

MINUTES OF THE OPEN BOARD MEETING

An Open Meeting of the Board of Directors of CCSEI was held on **Thursday, January 18, 2024, at 6:04 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 6:04 p.m.
- b. Roll Call
GM Jayson Hunt – absent
Bldg. B-George Pool – present
Bldg. C-Maryana Scott – present
Bldg. D-Dan Free – present
Bldg. E-Jennifer Ward – absent
Bldg. F-Colleen Domigan - present
Bldg. G-Ellie Jackson – present
Bldg. H-Trent Schneeberger - absent
- c. Agenda. Motion made by Ellie, seconded by Dan. Passed.
- d. Approval of Minutes from December 21, 2023. Motion was made by Jenn, seconded by Colleen. Passed.

II. REPORTS

- a. Building Reports –
 - B. Nothing to report.
 - C. Issues with landscaping that the landscaping committee can address.
 - D. Nothing to report.
 - E. Nothing to report.
 - F. Pigeon problems on back side of laundry. Needs to be cleaned on a regular basis. Landscaper's are back to blowing stuff onto walkway again.
 - G. Cigarette butts are being found everywhere. People need to clean them up.
 - H. Still working on lighting in parking lot. Dogs from apartments next door are using our grass again. Handicap signs have been placed.
- b. Treasurer's Report – Ellie Jackson, Treasurer
Report available in office.
- c. Committee Reports:
 1. Membership Committee – Ellie Jackson, Chair, nothing to report
 2. Finance/Budget: progressing
 3. Grounds Report: regrouping

III. OLD BUSINESS

- a. Audits for 2020-2022 have been completed. Will be available in office.
- b. Insurance quotes are progressing. Hoping that the electrical inspection that is required by November is external only. Board will work with GM to solve the picket issue by November as well.
- c. Reminder, the Scottsdale East and Consolidated Co-ops Block Party is 3 February, 1-5pm

IV. OLD BUSINESS

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

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

- a. Audits for 2020-2022 have been completed. Will be available in office.
- b. Co-op fee checks are being successfully scanned.

V. MANAGER'S REPORT-see attached.

VI. MEMBERS' FORUM

- a. Maryana announced she will not be running for Board President
- b. Mary (E13) would like an announcement for Board Positions on every door.
- c. Nancy (F3) would like language on stray animals added to the policy book
- d. Sandy (F11) please address cat issue with Jayson who is already working with member.

VII. ADJOURNMENT. Motion to adjourn was made by Ellie, seconded by Dan, and passed. Meeting adjourned at 6:34pm.

By: _____
Jennifer Ward, Board Member

Date: _____

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

8151 E. GARFIELD ST.
SCOTTSDALE, ARIZONA 85257
PHONE (480) 947-8841
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CONSOLIDATED COOPERATIVES OF SCOTTSDALE EAST, INC.

NOTICE IS HEREBY GIVEN that a Regular Open Session of the Members of CCSEI will be held on **Thursday, February 15, 2024, at 6:00 p.m.** at 8151 East Garfield St. Scottsdale, Arizona 85257 in the Maintenance Building.

This meeting begins after the CCSEI Executive Session Meeting adjourns.

AGENDA

I. PROCEDURES

- A. Call to Order
- B. Roll Call
- C. Adopt Agenda
- D. Approval of Minutes of Regular Open Session Meeting held January 18, 2024

II. REPORTS

- A. Manager's Report
- B. Building Reports – Board members report issues, if any, in their respective buildings.
- C. Treasurer's Report
- D. Committee Reports
 - Membership Committee** - *Ellie Jackson, Chair*
Pedro Morales, Jr (G8)
 - Landscape Committee** - Vacant
 - Budget/Finance** – (Tabled)

III. OLD BUSINESS

- A. Insurance bids – (Farmers)
- B. Landscaping

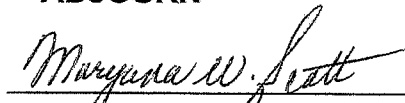
IV. NEW BUSINESS

- A. Block Party
- B. Annual Membership Meeting (Saturday March 9, 2024)

V. MEMBERS' FORUM

VI. ADJOURN

By:


Maryana W. Scott, President/Acting Secretary

Date: February 13, 2024

Manager's Report

February 15, 2024

The Annual Members' Meeting is in 3 ½ weeks, March 9th. Please be sure to mail your ballots back or you can return them to the office and drop in the ballot box there. You will also be able to vote on the day of the meeting. Ballots turned in on meeting day must be there by 9:45 a.m. We still need volunteers for vote counting, so if you are available and willing, please let the office know.

