

## **MINUTES OF THE OPEN BOARD MEETING**

An Open Meeting of the Board of Directors of CCSEI was held on Thursday, April 18, 2024, at 5:58 p.m. at 8151 East Garfield, Scottsdale, Arizona, 85257 in the Maintenance Building.

### **I. PROCEDURES**

A. Call to Order – President Colleen Domingan called the meeting to order at 5:58 p.m.

B. Roll Call

GM Jayson Hunt

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. Adopt Agenda

MOTION to adopt made by Jennifer Ward, 2nd by Ellie Jackson. Passed.

D. Approval of Minutes of Regular Open Session Meeting held March 21, 2024

MOTION to approve made by Maryana Scott, 2nd by Trent Schneeberger. Passed.

### **II. REPORTS**

A. Manager's Report (Report posted and is available at the Office)

B. Building Reports:

**Bldg. B** – Nothing to report

**Bldg. C** – Nothing to report

**Bldg. D** – Nothing to report

**Bldg. E** – Thanks to those who attended the E building meeting. Please be sure to clean up the laundry room after yourself. Please email me regarding E Building meetings, newsletter, and Getting to Know Your Neighbor article.

**Bldg. F** – Laundry room service has been terrific. Can we paint the bench?

**Bldg. G** – Nothing to report

**Bldg. H** – 6 lights out in parking area. \*Jayson is having issues getting the light bulbs.

C. Committee Reports:

- Treasurer's Report available in office.

- Membership Committee: Rebecca Swanson D114, Gina Colucci F108, Elizabeth Goff and Catherine Schaefer D113. MOTION to approve made by George Pool, 2<sup>nd</sup> by Maryana Scott. Passed. *Welcome new Member!*

**III. NEW BUSINESS**

- A. Special Meeting Notification. Board asked Jayson to begin preparing notifications and necessary paperwork for when loan is approved for building upgrades. MOTION to approve made by Jennifer Ward, 2nd by George Pool. Passed.

**IV. OLD BUSINESS**

- A. Bank Loan, info only. We have been denied by 2 banks because of our nonprofit status. Working with First Interstate to qualify. More information to come.  
B. Yard Sale, Saturday, 24 April, 9-4. Sign up in the office.

**V. MEMBERS' FORUM**

- Jane G11-What process are we using for the Special Meeting? Jayson stated that we are proving 30-day notification and it will need 2/3 vote.  
-Sandy F11-Regarding Manager's Report; are we replacing or remodeling. Jayson and Board confirmed that the project is to add pickets and increase height. It's a little bit of remodeling and replacing.  
Robert-E111-Explained to those present that we have no choice but to get a loan to meet upgrade/code requirements to keep co-op building insurance. Upset about issues regarding his bathroom and the work done above him. Concerned about furniture for E building Pavilion; Jayson again confirmed he's in the process of looking.

**VI. ADJOURN**

MOTION to adjourn at 6:37 p.m. made by Ellie Jackson, 2<sup>nd</sup> by Dan Free. Passed.

By: \_\_\_\_\_ /s/  
Jennifer Ward, Secretary

Date: April 29, 2024

**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, 16 May 2024** at 6:00 p.m. at the Maintenance Building, 8151 East Garfield Street, Scottsdale, Arizona 85257.

- I. **PROCEDURES**
  - a. Call to Order – President Colleen Domigan
  - b. Roll Call
  - c. Adopt Agenda
  - d. Approval of Minutes from 18 April 2024
- II. **REPORTS**
  - a. Manager's Report-Insurance Report
  - b. Building Reports – Board members report issues, if any, in their respective buildings.
  - c. Treasurer's Report – Ellie Jackson, Treasurer
  - d. Committee Reports:
    - i. Membership Committee – Ellie Jackson, Chair
    - ii. Budget Committee – Ellie Jackson, Chair
    - iii. Activity Committee – Jenn Ward, Chair
- III. **OLD BUSINESS**
  - a. Membership Committee
  - b. Yard Sale
- IV. **NEW BUSINESS**
  - a. Board Member Property Walk Around
  - b. Community Improvement Projects
- V.
- VI. **MEMBERS' FORUM**
- VII. **ADJOURNMENT**

By: \_\_\_\_\_  
Jenn Ward

Date: 5/12/2024

# Manager's Report

May 16, 2024

The furniture for the gazebos has been purchased and is scheduled to arrive between May 21<sup>st</sup> and the 24<sup>th</sup>. We will have it set up for the Memorial Day weekend. We will also make sure all pools are in excellent shape for the holiday weekend. We may have to look into going back to a pool company this summer. We will try to handle it inhouse but we will need another good Maintenance tech in order to keep up. We have a new staff member, Wolfgang. He is very qualified in the areas needed and has been an exemplary employee so far.

