

MINUTES OF THE OPEN BOARD MEETING

An Open Meeting of the Board of Directors of CCSEI was held on **Thursday, June 15, 2023, at 6:05 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 – present
 - Bldg. E-Jennifer Ward – present
 - Bldg. F-Colleen Domigan - present
 - Bldg. G-Ellie Jackson – present
 - Bldg. H-Trent Schneeberger - present
- c. Agenda. Motion to amend agenda. (Managers report moved)
- d. Approval of Minutes from May 18, 2023. Motion to approve was made by George, seconded by Dan. Passed.

II. REPORTS

- a. Building Reports –
 - B. Nothing to report.
 - C. Still working on back; getting grass.
 - D. Nothing to report.
 - E. Great E bldg. meeting thanks to those who attended. Work orders have been put in.
 - F. Yellow stripping for hazard, thanks.
 - G. Personal property back on patio's, please clean it up.
 - H. Nothing to report.
- b. Treasurer's Report – Ellie Jackson, Treasurer
 - May net income: \$2,701
 - Year to date income: \$25,107
 - Decreased: \$53,946
- c. Committee Reports:
 1. Membership Committee – Ellie Jackson, Chair
 1. Eric Martin Heitzinger, F216
 2. Juanity Suiters, F103
 2. Finance/Budget: Please sign up in office to be part of committee
 3. Grounds Report: no report.

III. NEW BUSINESS

- a. Community Day, 3 Feb 2024, our portion is \$650. Includes band and clown for 4 hours and bingo prizes of food truck vouchers. Motion made by Jenn, seconded by Ellie, unanimously approved.

IV. OLD BUSINESS

- a. Bank ACH still being worked. Looking at another bank.

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

8151 E. GARFIELD ST.
SCOTTSDALE, ARIZONA 85257
PHONE (480) 947-3941
FAX (480) 947-6553

V. Fee Increase. Jenn proposed 10% for 18 months for parking lot only then readdress needs. Colleen proposed 10% for 18 months and then 5%. Trent is concerned that if we don't do something it will get worse. Hard economy; recession. Need exists to move forward to improve community. Motion was made by Jenn and seconded by Dan to table.

VI. MANAGER'S REPORT-see attached

VII. MEMBERS' FORUM

Sandra F11- July 5th is too hot for employees to paint. Per Jayson, if not here they will paint somewhere. Maybe better quality if we wait. Concern if we wait is that schedule will be pushed back even more.

Debbie M. G-217 Grass in boxes?

Francine F13-Newspaper dumpster was removed? Not sure what happened or why, we will continue with someone

Ed Sullivan C217- Garden boxes not complete; needs continual spray. Turning out well.

Barb E10- Are we keeping up with water during absences in the corridor? Jayson will look at them. Townhomes are old, need replacing, too much of an expense right now. Suggest having a neighbor help as back up for now.

VIII. ADJOURNMENT. Motion to adjourn was made by Ellie, seconded by George, and passed. Meeting adjourned at 6:50pm.

By: Jennifer Ward
Jennifer Ward, Secretary

Date: 6/23/2023



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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, September 21, 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 June 15, 2023

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:
- d. Membership Committee – Ellie Jackson, Chair
- e. Finance/Budget:

III. NEW BUSINESS

- a. Change Banks
- b. Landscapers

IV. OLD BUSINESS

- a. ACH
- b. Fee Increase

V. Manager’s Report

VI. MEMBERS’ FORUM

VII. ADJOURNMENT

By: _____

Jennifer Ward, Secretary

Date: _____

Manager's Report

September 21, 2023

Welcome back. I'm sure everyone enjoyed the summer. Here comes our brutal fall and winter weather. Just kidding, it's still going to be hot.

The painting project is just about complete. Fontaine Bleu' townhouses should be completed in a couple weeks and the painters are prepared to go right into Edgewood, if we want. In some of the completed complexes, I'm starting to see a lot of patios with unapproved items in them. I will be walking the property much more frequently now that it is cooling off. Please remember, the patios are not for storage.

