

MINUTES OF THE OPEN BOARD MEETING

An Open Meeting of the Board of Directors of CCSEI was held on **Thursday, September 21, 2023, at 6:06 p.m.** at 8151 East Garfield Street, Scottsdale, Arizona, 85257 in the Maintenance Building.

I. PROCED URES

- a. Call to Order – President Maryana Scott called the meeting to order at 6:00 p.m.
- b. Roll Call

GM Jayson Hunt – present	Bldg. E-Jennifer Ward – absent
Bldg. B-George Pool – present	Bldg. F-Colleen Domigan - present
Bldg. C-Maryana Scott – present	Bldg. G-Ellie Jackson – present
Bldg. D-Dan Free – present	Bldg. H-Trent Schneeberger - present
- c. Agenda. Motion made by George, seconded by Dan. Passed.
- d. Approval of Minutes from June 15, 2023. Motion was made by Ellie, seconded by Dan. Passed.

II. REPORTS

- a. Building Reports –
 - B. Nothing to report.
 - C. Nothing to report.
 - D. Nothing to report.
 - E. Nothing to report.
 - F. Nothing to report. Has proxy for E bldg.
 - G. Personal property back on patio's that was removed during painting, please clean it up.
 - H. Nothing to report.
- b. Treasurer's Report – Ellie Jackson, Treasurer

Aug net income: \$13,331
Year to date income: \$155,302
Decreased: \$35,538
- c. Committee Reports:
 1. Membership Committee – Ellie Jackson, Chair
 1. Haifeng Wang, H2
 2. Mehran Khoshkehbarian, B216
 3. Mark Allan Stafford, E4
 4. Ella Krasnova-Douglas, G106
 5. MacKensie Olivia Smith, B7
 6. John Svilano Meeth, B114
 7. Matthe Charles Beasley, G103
 8. Ronald Allan Russell, C7
 9. Schwank D208 to H107

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

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

Motion to accept new members made by George, seconded by Trent. Passed.

2. Finance/Budget: First meeting will be 3 Oct 2023.
3. Grounds Report: vacant. May have new chair soon.

III. NEW BUSINESS

- a. Members have concerns/issues regarding the quality of work performed by landscapers. E.G., blowing debris into the parking lots and under vehicles. The loudness of their machinery is disturbing early in the morning, also the overall quality of their work is questionable. Members asked GM of the ramifications of replacing them. GM stated that doing so will create a hike in price from \$6,000 to around \$8,500 per month.

IV. OLD BUSINESS

- a. President Maryana Scott advised members that the Board has been doing research and investigating the feasibility of ACH (Automatic Clearing House) as a fee payment method. She also reported that the Treasurer and GM Hunt have met with bankers and will have something more definitive at our next Board Meeting. Thanks for your patience.
- b. Proposed "Fee Increases." Proposed increase is based on square footage so that each type of unit pays the same amount per square foot. Board discussed the proposal and tabled.

V. MANAGER'S REPORT-see attached


VI. MEMBERS' FORUM

- a. Ed Sullivan, C213, questions about landscapers. Don't know what the expectations are; leaf blowing is just being moved not removed.
- b. Jane Suppan (G11) wants Cox to remove/replace broken equipment.
- c. _____ Boyce, H207 has concerns about broken sprinkler systems.

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

By: _____
Jennifer Ward, Secretary

Date: _____



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

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

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, October 19, 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 September 21, 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:
 - i. Membership Committee – Ellie Jackson, Chair
 - ii. Finance/Budget:

III. NEW BUSINESS

- a. Security Doors

IV. OLD BUSINESS

- a. Change Banks
- b. Landscapers
- c. ACH Update
- d. Fee Increase

V. Manager’s Report

VI. MEMBERS’ FORUM

VII. ADJOURNMENT

By: _____

Jennifer Ward, Secretary

Date: _____

Manager's Report

October 19, 2023

Both the Desert Star and Granite Reef pool heaters have been serviced and are on and set at 87 degrees.

The audit for '20, '21, and '22 is getting into it's final stages and will be ready before the November board meeting.

The property & Liability insurance is increasing from \$100,000 dollars annually, to \$167,000 dollars.

Two of the landscape bids are in. One bid is for \$6000 a month, and the other is \$9000 to 11,000 a month. Both bids are no winter lawn and plus fertilizer. I plan on getting at least three more bids, but I don't expect any of them to be lower than \$6000.

We have installed four A/C's over the last six weeks, bringing the total this year to seven. Well below our desired 15. I suggest we do as many as possible next year while we don't have any major capital improvements scheduled.

We haven't done any work in the community garden, primarily because of the heat and we're still getting a lot of A/C calls. We hope to get it up and going soon.