Farmers insurance did a property inspection upon our renewal in November and has required certain issues be addressed or they will no longer be able to insure the property. The main focus of these repairs are as follows. 1.) All stair railings and balcony railings must be brought to current code. Which includes closing all gaps to less than four inches, the height of the rail needs brought up to 42 inches 2.) An electrical inspection on property to include service panels. 3.) All playground areas must have 12 inches of soft fall material underneath. The Co-op needs to start addressing these immediately and has to have a lot if not all of it accomplished by November.

The "hopefully" annual block party was a success again. Thank you to everyone who came. I look forward to it only improving.

Also, if you are bringing food to the potluck, please come to the office and sign the food sheet.

Consolidated Cooperatives of Scottsdale East, Inc.

Profit & Loss Budget Performance

January 2024

02/15/24

Accrual Basis

	Jan 24	Budget	Jan 24	YTD Bud...	Annual Budget
Ordinary Income/Expense					
Income					
5100 · Rent Revenue					
5120 · Member Carrying Charges	114,728.00		114,728.00		
5170 · Parking Permits	18,300.00		18,300.00		
5190 · Locker Rental	1,455.00		1,455.00		
Total 5100 · Rent Revenue	134,483.00		134,483.00		
5401 · Interest Income	136.45		136.45		
5900 · Other Revenue					
5910 · Laundry Income	834.60		834.60		
5920 · NSF & Late Charges	413.00		413.00		
5930 · Transfer Fees	400.00		400.00		
Total 5900 · Other Revenue	1,647.60		1,647.60		
Total Income	136,267.05		136,267.05		
Gross Profit	136,267.05		136,267.05		
Expense					
6300 · Administrative Expenses					
6309 · Advertising	10.79		10.79		
6310 · Salaries & Wages - Office					
6310.1 · Salaries & Wages	7,914.34		7,914.34		
6310.2 · Holiday	516.00		516.00		
6310.4 · Sick	516.00		516.00		
Total 6310 · Salaries & Wages - Office	8,946.34		8,946.34		
6311 · Supplies - Office					
6311.1 · Office Supplies	13.51		13.51		
6311.3 · Postage	264.00		264.00		
Total 6311 · Supplies - Office	277.51		277.51		
6313 · Equip Maint Contracts	212.08		212.08		
6341 · Legal	9,967.49		9,967.49		
6350 · Audit & Accounting					
6351 · Accounting Services	919.00		919.00		
6353 · Payroll Service Fee	299.76		299.76		
Total 6350 · Audit & Accounting	1,218.76		1,218.76		
6360 · Telephone/Cellular	276.30		276.30		
6363 · Internet Contract	670.11		670.11		
6391 · Bank Charges	130.00		130.00		
6392 · Credit Checks	197.70		197.70		
6399 · Other					
6399.4 · Community Days	703.72		703.72		
Total 6399 · Other	703.72		703.72		
Total 6300 · Administrative Expenses	22,610.80		22,610.80		
6400 · Utilities Expense					
6450 · Electric	2,692.16		2,692.16		
6451 · Water	6,362.67		6,362.67		
6452 · Gas	5,023.39		5,023.39		
6453 · Sewer	3,975.37		3,975.37		
6454 · Trash	8,762.74		8,762.74		
6455 · Envir/Taxes & Fees	638.62		638.62		
Total 6400 · Utilities Expense	27,454.95		27,454.95		
6500 · Operating & Maintenance Expense					
6502 · Building Maint/Improvements	658.80		658.80		
6519 · Exterminating Contract	1,323.95		1,323.95		

11:30 AM

02/15/24

Accrual Basis

Consolidated Cooperatives of Scottsdale East, Inc.
Profit & Loss Budget Performance
January 2024