We will start getting the garden areas ready for planting and can hopefully get them started by early to middle October. Over the next month or so, we will also be dealing with any plants that didn't make it through the summer. This will include shrubs and trees. With the rapid increases in costs, I will be giving the budget committee a lot of numbers regarding plants and trees. Trees realistically should be trimmed at LEAST every other year, and our big trees run anywhere from \$400 to \$800 a piece to trim.

Pools will start cooling off pretty soon so the Granite Reef and Edgewood pools will each will be closed for a week to clean and prep the heaters. We will do one pool at a time. The other five pools will close after it is cool (no one uses them at that time), to repair the roofs and fascia boards beginning with the worst first. I do believe "F".

Also, Leo, one of the new maintenance staff is no longer with the Co-op. We will probably hold off hiring a new one until the new year. Ray, Keith, and Brandon are doing a wonderful job themselves. Also, next week I'll have a temp in twice a week to clean the laundry rooms.

Consolidated Cooperatives of Scottsdale East, Inc.

09/21/23

Profit & Loss Budget Performance

Accrual Basis

August 2023

	Aug 23	Budget	Jan - Aug 23	YTD Bud...	Annual Bu...
Ordinary Income/Expense					
Income					
5100 · Rent Revenue					
5120 · Member Carrying Charges	105,742.00	106,021.00	840,895.72	848,168.00	1,272,252.00
5170 · Parking Permits	50.00	0.00	18,873.00	18,500.00	18,500.00
5190 · Locker Rental	1,500.00	1,500.00	12,915.00	12,000.00	18,000.00
Total 5100 · Rent Revenue	107,292.00	107,521.00	872,683.72	878,668.00	1,308,752.00
5401 · Interest Income	374.71	0.00	2,926.96	0.00	0.00
5900 · Other Revenue					
5910 · Laundry Income	1,732.30	833.33	6,766.30	6,666.68	10,000.00
5920 · NSF & Late Charges	1,009.00	500.00	9,665.00	4,000.00	6,000.00
5925 · Fines, Fees	0.00	22.50	875.00	160.00	250.00
5930 · Transfer Fees	0.00	666.66	4,000.00	5,333.36	8,000.00
5940 · Pet Fees	0.00	0.00	400.00	200.00	400.00
5950 · Service Repair Fees	98.00	583.33	3,328.00	4,666.68	7,000.00
5990 · Other Income	0.00	140.00	1,050.00	1,103.00	1,383.00
5992 · Recovered Rehab	0.00	0.00	0.00	-250.00	-250.00
Total 5900 · Other Revenue	2,839.30	2,745.82	26,084.30	21,879.72	32,783.00
Total Income	110,506.01	110,266.82	901,694.98	900,547.72	1,341,535.00
Gross Profit	110,506.01	110,266.82	901,694.98	900,547.72	1,341,535.00
Expense					
6300 · Administrative Expenses					
6309 · Advertising	10.79	166.66	86.32	1,333.36	2,000.00
6310 · Salaries & Wages - Office					
6310.1 · Salaries & Wages	8,903.34	10,833.33	73,243.53	86,666.68	130,000.00
6310.2 · Holiday	0.00	0.00	1,204.00	0.00	0.00
6310.3 · Vacation	0.00	0.00	1,725.38	2,064.00	2,580.00
6310.4 · Sick	0.00	0.00	301.00	0.00	0.00
6310.5 · Bonus	0.00	0.00	0.00	0.00	0.00
6310.6 · Contract Labor - Porter	0.00	600.00	2,700.00	5,100.00	7,800.00
Total 6310 · Salaries & Wages - Off...	8,903.34	11,433.33	79,173.91	93,830.68	140,380.00
6311 · Supplies - Office					
6311.1 · Office Supplies	53.51	166.66	2,089.69	1,333.36	2,000.00
6311.3 · Postage	0.00	250.00	402.00	500.00	500.00
Total 6311 · Supplies - Office	53.51	416.66	2,491.69	1,833.36	2,500.00
6312 · Computers Equip/Supplies/...	809.29	166.66	849.28	1,333.36	2,000.00
6313 · Equip Maint Contracts	313.75	208.33	1,983.35	1,666.68	2,500.00
6341 · Legal	4,788.00	208.33	10,160.00	1,666.68	2,500.00
6350 · Audit & Accounting					
6351 · Accounting Services	0.00	833.33	6,798.50	6,666.68	10,000.00
6352 · Annual Audit Costs	0.00		15,000.00		
6353 · Payroll Service Fee	367.86	250.00	2,958.12	2,000.00	3,000.00
Total 6350 · Audit & Accounting	367.86	1,083.33	24,756.62	8,666.68	13,000.00
6360 · Telephone/Cellular					
6361 · Telephone Lease	400.00		400.00		
6360 · Telephone/Cellular - Other	109.60	291.66	2,676.79	2,333.36	3,500.00
Total 6360 · Telephone/Cellular	509.60	291.66	3,076.79	2,333.36	3,500.00
6363 · Internet Contract	357.49	333.33	3,312.22	2,666.68	4,000.00
6391 · Bank Charges	55.50	0.00	533.70	250.00	250.00
6392 · Credit Checks	189.70	125.00	1,187.15	1,000.00	1,500.00
6397 · Dues/Education	0.00	0.00	0.00	0.00	0.00

