March 11, 2023, available at the office.
- B. **Building Reports:** Reporting of any issues in respective buildings
 - Bldg. B (George Pool)** Nothing to report
 - Bldg. C (Maryana Scott)** Landscaping work is progressing north of Building C.
 - Bldg. D (Dan Free)** Absent
 - Bldg. E (Jennifer Ward)** Absent
 - Bldg. F (Colleen Domigan)** Protruding section of sidewalk in front of Building F will be replaced.
 - Bldg. G (Ellie Jackson)** The common area by the pool looks like a junkyard because of items temporarily placed there to allow for painting.
 - Bldg. H** Vacant
- C. **Treasurer's Report:** (The full Financial Report as of February, 2023, is available at the office.) There should be enough income to cover painting Buildings G and F without using any of our reserves. The Building C Xeriscape Project and new golf carts were not included in this year's budget. With help from our General Manager, we are watching expenses closely to stay within our budget.
- D. **Committee Reports:**
 - Membership** – **Ellie Jackson**, Chair
 - Maria Cecillia and A. Cantiller (G102)

MOTION: to accept new members made by **George Pool**, 2nd by **Colleen Domigan**. Passed. **Welcome new members!**

-Budget/Finance – Vacant

-Grounds – Nancy Schad (F3), Chair. Absent.

III. **NEW BUSINESS**

-Member Deposit Returns

MOTION: to add member deposit returns to the agenda made by **George Pool**, 2nd by **Ellie Jackson**. Passed.

-Election of Officers

MOTION: to nominate **Maryana Scott** as Board President, made by **Ellie Jackson**, 2nd by **Colleen Domigan**. Passed.

MOTION: to nominate **Ellie Jackson** as Treasurer, made by **Colleen Domigan**, 2nd by **Maryana Scott**. Passed.

MOTION: to nominate **George Pool** as Vice President, made by **Maryana Scott**, 2nd by **Colleen Domigan**. Passed.

MOTION: to nominate **Jennifer Ward** as Secretary, made by **Ellie Jackson**, 2nd by **Colleen Domigan**. Passed.

-Review/Rewrite Rules and Regulations

The Board will review and possibly rewrite the rules. Some things have changed and need to be addressed, such as personal items in the corridors and common areas.

IV. **OLD BUSINESS**

-ACH (Automatic Clearing House). Mary McPherson (E13) stated that she researched this, and there is no charge for the ACH service. A new separate account will need to be set up at Wells Fargo Bank to receive the electronic rent payments. At the end of each month, the Treasurer will need to transfer the payments from the new account to the main account. Mary offered to do a test payment when the new account is set up.

-New Maintenance Employees:

GM Hunt described the new employees so that members can recognize them.

Brandon Moon is the big guy. Keith Kotary has a beard. Leo Faranda is the skinny young guy. BJ Anweiller (G103) remarked that the new employees are friendly and helpful.

V. **MEMBERS' FORUM**

-Francine McClung (F13) Asked about the Manager's Report. The report from the annual meeting on March 11 covers the entire month of March.

-Ed Sullivan (C213) Asked when the fences that George Pool designed to deter traffic through the corridors will be installed. This is on hold because of budget constraints.

ADJOURN:

MOTION: to adjourn made by **Ellie Jackson**; 2nd by **Colleen Domigan**. Meeting adjourned at 6:33 p.m.


Prepared by Mary Passarelli for

Date: 3/24/23


Jennifer Ward, Secretary (3/24/23)

Date: 3/28/23

Balance Sheet

As of March 31, 2023

Mar 31, 23

ASSETS

Current Assets

Checking/Savings

1120 · Cash
1121.0 · NEW WF Chkg-8323 160,769.52

Total 1120 · Cash 160,769.52

1300 · Capital Replacement Reserve

1309.2 · PNC Bank MM - .03% 52,251.45

1309.3 · BMO Harris Bank-MM .995% 200,896.54

Total 1300 · Capital Replacement Reserve 253,147.99

1300.1 · Emergency Reserve

1312 · USBank MM - .45% 267,094.00

Total 1300.1 · Emergency Reserve 267,094.00

1300.2 · Member Deposits

1378 · MidFirst Money Market - .598% 109,501.20

Total 1300.2 · Member Deposits 109,501.20

Total Checking/Savings 790,512.71

Accounts Receivable

1130 · Member Accounts Receivable 34,572.02

Total Accounts Receivable 34,572.02

Other Current Assets

1200 · Prepaid Expenses

1241 · Prepaid Property & Liability Ins 2,457.00

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 37,100.00

1310 · Employee Advance -706.71

1499 · Undeposited Receipts 22,311.61

Total Other Current Assets 58,704.90

Total Current Assets 883,789.63

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

Total Fixed Assets 1,801,403.60

TOTAL ASSETS 2,685,193.23

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2110 · Accounts Payable - Trade 18,840.84

2150 · Real Property Taxes - Accrued 46,923.98

Consolidated Cooperatives of Scottsdale East, Inc.