The mailing for the special vote should be ready to go out next week or the first week of June. It appears the members will just be voting on whether or not to approve a loan of up to 1 million dollars to take care of the electrical and the catwalks. It may not be a bad idea to get some additional to address the parking lots, but the electric and rails is a must right now.

We have also started replacing all the **very** old locks on the laundry rooms and the pools. The laundry rooms have already been relaced and some members are having trouble using their old keys. We have a large supply of new keys in the office for members whose keys are no longer working. If you do get a new key, I suggest keeping your old one for the pool until the new locks are installed. We are not changing the keys, it's just that over years we have been cutting copies off of copies and the lock have become quite worn out. Once all the new locks are on and all the non-working keys have been replaced people will no longer have to struggle with the laundry doors or pool gates.

## Consolidated Cooperatives of Scottsdale East, Inc.

## Balance Sheet

As of April 30, 2024

	Apr 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1120 · Cash	
1122.0 · Chase Checking	191,831.35
<b>Total 1120 · Cash</b>	<b>191,831.35</b>
1300 · Capital Replacement Reserve	
1309.4 · BofA CD - 5% (11.26.24)	51,950.77
<b>Total 1300 · Capital Replacement Reserve</b>	<b>51,950.77</b>
1300.1 · Emergency Reserve	
1312 · USBank MM - .45%	268,976.58
<b>Total 1300.1 · Emergency Reserve</b>	<b>268,976.58</b>
1300.2 · Member Deposits	
1379 · Chase CD - 5% (6.19.24)	109,846.19
<b>Total 1300.2 · Member Deposits</b>	<b>109,846.19</b>
<b>Total Checking/Savings</b>	<b>622,604.89</b>
<b>Accounts Receivable</b>	
1130 · Member Accounts Receivable	31,591.88
<b>Total Accounts Receivable</b>	<b>31,591.88</b>
<b>Other Current Assets</b>	
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
1291 · Workmens Comp Deposit - Arizona	2,579.50
1200 · Prepaid Expenses - Other	2,500.00
<b>Total 1200 · Prepaid Expenses</b>	<b>39,679.50</b>
1310 · Employee Advance	-4,000.00
1350 · Due from Bank-Fraud	285.00
1499 · Undeposited Receipts	558.28
<b>Total Other Current Assets</b>	<b>36,522.78</b>
<b>Total Current Assets</b>	<b>690,719.55</b>
<b>Fixed Assets</b>	
<b>1400 · FIXED ASSETS</b>	
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
<b>Total 1400 · FIXED ASSETS</b>	<b>1,635,727.76</b>
<b>Total Fixed Assets</b>	<b>1,635,727.76</b>
<b>TOTAL ASSETS</b>	<b>2,326,447.31</b>

12:28 PM

## Consolidated Cooperatives of Scottsdale East, Inc.

05/13/24

## Balance Sheet

Accrual Basis

As of April 30, 2024

	<u>Apr 30, 24</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2110 · Accounts Payable - Trade	40,718.59
2150 · Real Property Taxes - Accrued	44,133.73
2211 · Prepaid Member Carrying Charges	110,166.02
	<u>195,018.34</u>
<b>Total Accounts Payable</b>	195,018.34
<b>Other Current Liabilities</b>	
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
	<u>-16,613.00</u>
2191 · Member Deposits Held in Trust	106,500.00
2213 · Deferred Tax Liability	15,347.00
	<u>111,418.04</u>
<b>Total Other Current Liabilities</b>	111,418.04
<b>Total Current Liabilities</b>	<u>306,436.38</u>
<b>Total Liabilities</b>	306,436.38
<b>Equity</b>	
<b>3100 · Owner Equity</b>	
3121 · Common Stock - 350 shares	350.00
3131 · Treasury Stock @ Cost 1share	-10,000.00
3241 · Additional Paid-in capital	3,265,786.00
	<u>3,256,136.00</u>
<b>Total 3100 · Owner Equity</b>	3,256,136.00
<b>3240 · Funded Reserve Costs</b>	
3240.1 · Reserve for Replacements	351,869.00
3240.2 · Gen Op Reserve	2,341.00
	<u>354,210.00</u>
<b>Total 3240 · Funded Reserve Costs</b>	354,210.00
<b>3243 · General Operating Reserve</b>	256,950.00
<b>3900 · Retained Earnings</b>	-1,971,022.99
<b>Net Income</b>	123,737.92
	<u>2,020,010.93</u>
<b>Total Equity</b>	2,020,010.93
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,326,447.31</u></u>