10:57 AM

09/21/23

Accrual Basis

Consolidated Cooperatives of Scottsdale East, Inc.
Profit & Loss Budget Performance
August 2023

	Aug 23	Budget	Jan - Aug 23	YTD Bud...	Annual Bu...
6399 · Other					
6399.1 · Fuel/Mileage	0.00	0.00	142.73	100.00	100.00
6399.4 · Community Days	0.00	0.00	2,064.14	1,800.00	2,500.00
6399.5 · Misc Admin	22.17	0.00	1,390.44	500.00	500.00
Total 6399 · Other	22.17	0.00	3,597.31	2,400.00	3,100.00
Total 6300 · Administrative Expenses	16,381.00	14,433.29	131,208.34	118,980.84	177,230.00
6400 · Utilities Expense					
6450 · Electric	3,013.24	3,333.33	23,138.67	26,666.68	40,000.00
6451 · Water	11,563.02	7,500.00	77,377.20	60,000.00	90,000.00
6452 · Gas	531.17	1,333.33	15,685.12	10,666.68	16,000.00
6453 · Sewer	3,975.37	3,333.33	34,744.47	26,666.68	40,000.00
6454 · Trash	3,302.78	2,083.33	26,987.68	16,666.68	25,000.00
6455 · Envir/Taxes & Fees	1,064.10	733.33	7,322.03	5,866.68	8,800.00
Total 6400 · Utilities Expense	23,449.68	18,316.65	185,255.17	146,533.40	219,800.00
6500 · Operating & Maintenance Expe...					
6501 · Sales Tax Maintenance Items	65.98	0.00	634.97	0.00	0.00
6502 · Building Maint/Improvements	600.56	1,250.00	9,489.50	10,000.00	15,000.00
6503 · Temp Labor - Maintenance	0.00	0.00	9,112.35	5,000.00	5,000.00
6511 · Janitorial Supplies	577.88	104.16	1,009.02	833.36	1,250.00
6519 · Exterminating Contract	374.00	583.33	4,747.35	4,666.68	7,000.00
6532 · Security	0.00	0.00	57.60	0.00	0.00
6535 · Fuel-Equipment	0.00	0.00	20.00	50.00	50.00
6536 · Plants&Supplies - Grounds	0.00	833.33	485.21	6,666.68	10,000.00
6537 · Contracts - Grounds	4,000.00	4,583.33	32,250.00	36,666.68	55,000.00
6538 · Sprinkler System - Grounds	0.00	250.00	6,005.69	2,000.00	3,000.00
6539 · Trees - Grounds	7,192.10	1,250.00	16,069.60	10,000.00	15,000.00
6540 · Payroll					
6540.1 · Wages	11,853.00	14,166.66	106,441.90	113,333.36	170,000.00
6540.2 · Holiday	0.00	0.00	4,388.00	0.00	0.00
6540.3 · Vacation	154.00	0.00	2,694.00	0.00	0.00
6540.4 · Sick	176.00	0.00	2,484.00	0.00	0.00
6540.5 · Bonus	0.00	0.00	0.00	0.00	0.00
Total 6540 · Payroll	12,183.00	14,166.66	116,007.90	113,333.36	170,000.00
6541 · Materials					
6541.1 · Materials	0.00	250.00	0.00	500.00	500.00
6541.2 · Signage	0.00	500.00	10,022.70	4,000.00	6,000.00
6541.4 · Appliance Parts	0.00	0.00	0.00	0.00	0.00
6541.5 · Hardware	0.00	20.00	81.69	170.00	250.00
6541.6 · Rehab	0.00	416.66	4,394.26	3,333.36	5,000.00
6541.7 · Rehab - Recoverable	34.94	0.00	178.49	0.00	0.00
Total 6541 · Materials	34.94	1,186.66	14,677.14	8,003.36	11,750.00
6542 · Capital Improvements					
6542.1 · Repairs - Contracted	0.00	0.00	28,795.00	0.00	0.00
6542.5 · Xeriscape	0.00	0.00	25,777.79	0.00	0.00
6542.6 · Metal/Prep	0.00	0.00	12,750.00	0.00	0.00
6542.7 · Painting	32,175.00	0.00	272,323.32	0.00	0.00
Total 6542 · Capital Improvements	32,175.00	0.00	339,646.11	0.00	0.00
6545 · HVAC					
6545.1 · HVAC Replacements	0.00	5,000.00	0.00	40,000.00	60,000.00
6545.3 · HVAC Parts	906.91	1,041.66	8,750.49	8,333.36	12,500.00
Total 6545 · HVAC	906.91	6,041.66	8,750.49	48,333.36	72,500.00
6547 · Swimming Pools					
6547.2 · Chemicals - Pools	1,105.55	416.66	7,565.68	3,333.36	5,000.00
6547.3 · Parts for Pool	562.66	208.33	3,318.39	1,666.68	2,500.00
Total 6547 · Swimming Pools	1,668.21	624.99	10,884.07	5,000.04	7,500.00