And a small reminder to please not put personal items in the common areas. Patios and balconies are not to be used for storage. And please, no planting plants, flowers, bushes, or trees without written approval.

Consolidated Cooperatives of Scottsdale East, Inc.

Profit & Loss Budget Performance

10/19/23

Accrual Basis

September 2023

	Sep 23	Budget	Jan - Sep 23	YTD Budget	Annual Bu...
Ordinary Income/Expense					
Income					
5100 · Rent Revenue					
5120 · Member Carrying Charges	105,784.00	106,021.00	944,203.72	954,189.00	1,272,252.00
5170 · Parking Permits	10.00	0.00	18,833.00	18,500.00	18,500.00
5190 · Locker Rental	1,500.00	1,500.00	14,385.00	13,500.00	18,000.00
Total 5100 · Rent Revenue	107,294.00	107,521.00	977,421.72	986,189.00	1,308,752.00
5401 · Interest Income	194.36	0.00	3,121.32	0.00	0.00
5900 · Other Revenue					
5910 · Laundry Income	828.20	833.33	7,594.50	7,500.01	10,000.00
5920 · NSF & Late Charges	779.00	500.00	10,444.00	4,500.00	6,000.00
5925 · Fines, Fees	0.00	22.50	875.00	182.50	250.00
5930 · Transfer Fees	0.00	666.66	4,200.00	6,000.02	8,000.00
5940 · Pet Fees	0.00	200.00	400.00	400.00	400.00
5950 · Service Repair Fees	376.00	583.33	3,943.00	5,250.01	7,000.00
5990 · Other Income	280.00	105.00	1,330.00	1,208.00	1,383.00
5992 · Recovered Rehab	0.00	0.00	0.00	-250.00	-250.00
Total 5900 · Other Revenue	2,263.20	2,910.82	28,786.50	24,790.54	32,783.00
Total Income	109,751.56	110,431.82	1,009,329.54	1,010,979.54	1,341,535.00
Gross Profit	109,751.56	110,431.82	1,009,329.54	1,010,979.54	1,341,535.00
Expense					
6300 · Administrative Expenses					
6309 · Advertising	10.79	166.66	97.11	1,500.02	2,000.00
6310 · Salaries & Wages - Office					
6310.1 · Salaries & Wages	7,048.97	10,833.33	80,292.50	97,500.01	130,000.00
6310.2 · Holiday	172.00	0.00	1,376.00	0.00	0.00
6310.3 · Vacation	1,376.00	0.00	3,101.38	2,064.00	2,580.00
6310.4 · Sick	344.00	0.00	645.00	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	5,700.00	7,800.00
Total 6310 · Salaries & Wages - Offi...	8,940.97	11,433.33	88,114.88	105,264.01	140,380.00
6311 · Supplies - Office					
6311.1 · Office Supplies	13.51	166.66	2,103.20	1,500.02	2,000.00
6311.3 · Postage	0.00	0.00	402.00	500.00	500.00
Total 6311 · Supplies - Office	13.51	166.66	2,505.20	2,000.02	2,500.00
6312 · Computers Equip/Supplies/...	1,446.21	166.66	2,295.49	1,500.02	2,000.00
6313 · Equip Maint Contracts	212.08	208.33	2,195.43	1,875.01	2,500.00
6341 · Legal	22,073.79	208.33	32,233.79	1,875.01	2,500.00
6350 · Audit & Accounting					
6351 · Accounting Services	0.00	833.33	6,798.50	7,500.01	10,000.00
6352 · Annual Audit Costs	0.00		15,000.00		
6353 · Payroll Service Fee	541.95	250.00	3,500.07	2,250.00	3,000.00
Total 6350 · Audit & Accounting	541.95	1,083.33	25,298.57	9,750.01	13,000.00
6360 · Telephone/Cellular					
6361 · Telephone Lease	276.72		676.72		
6360 · Telephone/Cellular - Other	268.45	291.66	2,945.24	2,625.02	3,500.00
Total 6360 · Telephone/Cellular	545.17	291.66	3,621.96	2,625.02	3,500.00
6363 · Internet Contract	86.28	333.33	3,398.50	3,000.01	4,000.00
6391 · Bank Charges	59.00	0.00	592.70	250.00	250.00
6392 · Credit Checks	65.90	125.00	1,253.05	1,125.00	1,500.00
6397 · Dues/Education	0.00	0.00	0.00	0.00	0.00

Consolidated Cooperatives of Scottsdale East, Inc.

