

Secretary's note: As of 3/10 no Director has reviewed / approved.

MINUTES (Draft)

Dreamland Villa Retirement Community Board of Directors Study Session

March 5, 2024, 9:30 am, Read Hall

Welcome: Steve Malone, President

General Announcements: Steve mentioned an incident the other day at Read Pool, which required Maintenance to do a major cleanup; after identifying the culprits, they have been notified of the possibility of kee cards being deactivated. Volunteer Luncheon 3/6 and Sock Hop and Car Show 3/16.

Pledge of Allegiance

Call to Order: Steve Malone, President

Roll Call: Joyce Canino, Secretary. Directors: Steve Malone, Ward Jennings, Kevin Brueback, Betty Mazza, Wendell (Sonny) Allison, Elizabeth (Beth) White and Joyce Canino. All Directors present.

OLD BUSINESS:

Butte Street Property: The article is in this month's edition of the Citizen of the sale listed as APN 141-49-408B zoned R1-6. Sealed bids will be opened April 2 at 11:30 am. Only bids of \$150,000 or more will be accepted.

Kee Cards: Kevin reported 45 cards have been deactivated due to non-payment, 3 people came in to renew and there are 160 cards left to be deactivated. At this time, it is reported that approximately 1250 members have renewed.

ITEMS FOR DISCUSSION:

Terminix contract: DVRC currently has a contract with Terminix, costing \$338; Maintenance has stated there has been no termite activity in years. The Board decided a motion will be made at the next meeting to not renew the contract.

Policy and Procedures: The board has forwarded to P & P Committee, recommendations for the following Policies to be revised:

Contracts ~ Add DVRC and its Directors/Officers names as additional insured on all certificates and each vendor/contractor/tenant should provide the required insurance certificates before working on DVRC property.

Purchasing Policy ~ Clean up the language and change the capital expenditure to \$2,500 - the same as the accounting policy and the amount set by the IRS.

Administrative Policy & Procedures ~ Clean up and change Uniform Personal Policy #103 and #106 to reflect the standard work week shall begin Wednesday at 12:00 am and end Tuesday at 11:59 pm; #104: change paragraph 3 to read the normal lunch break is one-half hour lunch, not an hour; #106 paragraph 2. The bi-weekly payroll week will begin at 12:00 am on Wednesday and end 14 days later at 11:59 pm on Tuesday. A proposal was suggested to restructure/reinstate the Personnel Committee and P & P Admin.

By Laws: A member proposed a change to By Law XI to add anyone under 55 living in the 18 sections only of DVRC should not have voting rights, although they may purchase a membership for use of the facilities and participate in activities. P&P was asked to research a change to the By Laws, requiring nominees to be 55 or older to serve on the Board.

Sponsored Associate Membership: Two application were reviewed. The By Law states 50 applications can be submitted each year; a member asked is that is an additional 50 each year or capped at a total. Steve clarified that each year 50 new applications can be submitted for approval.

Directors and Officers Insurance: Ward clarified the D & O policy's definition of *RETENTION* and stated the policy has a \$5 thousand deductible before a lawyer can take on the case. Also mentioned was the incoming Board will need to choose a Liaison to meet with the insurance brokers.

Transfer of Treasurer's Responsibilities: Ward has asked if the Board would like him to take care of the IRS tax filings for 2023 to be done before April 15th, 2024; the decision will be considered and voted on at the next meeting. Ward spoke of the need for someone on the incoming Board to take care of the transfer and disclosure fees for new buyers and realtor letters. Beth stated she was comfortable with the training she's been getting

from office manager Zayre and will be preparing the payroll 3/13 and doing the March financial report.
(Treasurer's Attachment)

Nature Trail: Chairperson Mel reported the grant research that has been done requires a minimum of \$10k-\$30k to be put up front from DVRC and the grantee will match those funds up to 10%. It was decided not to invest any more time in researching. Mel has suggested scheduling a Trail cleanup and asking the residents whose homes back up to the Trail, to put their trashcans out on the Trail that day to be used for cleaning up to save on fees charged for dumping. Mel would like to schedule this for the 4th Saturday of every month beginning in April.

T2 Presents, LLC: A motion was made and passed in February for Steve to submit a proposal to T2 Presents, LLC for Farnsworth Hall lease renewal, which expires January 1, 2025. Steve presented the letter to the Board he intends to send this week through certified mail. It was suggested to give T2 Presents 30 days to respond.

A member, who lives next to Farnsworth Hall, talked about several events that have taken place and asked if DVRC were aware of these. Some events are non-concert related i.e., Boxing Matches, Bingo, etc. and T2 has been using the Butte Street property for parking, not to mention the trash that has been thrown over his wall.

Assistant Treasurer: On February 26th, 2024, Beth White was also appointed to the Board to fill in the vacancy with the resignation of Dan Martens.

The meeting was adjourned at 10:39 AM

Open Forum.

Submitted by: Joyce Canino, Secretary

STEPS TO TRANSITION TO NEW TREASURER

Updated March 5, 2024

1. Federal and State Income Taxes: The new Board: assign responsibility for filing 2023 taxes. Document in the April 9th minutes the board's authorization for Ward Jennings to be the responsible person for the 2023 tax accounting records? Or assign responsibility to the new President and Treasurer?

2. Check signers and Credit Card: Scheduled for Tuesday, March 5th.

3. Does the new Treasurer accept responsibility:

a. Transmit IRS Form 1099 to the IRS before March 31, 2024 deadline? IRS's third party vender, ID.me, requires a copy of a driver's license and a "selfie".

b. File the Arizona Corporation Commission Annual Report and Certificate of Disclosure not later than 5/5/2024.

c. Renew the Arizona Department of Liquor issued Read Hall BYOB Liquor license?

d. Publish the March 2024 financial statement, complete the March 2024 bank reconciliation, verification that documentation exists for the transactions, that the accounting transactions have been coded to the correct general ledger account number and process the ADP payroll on Wednesday, March 27th? (Note: The February 2024 financial statements have been completed and published.)

e. Pay, using a Federal Electronic Transfer Payment System, DVRC's next quarterly estimated taxes due not later than April 15? The new Treasurer will need to determine the amount to be deposited.

4. Chase ACH's, Stripe, ADP, Insurance Liaison, QuickBooks: Replace Ward.

5. Insurance Company premium audits. Each year the insurance companies providing various coverages require an "audit". The audit determines if actual numbers are greater than the "estimates" and if, additional premiums are payable.

a. Workers Compensation coverage. Done for CY 2023

b. The General Liability policy also has "audit" questions. Due date?

c. The Treasurer needs to obtain from contractor/subcontractor working on DVRC property insurance certificates (COIs) for general liability, auto and workers compensation. The COIs are required at audit time by both the general liability carrier and the workers compensation carrier.

6. IRS Form W9: Required for any "qualified" company DVRC's pays more than \$600 per year to. Corresponding IRS Form 1099s to be provided to the vendors, AZDOR and the IRS.

7. Maintain fixed asset/depreciation schedules.

8. DLV real estate listings: contract realtors and brokers who fail to disclose in listing descriptions DLV's 55+ age-restrictions, required age-verification affidavits, closings through DVRC's office and payment of transfer and disclosure fees.