Balance Sheet

As of March 31, 2023

	<u>Mar 31, 23</u>
Total Accounts Payable	65,764.82
Other Current Liabilities	
2120 · Wages & Payroll Taxes Payable	
2121 · Wages & Salaries Payable	1,537.41
2123 · Accrued Payroll Taxes	-1,537.41
2120 · Wages & Payroll Taxes Payable - Other	4,101.16
Total 2120 · Wages & Payroll Taxes Payable	<u>4,101.16</u>
2140 · Taxes Payable	
2141 · Federal Taxes Payable	-19,337.00
2142 · State Taxes Payable	2,724.00
Total 2140 · Taxes Payable	<u>-16,613.00</u>
2191 · Member Deposits Held in Trust	105,900.00
2211 · Prepaid Member Dues	121,066.02
2213 · Deferred Tax Liability	15,347.00
Total Other Current Liabilities	<u>229,801.18</u>
Total Current Liabilities	<u>295,566.00</u>
Total Liabilities	295,566.00
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	-1,388,919.01
Net Income	-86,681.76
Total Equity	<u>2,391,695.23</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,687,261.23</u></u>

Consolidated Cooperatives of Scottsdale East, Inc.

Profit & Loss Budget Performance

March 2023

Accrual Basis

	Mar 23	Budget	Jan - Mar 23	YTD Budget	Annual Bu...
Ordinary Income/Expense					
Income					
5100 · Rent Revenue					
5120 · Member Carrying Charges	102,166.00	106,021.00	313,184.72	318,063.00	1,272,252.00
5170 · Parking Permits	300.00	4,625.00	18,600.00	13,875.00	18,500.00
5190 · Locker Rental	1,350.00	1,500.00	4,050.00	4,500.00	18,000.00
Total 5100 · Rent Revenue	103,816.00	112,146.00	335,834.72	336,438.00	1,308,752.00
5401 · Interest Income	246.70	0.00	932.91	0.00	0.00
5900 · Other Revenue					
5910 · Laundry Income	2,286.10	833.33	3,234.60	2,500.03	10,000.00
5920 · NSF & Late Charges	4,633.00	500.00	5,897.00	1,500.00	6,000.00
5925 · Fines, Fees	0.00	22.50	375.00	47.50	250.00
5930 · Transfer Fees	0.00	666.66	800.00	2,000.06	8,000.00
5940 · Pet Fees	100.00	0.00	200.00	0.00	400.00
5950 · Service Repair Fees	1,342.00	583.33	1,956.00	1,750.03	7,000.00
5990 · Other Income	140.00	170.00	315.00	613.00	1,383.00
5992 · Recovered Rehab	0.00	0.00	0.00	0.00	-250.00
Total 5900 · Other Revenue	8,501.10	2,775.82	12,777.60	8,410.62	32,783.00
Total Income	112,563.80	114,921.82	349,545.23	344,848.62	1,341,535.00
Gross Profit	112,563.80	114,921.82	349,545.23	344,848.62	1,341,535.00
Expense					
6300 · Administrative Expenses					
6309 · Advertising	10.79	166.66	32.37	500.06	2,000.00
6310 · Salaries & Wages - Office					
6310.1 · Salaries & Wages	8,844.22	10,833.33	26,134.90	32,500.03	130,000.00
6310.2 · Holiday	172.00	0.00	688.00	0.00	0.00
6310.3 · Vacation	172.00	860.00	344.00	860.00	2,580.00
6310.4 · Sick	0.00	0.00	0.00	0.00	0.00
6310.5 · Bonus	0.00	0.00	0.00	0.00	0.00
6310.6 · Contract Labor - Por...	600.00	600.00	1,800.00	1,800.00	7,800.00
Total 6310 · Salaries & Wages - ...	9,788.22	12,293.33	28,966.90	35,160.03	140,380.00
6311 · Supplies - Office					
6311.1 · Office Supplies	25.51	166.66	1,859.57	500.06	2,000.00
6311.3 · Postage	0.00	0.00	276.00	250.00	500.00
Total 6311 · Supplies - Office	25.51	166.66	2,135.57	750.06	2,500.00
6312 · Computers Equip/Suppli...	0.00	166.66	0.00	500.06	2,000.00
6313 · Equip Maint Contracts	31.02	208.33	519.77	625.03	2,500.00
6341 · Legal	0.00	208.33	210.00	625.03	2,500.00
6350 · Audit & Accounting					
6351 · Accounting Services	652.00	833.33	1,546.00	2,500.03	10,000.00
6353 · Payroll Service Fee	534.87	250.00	1,162.02	750.00	3,000.00
Total 6350 · Audit & Accounting	1,186.87	1,083.33	2,708.02	3,250.03	13,000.00
6360 · Telephone/Cellular	700.63	291.66	975.57	875.06	3,500.00
6363 · Internet Contract	775.57	333.33	1,524.74	1,000.03	4,000.00
6391 · Bank Charges	92.50	0.00	265.50	250.00	250.00
6392 · Credit Checks	0.00	125.00	230.65	375.00	1,500.00
6397 · Dues/Education	0.00	0.00	0.00	0.00	0.00
6399 · Other					
6399.1 · Fuel/Mileage	22.27	0.00	64.77	100.00	100.00
6399.4 · Community Days	450.88	1,800.00	2,064.14	1,800.00	2,500.00
6399.5 · Misc Admin	1,368.27	0.00	1,368.27	250.00	500.00
Total 6399 · Other	1,841.42	1,800.00	3,497.18	2,150.00	3,100.00
Total 6300 · Administrative Expens...	14,452.53	16,843.29	41,066.27	46,060.39	177,230.00