Consolidated Cooperatives of Scottsdale East, Inc.

09/21/23

Profit & Loss Budget Performance

Accrual Basis

August 2023

	Aug 23	Budget	Jan - Aug 23	YTD Bud...	Annual Bu...
6551 · Small Tools - Repairs	75.18	125.00	1,801.77	1,000.00	1,500.00
6555 · Electrical Supplies	671.74	416.66	2,482.89	3,333.36	5,000.00
6560 · Painting Costs					
6560.2 · Paint Supplies	0.00	208.33	584.97	1,666.68	2,500.00
Total 6560 · Painting Costs	0.00	208.33	584.97	1,666.68	2,500.00
6570 · Vehicle					
6571 · Vehicles - Repairs	0.00	0.00	620.97	2,000.00	2,000.00
6570 · Vehicle - Other	8,395.89		8,395.89		
Total 6570 · Vehicle	8,395.89	0.00	9,016.86	2,000.00	2,000.00
6580 · Plumbing					
6581 · Supplies - Plumbing	261.71	1,000.00	11,197.55	8,000.00	12,000.00
6582 · Contracts - Plumbing	0.00	0.00	0.00	0.00	0.00
6583 · Hot H2O Htrs-Replace	2,129.58	1,000.00	8,008.90	8,000.00	12,000.00
6584 · Toilets - Replacements	0.00	250.00	0.00	2,000.00	3,000.00
Total 6580 · Plumbing	2,391.29	2,250.00	19,206.45	18,000.00	27,000.00
6591 · Lock & Keys	0.00	250.00	159.98	500.00	500.00
6592 · Doors & Screens	0.00	125.00	549.04	1,000.00	1,500.00
6594 · A/C Filters	494.28	125.00	1,015.25	1,000.00	1,500.00
6599.1 · Misc- Maintenance	1,915.25	250.00	1,915.25	750.00	1,000.00
6599.2 · Equipment Rental	0.00	208.33	0.00	1,666.68	2,500.00
Total 6500 · Operating & Maintenance...	73,722.21	34,832.44	606,579.46	281,470.24	418,050.00
6700 · Taxes and Insurance					
6710 · Real Property	0.00	0.00	44,133.73	50,000.00	100,000.00
6711 · Payroll Tax (FICA/MC)	1,613.09	1,500.00	14,709.75	12,000.00	18,000.00
6712 · FUTA/SUTA	0.00	483.33	1,495.90	3,866.68	5,800.00
6719 · Licenses & Permits	320.00	125.00	2,322.00	1,000.00	1,500.00
6720 · Property&Liability- Insurance	8,893.58	8,333.33	71,157.89	66,666.68	100,000.00
6722 · Workers Comp -Insurance	0.00	333.33	0.00	2,666.68	4,000.00
6723 · Employee Benefits	4,970.50	3,250.00	29,063.30	26,000.00	39,000.00
6724 · Penalties & Interest Expense	0.00	0.00	13.78	0.00	0.00
Total 6700 · Taxes and Insurance	15,797.17	14,024.99	162,896.35	162,200.04	268,300.00
Total Expense	129,350.06	81,607.37	1,085,939.32	709,184.52	1,083,380.00
Net Ordinary Income	-18,844.05	28,659.45	-184,244.34	191,363.20	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	-18,844.05	28,659.45	-184,244.34	191,363.20	258,155.00