10/19/23

Profit & Loss Budget Performance

Accrual Basis

September 2023

	Sep 23	Budget	Jan - Sep 23	YTD Budget	Annual Bu...
6399 · Other					
6399.1 · Fuel/Mileage	0.00	0.00	142.73	100.00	100.00
6399.4 · Community Days	0.00	700.00	2,064.14	2,500.00	2,500.00
6399.5 · Misc Admin	0.00	0.00	1,390.44	500.00	500.00
Total 6399 · Other	0.00	700.00	3,597.31	3,100.00	3,100.00
Total 6300 · Administrative Expenses	33,995.65	14,883.29	165,203.99	133,864.13	177,230.00
6400 · Utilities Expense					
6450 · Electric	2,884.30	3,333.33	26,022.97	30,000.01	40,000.00
6451 · Water	10,283.19	7,500.00	87,660.39	67,500.00	90,000.00
6452 · Gas	567.06	1,333.33	16,252.18	12,000.01	16,000.00
6453 · Sewer	3,975.37	3,333.33	38,719.84	30,000.01	40,000.00
6454 · Trash	3,649.77	2,083.33	30,637.45	18,750.01	25,000.00
6455 · Envir/Taxes & Fees	959.48	733.33	8,281.51	6,600.01	8,800.00
Total 6400 · Utilities Expense	22,319.17	18,316.65	207,574.34	164,850.05	219,800.00
6500 · Operating & Maintenance Expe...					
6501 · Sales Tax Maintenance Items	86.95	0.00	721.92	0.00	0.00
6502 · Building Maint/Improvements	395.34	1,250.00	9,884.84	11,250.00	15,000.00
6503 · Temp Labor - Maintenance	0.00	0.00	9,112.35	5,000.00	5,000.00
6511 · Janitorial Supplies	137.83	104.16	1,146.85	937.52	1,250.00
6519 · Exterminating Contract	394.00	583.33	5,141.35	5,250.01	7,000.00
6532 · Security	0.00		57.60		
6535 · Fuel-Equipment	0.00	0.00	20.00	50.00	50.00
6536 · Plants&Supplies - Grounds	0.00	833.33	485.21	7,500.01	10,000.00
6537 · Contracts - Grounds	4,000.00	4,583.33	36,250.00	41,250.01	55,000.00
6538 · Sprinkler System - Grounds	0.00	250.00	6,005.69	2,250.00	3,000.00
6539 · Trees - Grounds	0.00	1,250.00	16,069.60	11,250.00	15,000.00
6540 · Payroll					
6540.1 · Wages	10,532.50	14,166.66	116,974.40	127,500.02	170,000.00
6540.2 · Holiday	592.00	0.00	4,980.00	0.00	0.00
6540.3 · Vacation	198.00	0.00	2,892.00	0.00	0.00
6540.4 · Sick	176.00	0.00	2,660.00	0.00	0.00
6540.5 · Bonus	0.00	0.00	0.00	0.00	0.00
Total 6540 · Payroll	11,498.50	14,166.66	127,506.40	127,500.02	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	10,022.70	4,500.00	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	190.00	250.00
6541.6 · Rehab	0.00	416.66	4,394.26	3,750.02	5,000.00
6541.7 · Rehab - Recoverable	43.44	0.00	221.93	0.00	0.00
Total 6541 · Materials	43.44	936.66	14,720.58	8,940.02	11,750.00
6542 · Capital Improvements					
6542.1 · Repairs - Contracted	0.00		28,795.00		
6542.5 · Xeriscape	0.00		25,777.79		
6542.6 · Metal/Prep	0.00		12,750.00		
6542.7 · Painting	32,175.00	0.00	304,498.32	0.00	0.00
Total 6542 · Capital Improvements	32,175.00	0.00	371,821.11	0.00	0.00
6545 · HVAC					
6545.1 · HVAC Replacements	0.00	5,000.00	0.00	45,000.00	60,000.00
6545.3 · HVAC Parts	75.40	1,041.66	8,831.18	9,375.02	12,500.00
Total 6545 · HVAC	75.40	6,041.66	8,831.18	54,375.02	72,500.00
6547 · Swimming Pools					
6547.2 · Chemicals - Pools	603.63	416.66	8,169.31	3,750.02	5,000.00
6547.3 · Parts for Pool	234.36	208.33	3,552.75	1,875.01	2,500.00
Total 6547 · Swimming Pools	837.99	624.99	11,722.06	5,625.03	7,500.00

Consolidated Cooperatives of Scottsdale East, Inc.