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

05/13/24

Accrual Basis

	Apr 24	Budget	Jan - Apr ...	YTD Bud...	Annual Bu...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
5100 · Rent Revenue					
5120 · Member Carrying Charges	114,511.00	115,179.00	457,489.00	460,716.00	1,382,148.00
5170 · Parking Permits	25.00	0.00	18,480.00	18,500.00	18,500.00
5190 · Locker Rental	1,425.00	1,500.00	5,775.00	6,000.00	18,000.00
<b>Total 5100 · Rent Revenue</b>	<b>115,961.00</b>	<b>116,679.00</b>	<b>481,744.00</b>	<b>485,216.00</b>	<b>1,418,648.00</b>
5401 · Interest Income	135.00		535.74		
5900 · Other Revenue					
5910 · Laundry Income	0.00	791.66	3,735.30	3,166.72	9,500.00
5920 · NSF & Late Charges	549.00	500.00	2,114.00	2,000.00	6,000.00
5925 · Fines, Fees	75.00	20.00	75.00	90.00	250.00
5930 · Transfer Fees	1,000.00	416.66	2,400.00	1,666.72	5,000.00
5940 · Pet Fees	0.00	41.67	100.00	166.64	500.00
5950 · Service Repair Fees	1,227.00	416.74	3,788.00	1,666.08	5,000.00
5990 · Other Income	245.00	125.00	840.00	500.00	1,500.00
5991 · Recovered Legal Fees	0.00	0.00	0.00	0.00	5,000.00
<b>Total 5900 · Other Revenue</b>	<b>3,096.00</b>	<b>2,311.73</b>	<b>13,052.30</b>	<b>9,256.16</b>	<b>32,750.00</b>
<b>Total Income</b>	<b>119,192.00</b>	<b>118,990.73</b>	<b>495,332.04</b>	<b>494,472.16</b>	<b>1,451,398.00</b>
<b>Gross Profit</b>	<b>119,192.00</b>	<b>118,990.73</b>	<b>495,332.04</b>	<b>494,472.16</b>	<b>1,451,398.00</b>
<b>Expense</b>					
6300 · Administrative Expenses					
6309 · Advertising	0.00	500.00	10.79	1,000.00	2,000.00
6310 · Salaries & Wages - Office					
6310.1 · Salaries & Wages	13,344.26	11,250.00	38,293.97	45,000.00	135,000.00
6310.2 · Holiday	172.00		860.00		
6310.3 · Vacation	0.00		860.00		
6310.4 · Sick	0.00		516.00		
6310.6 · Contract Labor - Port...	800.00	800.00	2,600.00	3,400.00	10,000.00
<b>Total 6310 · Salaries &amp; Wages - ...</b>	<b>14,316.26</b>	<b>12,050.00</b>	<b>43,129.97</b>	<b>48,400.00</b>	<b>145,000.00</b>
6311 · Supplies - Office					
6311.1 · Office Supplies	63.47	208.33	1,391.30	833.36	2,500.00
6311.3 · Postage	0.00	250.00	264.00	500.00	500.00
<b>Total 6311 · Supplies - Office</b>	<b>63.47</b>	<b>458.33</b>	<b>1,655.30</b>	<b>1,333.36</b>	<b>3,000.00</b>
6312 · Computers Equip/Supplie...	0.00	166.66	0.00	666.72	2,000.00
6313 · Equip Maint Contracts	235.00	229.16	752.87	916.72	2,750.00
6341 · Legal	972.30		13,496.01		
6350 · Audit & Accounting					
6351 · Accounting Services	0.00	833.33	919.00	3,333.36	10,000.00
6352 · Annual Audit Costs	15,000.00	10,000.00	15,000.00	10,000.00	20,000.00
6353 · Payroll Service Fee	354.72	333.33	1,720.11	1,333.36	4,000.00
<b>Total 6350 · Audit &amp; Accounting</b>	<b>15,354.72</b>	<b>11,166.66</b>	<b>17,639.11</b>	<b>14,666.72</b>	<b>34,000.00</b>
6360 · Telephone/Cellular					
6361 · Telephone Lease	0.00	300.00	0.00	1,200.00	3,600.00
6360 · Telephone/Cellular - O...	273.50		823.30		
<b>Total 6360 · Telephone/Cellular</b>	<b>273.50</b>	<b>300.00</b>	<b>823.30</b>	<b>1,200.00</b>	<b>3,600.00</b>
6363 · Internet Contract	612.61	125.00	1,552.83	500.00	1,500.00
6391 · Bank Charges	0.00	62.50	130.00	250.00	750.00
6392 · Credit Checks	197.70	125.00	790.80	500.00	1,500.00