Consolidated Cooperatives of Scottsdale East, Inc.

04/18/23

Profit & Loss Budget Performance

Accrual Basis

March 2023

	Mar 23	Budget	Jan - Mar 23	YTD Budget	Annual Bu...
6400 · Utilities Expense					
6450 · Electric	2,481.89	3,333.33	7,447.62	10,000.03	40,000.00
6451 · Water	7,656.51	7,500.00	21,201.21	22,500.00	90,000.00
6452 · Gas	3,643.18	1,333.33	11,110.45	4,000.03	16,000.00
6453 · Sewer	3,862.16	3,333.33	11,586.48	10,000.03	40,000.00
6454 · Trash	3,631.82	2,083.33	10,457.65	6,250.03	25,000.00
6455 · Envir/Taxes & Fees	735.89	733.33	2,063.15	2,200.03	8,800.00
Total 6400 · Utilities Expense	22,011.45	18,316.65	63,866.56	54,950.15	219,800.00
6500 · Operating & Maintenance E...					
6501 · Sales Tax Maintenance It...	50.87	0.00	268.39	0.00	0.00
6502 · Building Maint/Improvem...	1,288.88	1,250.00	4,052.39	3,750.00	15,000.00
6503 · Temp Labor - Maintenance	0.00	0.00	9,112.35	2,500.00	5,000.00
6511 · Janitorial Supplies	9.88	104.16	100.67	312.56	1,250.00
6519 · Exterminating Contract	199.00	583.33	1,331.95	1,750.03	7,000.00
6535 · Fuel-Equipment	0.00	0.00	0.00	50.00	50.00
6536 · Plants&Supplies - Groun...	0.00	833.33	357.71	2,500.03	10,000.00
6537 · Contracts - Grounds	4,250.00	4,583.33	12,250.00	13,750.03	55,000.00
6538 · Sprinkler System - Groun...	0.00	250.00	1,250.05	750.00	3,000.00
6539 · Trees - Grounds	0.00	1,250.00	6,227.50	3,750.00	15,000.00
6540 · Payroll					
6540.1 · Wages	15,532.50	14,166.66	31,922.65	42,500.06	170,000.00
6540.2 · Holiday	768.00	0.00	2,084.00	0.00	0.00
6540.3 · Vacation	0.00	0.00	204.00	0.00	0.00
6540.4 · Sick	0.00	0.00	540.00	0.00	0.00
6540.5 · Bonus	0.00	0.00	0.00	0.00	0.00
Total 6540 · Payroll	16,300.50	14,166.66	34,750.65	42,500.06	170,000.00
6541 · Materials					
6541.1 · Materials	0.00	250.00	0.00	250.00	500.00
6541.2 · Signage	0.00	500.00	3,575.46	1,500.00	6,000.00
6541.4 · Appliance Parts	0.00	0.00	0.00	0.00	0.00
6541.5 · Hardware	21.03	20.00	81.69	70.00	250.00
6541.6 · Rehab	451.20	416.66	4,253.28	1,250.06	5,000.00
6541.7 · Rehab - Recoverable	44.01	0.00	44.01	0.00	0.00
Total 6541 · Materials	516.24	1,186.66	7,954.44	3,070.06	11,750.00
6542 · Capital Improvements					
6542.1 · Repairs - Contracted	0.00		28,795.00		
6542.5 · Xeriscape	0.00		11,774.79		
6542.6 · Metal/Prep	0.00		12,750.00		
6542.7 · Painting	31,928.33	0.00	143,356.66	0.00	0.00
Total 6542 · Capital Improveme...	31,928.33	0.00	196,676.45	0.00	0.00
6545 · HVAC					
6545.1 · HVAC Replacements	0.00	5,000.00	0.00	15,000.00	60,000.00
6545.3 · HVAC Parts	0.00	1,041.66	892.25	3,125.06	12,500.00
Total 6545 · HVAC	0.00	6,041.66	892.25	18,125.06	72,500.00
6547 · Swimming Pools					
6547.2 · Chemicals - Pools	0.00	416.66	627.78	1,250.06	5,000.00
6547.3 · Parts for Pool	0.00	208.33	66.95	625.03	2,500.00
Total 6547 · Swimming Pools	0.00	624.99	694.73	1,875.09	7,500.00
6551 · Small Tools - Repairs	199.00	125.00	611.26	375.00	1,500.00
6555 · Electrical Supplies	709.27	416.66	909.90	1,250.06	5,000.00
6560 · Painting Costs					
6560.2 · Paint Supplies	0.00	208.33	149.54	625.03	2,500.00
Total 6560 · Painting Costs	0.00	208.33	149.54	625.03	2,500.00