10/19/23

Profit & Loss Budget Performance

Accrual Basis

September 2023

	Sep 23	Budget	Jan - Sep 23	YTD Budget	Annual Bu...
6551 · Small Tools - Repairs	0.00	125.00	1,839.29	1,125.00	1,500.00
6555 · Electrical Supplies	375.34	416.66	2,878.71	3,750.02	5,000.00
6560 · Painting Costs					
6560.2 · Paint Supplies	0.00	208.33	584.97	1,875.01	2,500.00
Total 6560 · Painting Costs	0.00	208.33	584.97	1,875.01	2,500.00
6570 · Vehicle					
6571 · Vehicles - Repairs	0.00	0.00	620.97	2,000.00	2,000.00
6570 · Vehicle - Other	0.00		8,395.89		
Total 6570 · Vehicle	0.00	0.00	9,016.86	2,000.00	2,000.00
6580 · Plumbing					
6581 · Supplies - Plumbing	1,284.08	1,000.00	12,481.63	9,000.00	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	8,008.90	9,000.00	12,000.00
6584 · Toilets - Replacements	0.00	250.00	0.00	2,250.00	3,000.00
Total 6580 · Plumbing	1,284.08	2,250.00	20,490.53	20,250.00	27,000.00
6591 · Lock & Keys	0.00	0.00	159.98	500.00	500.00
6592 · Doors & Screens	55.11	125.00	604.15	1,125.00	1,500.00
6594 · A/C Filters	0.00	125.00	1,015.25	1,125.00	1,500.00
6599.1 · Misc- Maintenance	0.00	250.00	1,915.25	1,000.00	1,000.00
6599.2 · Equipment Rental	290.00	208.33	290.00	1,875.01	2,500.00
Total 6500 · Operating & Maintenance ...	51,648.98	34,332.44	658,291.73	315,802.68	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)	1,563.64	1,500.00	16,273.39	13,500.00	18,000.00
6712 · FUTA/SUTA	0.00	483.33	1,495.90	4,350.01	5,800.00
6719 · Licenses & Permits	270.00	125.00	2,592.00	1,125.00	1,500.00
6720 · Property&Liability- Insurance	8,893.58	8,333.33	80,051.47	75,000.01	100,000.00
6722 · Workers Comp -Insurance	0.00	333.33	0.00	3,000.01	4,000.00
6723 · Employee Benefits	4,970.50	3,250.00	34,033.80	29,250.00	39,000.00
6724 · Penalties & Interest Expense	0.00	0.00	13.78	0.00	0.00
Total 6700 · Taxes and Insurance	15,697.72	14,024.99	178,594.07	176,225.03	268,300.00
Total Expense	123,661.52	81,557.37	1,209,664.13	790,741.89	1,083,380.00
Net Ordinary Income	-13,909.96	28,874.45	-200,334.59	220,237.65	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	-13,909.96	28,874.45	-200,334.59	220,237.65	258,155.00

Consolidated Cooperatives of Scottsdale East, Inc.

Balance Sheet

As of September 30, 2023

Sep 30, 23

ASSETS

Current Assets

Checking/Savings

1120 · Cash
1121.0 · NEW WF Chkg-8323 48,470.62

Total 1120 · Cash 48,470.62

1300 · Capital Replacement Reserve

1309.3 · BMO Harris Bank-MM .995% 201,736.18

Total 1300 · Capital Replacement Reserve 201,736.18

1300.1 · Emergency Reserve

1312 · USBank MM - .45% 268,035.19

Total 1300.1 · Emergency Reserve 268,035.19

1300.2 · Member Deposits

1378 · MidFirst Money Market - .598% 109,830.00

Total 1300.2 · Member Deposits 109,830.00

Total Checking/Savings 628,071.99

Accounts Receivable

1130 · Member Accounts Receivable 36,267.11

Total Accounts Receivable 36,267.11

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 -3,738.43

1350 · Due from Bank-Fraud 285.00

1499 · Undeposited Receipts 6,563.00

Total Other Current Assets 37,752.57

Total Current Assets 702,091.67

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 1,635,727.76

Total Fixed Assets 1,635,727.76

TOTAL ASSETS 2,337,819.43

LIABILITIES & EQUITY

Liabilities

Consolidated Cooperatives of Scottsdale East, Inc.

Balance Sheet

As of September 30, 2023

Sep 30, 23

Current Liabilities	
Accounts Payable	
2211 Prepaid Member Charges	66,845.11
2110 Accounts Payable - Trade	42,851.65
2150 Real Property Taxes - Accrued	44,133.73
Total Accounts Payable	153,830.49
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
Total 2140 Taxes Payable	-16,613.00
2191 Member Deposits Held in Trust	106,500.00
2213 Deferred Tax Liability	15,347.00
Total Other Current Liabilities	111,418.04
Total Current Liabilities	265,248.53
Total Liabilities	265,248.53
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	3,256,136.00
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	354,210.00
3243 General Operating Reserve	256,950.00
3900 Retained Earnings	-1,592,690.51
Net Income	-200,486.59
Total Equity	2,074,118.90
TOTAL LIABILITIES & EQUITY	2,339,367.43