**Consolidated Cooperatives of Scottsdale East, Inc.**

**Profit & Loss Budget Performance**

April 2024

	Apr 24	Budget	Jan - Apr ...	YTD Bud...	Annual Bu...
<b>6399 · Other</b>					
6399.1 · Fuel/Mileage	0.00	12.00	0.00	54.00	150.00
6399.4 · Community Days	150.00	0.00	1,594.33	2,500.00	2,500.00
6399.5 · Misc Admin	0.00	250.00	450.00	500.00	1,000.00
<b>Total 6399 · Other</b>	<b>150.00</b>	<b>262.00</b>	<b>2,044.33</b>	<b>3,054.00</b>	<b>3,650.00</b>
<b>Total 6300 · Administrative Expens...</b>	<b>32,175.56</b>	<b>25,445.31</b>	<b>82,025.31</b>	<b>72,487.52</b>	<b>199,750.00</b>
<b>6400 · Utilities Expense</b>					
6450 · Electric	2,849.44	3,333.33	10,651.41	13,333.36	40,000.00
6451 · Water	6,011.97	9,166.66	23,529.30	36,666.64	110,000.00
6452 · Gas	2,501.61	1,541.66	14,472.27	6,166.72	18,500.00
6453 · Sewer	3,975.37	3,833.33	15,901.48	15,333.36	46,000.00
6454 · Trash	4,082.58	3,333.33	21,053.75	13,333.36	40,000.00
6455 · Envir/Taxes & Fees	610.00	833.33	2,397.65	3,333.36	10,000.00
<b>Total 6400 · Utilities Expense</b>	<b>20,030.97</b>	<b>22,041.64</b>	<b>88,005.86</b>	<b>88,166.80</b>	<b>264,500.00</b>
<b>6500 · Operating &amp; Maintenance Ex...</b>					
6501 · Sales Tax Maintenance It...	65.71		179.70		
6502 · Building Maint/Improvem...	1,150.08	1,250.00	4,175.59	5,000.00	15,000.00
6503 · Temp Labor - Maintenance	5,178.95	416.66	7,314.31	1,666.72	5,000.00
6511 · Janitorial Supplies	215.04	108.33	721.06	433.36	1,300.00
6519 · Exterminating Contract	0.00	566.66	1,717.95	2,266.72	6,800.00
6532 · Security	0.00	0.00	0.00	0.00	0.00
6535 · Fuel-Equipment	0.00	10.00	71.15	40.00	120.00
6536 · Plants&Supplies - Grounds	0.00	416.66	237.46	1,666.72	5,000.00
6537 · Contracts - Grounds	4,800.00	4,583.33	17,600.00	18,333.36	55,000.00
6538 · Sprinkler System - Groun...	0.00	500.00	0.00	1,500.00	5,000.00
6539 · Trees - Grounds	500.00	5,000.00	500.00	5,000.00	15,000.00
6540 · Payroll					
6540.1 · Wages	11,144.00	14,583.33	35,829.25	58,333.36	175,000.00
6540.2 · Holiday	416.00		2,240.00		
6540.3 · Vacation	780.00		1,020.00		
6540.4 · Sick	132.00		684.00		
<b>Total 6540 · Payroll</b>	<b>12,472.00</b>	<b>14,583.33</b>	<b>39,773.25</b>	<b>58,333.36</b>	<b>175,000.00</b>
6541 · Materials					
6541.1 · Materials	0.00	0.00	0.00	200.00	500.00
6541.2 · Signage	0.00	250.00	111.07	500.00	1,000.00
6541.5 · Hardware	40.40	0.00	40.40	100.00	250.00
6541.6 · Rehab	0.00	0.00	1,365.66	1,000.00	6,000.00
<b>Total 6541 · Materials</b>	<b>40.40</b>	<b>250.00</b>	<b>1,517.13</b>	<b>1,800.00</b>	<b>7,750.00</b>
6542 · Capital Improvements					
6542.5 · Xeriscape	0.00	0.00	0.00	5,000.00	10,000.00
<b>Total 6542 · Capital Improvements</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>10,000.00</b>
6545 · HVAC					
6545.1 · HVAC Replacements	14,247.30	6,250.00	24,920.27	25,000.00	75,000.00
6545.3 · HVAC Parts	2,000.29	1,041.66	5,176.89	4,166.72	12,500.00
<b>Total 6545 · HVAC</b>	<b>16,247.59</b>	<b>7,291.66</b>	<b>30,097.16</b>	<b>29,166.72</b>	<b>87,500.00</b>
6547 · Swimming Pools					
6547.2 · Chemicals - Pools	124.94	625.00	1,067.69	2,500.00	7,500.00
6547.3 · Parts for Pool	493.65	291.66	3,541.24	1,166.72	3,500.00
6547.5 · Permits	330.00		330.00		
<b>Total 6547 · Swimming Pools</b>	<b>948.59</b>	<b>916.66</b>	<b>4,938.93</b>	<b>3,666.72</b>	<b>11,000.00</b>
6551 · Small Tools - Repairs	33.71	250.00	33.71	750.00	2,000.00
6555 · Electrical Supplies	0.00	333.33	463.46	1,333.36	4,000.00