Consolidated Cooperatives of Scottsdale East, Inc.

04/18/23

Profit & Loss Budget Performance

Accrual Basis

March 2023

	Mar 23	Budget	Jan - Mar 23	YTD Budget	Annual Bu...
6570 · Vehicle					
6571 · Vehicles - Repairs	27.98	2,000.00	602.50	2,000.00	2,000.00
Total 6570 · Vehicle	27.98	2,000.00	602.50	2,000.00	2,000.00
6580 · Plumbing					
6581 · Supplies - Plumbing	1,854.77	1,000.00	6,757.76	3,000.00	12,000.00
6582 · Contracts - Plumbing	0.00	0.00	0.00	0.00	0.00
6583 · Hot H2O Htrs-Replace	0.00	1,000.00	4,075.92	3,000.00	12,000.00
6584 · Toilets - Replacements	0.00	250.00	0.00	750.00	3,000.00
Total 6580 · Plumbing	1,854.77	2,250.00	10,833.68	6,750.00	27,000.00
6591 · Lock & Keys	0.00	250.00	24.68	250.00	500.00
6592 · Doors & Screens	0.00	125.00	549.04	375.00	1,500.00
6594 · A/C Filters	520.97	125.00	1,041.94	375.00	1,500.00
6599.1 · Misc- Maintenance	0.00	250.00	0.00	250.00	1,000.00
6599.2 · Equipment Rental	0.00	208.33	0.00	625.03	2,500.00
Total 6500 · Operating & Maintena...	57,855.69	36,832.44	290,642.07	107,558.04	418,050.00
6700 · Taxes and Insurance					
6710 · Real Property	0.00	0.00	0.00	0.00	100,000.00
6711 · Payroll Tax (FICA/MC)	1,949.91	1,500.00	4,683.28	4,500.00	18,000.00
6712 · FUTA/SUTA	304.10	483.33	1,287.74	1,450.03	5,800.00
6719 · Licenses & Permits	0.00	125.00	0.00	375.00	1,500.00
6720 · Property&Liability- Insur...	8,893.54	8,333.33	26,689.99	25,000.03	100,000.00
6722 · Workers Comp -Insurance	0.00	333.33	0.00	1,000.03	4,000.00
6723 · Employee Benefits	2,830.36	3,250.00	8,491.08	9,750.00	39,000.00
6724 · Penalties & Interest Expe...	0.00	0.00	0.00	0.00	0.00
Total 6700 · Taxes and Insurance	13,977.91	14,024.99	41,152.09	42,075.09	268,300.00
Total Expense	108,297.58	86,017.37	436,726.99	250,643.67	1,083,380.00
Net Ordinary Income	4,266.22	28,904.45	-87,181.76	94,204.95	258,155.00
Other Income/Expense					
Other Expense					
7000 · Corporate Co-op Expenses					
7131 · Arizona Inc Tax	0.00	0.00	0.00	0.00	0.00
Total 7000 · Corporate Co-op Expenses	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00
Net Income	4,266.22	28,904.45	-87,181.76	94,204.95	258,155.00