Consolidated Cooperatives of Scottsdale East, Inc.

Balance Sheet

As of August 31, 2023

09/21/23

Accrual Basis

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1120 · Cash	
1121.0 · NEW WF Chkg-8323	54,671.82
Total 1120 · Cash	<u>54,671.82</u>
1300 · Capital Replacement Reserve	
1309.3 · BMO Harris Bank-MM .995%	201,736.18
Total 1300 · Capital Replacement Reserve	<u>201,736.18</u>
1300.1 · Emergency Reserve	
1312 · USBank MM - .45%	267,903.05
Total 1300.1 · Emergency Reserve	<u>267,903.05</u>
1300.2 · Member Deposits	
1378 · MidFirst Money Market - .598%	109,776.03
Total 1300.2 · Member Deposits	<u>109,776.03</u>
Total Checking/Savings	<u>634,087.08</u>
Accounts Receivable	
1130 · Member Accounts Receivable	41,164.02
Total Accounts Receivable	<u>41,164.02</u>
Other Current Assets	
1200 · Prepaid Expenses	
1241 · Prepaid Property & Liability Ins	409.50
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	<u>35,052.50</u>
1310 · Employee Advance	-3,738.43
1350 · Due from Bank-Fraud	285.00
1499 · Undeposited Receipts	280.00
Total Other Current Assets	<u>31,879.07</u>
Total Current Assets	<u>707,130.17</u>
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	811,590.15
1461 · Furniture	15,602.00
1481 · Vehicle and Maintenance Equip	10,119.33
4121 · Buildings - Accum Depn	-4,885,797.30
Total 1400 · FIXED ASSETS	<u>1,635,727.76</u>
Total Fixed Assets	<u>1,635,727.76</u>
TOTAL ASSETS	<u><u>2,342,857.93</u></u>

Consolidated Cooperatives of Scottsdale East, Inc.
Balance Sheet
 As of August 31, 2023

	Aug 31, 23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 · Accounts Payable - Trade	22,127.99
2150 · Real Property Taxes - Accrued	44,133.73
2211 · Prepaid Member Carrying Charges	74,817.02
	141,078.74
Total Accounts Payable	
Other Current Liabilities	
2120 · Wages & Payroll Taxes Payable	6,184.04
2140 · Taxes Payable	
2141 · Federal Taxes Payable	-19,337.00
2142 · State Taxes Payable	2,724.00
	-16,613.00
2191 · Member Deposits Held in Trust	106,500.00
2213 · Deferred Tax Liability	15,347.00
	111,418.04
Total Other Current Liabilities	
Total Current Liabilities	252,496.78
Total Liabilities	252,496.78
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
	3,256,136.00
Total 3100 · Owner Equity	
3240 · Funded Reserve Costs	
3240.1 · Reserve for Replacements	351,869.00
3240.2 · Gen Op Reserve	2,341.00
	354,210.00
Total 3240 · Funded Reserve Costs	
3243 · General Operating Reserve	256,950.00
3900 · Retained Earnings	-1,592,690.51
Net Income	-184,244.34
	2,090,361.15
Total Equity	
TOTAL LIABILITIES & EQUITY	2,342,857.93