	<u>Jan 24</u>	<u>Budget</u>	<u>Jan 24</u>	<u>YTD Bud...</u>	<u>Annual Budget</u>
6535 · Fuel-Equipment	71.15		71.15		
6537 · Contracts - Grounds	4,000.00		4,000.00		
6540 · Payroll					
6540.1 · Wages	6,313.25		6,313.25		
6540.2 · Holiday	1,248.00		1,248.00		
6540.3 · Vacation	240.00		240.00		
6540.4 · Sick	508.00		508.00		
Total 6540 · Payroll	8,309.25		8,309.25		
6541 · Materials					
6541.2 · Signage	111.07		111.07		
Total 6541 · Materials	111.07		111.07		
6545 · HVAC					
6545.3 · HVAC Parts	2,503.27		2,503.27		
Total 6545 · HVAC	2,503.27		2,503.27		
6560 · Painting Costs					
6560.2 · Paint Supplies	19.56		19.56		
Total 6560 · Painting Costs	19.56		19.56		
6580 · Plumbing					
6584 · Toilets - Replacements	1,850.87		1,850.87		
Total 6580 · Plumbing	1,850.87		1,850.87		
Total 6500 · Operating & Maintenance Expense	18,847.92		18,847.92		
6700 · Taxes and Insurance					
6711 · Payroll Tax (FICA/MC)	1,283.39		1,283.39		
6712 · FUTA/SUTA	523.41		523.41		
6720 · Property&Liability- Insurance	14,373.08		14,373.08		
6723 · Employee Benefits	2,987.24		2,987.24		
Total 6700 · Taxes and Insurance	19,167.12		19,167.12		
Total Expense	88,080.79		88,080.79		
Net Ordinary Income	48,186.26		48,186.26		
Net Income	48,186.26		48,186.26		

Consolidated Cooperatives of Scottsdale East, Inc.

02/13/24

Balance Sheet

Accrual Basis

As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1120 · Cash	
1121.0 · NEW WF Chkg-8323	-360.09
1122.0 · Chase Checking	124,224.64
Total 1120 · Cash	123,864.55
1300 · Capital Replacement Reserve	
1309.4 · BofA CD - 5%	51,950.77
Total 1300 · Capital Replacement Reserve	51,950.77
1300.1 · Emergency Reserve	
1312 · USBank MM - .45%	268,577.29
Total 1300.1 · Emergency Reserve	268,577.29
1300.2 · Member Deposits	
1379 · Chase CD - 5%	109,846.19
Total 1300.2 · Member Deposits	109,846.19
Total Checking/Savings	554,238.80
Accounts Receivable	
1130 · Member Accounts Receivable	39,066.71
Total Accounts Receivable	39,066.71
Other Current Assets	
1200 · Prepaid Expenses	
1241 · Prepaid Property & Liability Ins	3,685.50
1280 · Federal Prepaid Tax	18,000.00
1285 · State Prepaid Tax	14,143.00
1291 · Workmens Comp Deposit - Arizona	2,579.50
1200 · Prepaid Expenses - Other	2,500.00
Total 1200 · Prepaid Expenses	40,908.00
1310 · Employee Advance	-4,000.00
1350 · Due from Bank-Fraud	285.00
1499 · Undeposited Receipts	580.00
Total Other Current Assets	37,773.00
Total Current Assets	631,078.51
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	2,266,806.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 · Accounts Payable - Trade	3,260.07

Consolidated Cooperatives of Scottsdale East, Inc.

02/13/24

Balance Sheet

Accrual Basis

As of January 31, 2024

	Jan 31, 24
2150 · Real Property Taxes - Accrued	44,133.73
2211 · Prepaid Member Carrying Charges	125,743.85
Total Accounts Payable	173,137.65
Other Current Liabilities	
2120 · Wages & Payroll Taxes Payable	
2129 · Garnishment	479.25
2120 · Wages & Payroll Taxes Payable - Other	6,184.04
Total 2120 · Wages & Payroll Taxes Payable	6,663.29
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	106,800.00
2213 · Deferred Tax Liability	15,347.00
Total Other Current Liabilities	112,197.29
Total Current Liabilities	285,334.94
Total Liabilities	285,334.94
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	-1,970,990.11
Net Income	85,165.44
Total Equity	1,981,471.33
TOTAL LIABILITIES & EQUITY	2,266,806.27