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

05/13/24

Accrual Basis

	Apr 24	Budget	Jan - Apr ...	YTD Bud...	Annual Bu...
<b>6560 · Painting Costs</b>					
6560.2 · Paint Supplies	638.86	208.33	1,012.65	833.36	2,500.00
<b>Total 6560 · Painting Costs</b>	638.86	208.33	1,012.65	833.36	2,500.00
<b>6570 · Vehicle</b>					
6571 · Vehicles - Repairs	0.00	0.00	0.00	500.00	2,000.00
<b>Total 6570 · Vehicle</b>	0.00	0.00	0.00	500.00	2,000.00
<b>6580 · Plumbing</b>					
6581 · Supplies - Plumbing	762.16	1,041.66	4,076.48	4,166.72	12,500.00
6582 · Contracts - Plumbing	0.00		700.00		
6583 · Hot H2O Htrs-Replace	0.00	1,000.00	3,693.16	4,000.00	12,000.00
6584 · Toilets - Replacements	0.00	500.00	1,850.87	1,000.00	2,500.00
6580 · Plumbing - Other	0.00		431.69		
<b>Total 6580 · Plumbing</b>	762.16	2,541.66	10,752.20	9,166.72	27,000.00
6591 · Lock & Keys	0.00	100.00	92.94	200.00	500.00
6592 · Doors & Screens	0.00	125.00	279.00	500.00	1,500.00
6594 · A/C Filters	234.10	125.00	362.56	500.00	1,500.00
6599.1 · Misc- Maintenance	0.00	125.00	0.00	500.00	1,500.00
6599.2 · Equipment Rental	135.00	100.00	1,820.76	400.00	1,200.00
<b>Total 6500 · Operating &amp; Maintenan...</b>	43,422.19	39,801.61	123,660.97	148,557.12	443,170.00
<b>6700 · Taxes and Insurance</b>					
6710 · Real Property	0.00	0.00	0.00	50,000.00	100,000.00
6711 · Payroll Tax (FICA/MC)	1,988.12	1,583.33	6,143.23	6,333.36	19,000.00
6712 · FUTA/SUTA	-135.41	133.33	184.41	533.36	1,600.00
6719 · Licenses & Permits	10.00	208.33	10.00	833.36	2,500.00
6720 · Property&Liability- Insura...	14,353.08	13,916.66	57,452.32	55,666.72	167,000.00
6722 · Workers Comp -Insurance	0.00	300.00	0.00	1,200.00	3,600.00
6723 · Employee Benefits	3,700.62	2,916.66	14,089.10	11,666.72	35,000.00
6724 · Penalties & Interest Expe...	0.00		22.92		
<b>Total 6700 · Taxes and Insurance</b>	19,916.41	19,058.31	77,901.98	126,233.52	328,700.00
<b>Total Expense</b>	115,545.13	106,346.87	371,594.12	435,444.96	1,236,120.00
<b>Net Ordinary Income</b>	3,646.87	12,643.86	123,737.92	59,027.20	215,278.00
<b>Net Income</b>	<u>3,646.87</u>	<u>12,643.86</u>	<u>123,737.92</u>	<u>59,027.20</u>	<u>215,278.00</u>