



**MARLEY PARK COMMUNITY ASSOCIATION INC.  
MINUTES OF BOARD OF DIRECTORS MEETING  
August 12, 2019**

Following are the Minutes of the Special Meeting of the Board of Directors of Marley Park Community Association Inc., an Arizona non-profit corporation (the "Association"), held on August 12, 2019. The meeting was held at the Heritage Club located at 15210 W. Sweetwater Avenue, Surprise, Arizona 85379.

**Directors Present:** Mark McCall – President  
Lance Miyatovich – Vice President  
Dan Kelly – Treasurer  
Donna Bronski – Secretary  
Valerie Jackson – Owner Director

**Directors Absent:**

**Staff Present:** Rebecca Zieber, Assistant Manager, Community Operations  
Rachele Stock, Coordinator, Community Operations  
Kathryn Prusinski, Director, Community Engagement  
Jesse St. Clair, Landscape & Facilities Superintendent  
Darrell Mead, Director, Finance and Accounting  
Tabatha Long, Vice President, Community Operations

**Others in Attendance:** Twenty Three (23) guests were in attendance

- I. **Call to Order**  
President McCall called the meeting of the Association's Board of Directors to order at 6:02 p.m.
- II. **Establish a Quorum**  
A quorum was established.
- III. **Officer's Reports**
  - A. **Secretary's Report**  
Ms. Bronski presented the Minutes from the July 1, 2019 and July 15, 2019 Board of Directors Meetings for review. There were no questions or concerns, and the Minutes were accepted as submitted.
  - B. **Treasurer's Report**  
Mr. Mead presented the Association's Financial Statements for the period ending 31, 2019 (the "Financial Report") for review (a copy of which is attached hereto). There were no corrections, and the Financial Report was filed as submitted.



#### IV. Committee Reports

##### A. Landscape Advisory Committee

Ms. Jackson provided the LAC's recommendations regarding the start date for the new landscaping contract. The LAC recommended a 4-week cycle beginning on September 1<sup>st</sup> or 15<sup>th</sup>.

##### B. Budget and Finance Advisory Committee

Mr. Miyatovich summarized the actions of the Committee since the last Board meeting on July 15, 2019. At the BFAC's meeting on July 29<sup>th</sup> the Committee members discussed the need to move a percentage of monthly assessment payments into the Reserves; the large amount of delinquency and the need to be more aggressive on collections. Mr. Mead stated that he would provide a summary of the delinquency and collections process and the BFAC can make recommendations to the Board regarding potential changes to the Delinquency Policy.

Ms. Bronski asked that Reserve contributions be agendized for a later meeting.

President McCall asked if there was a way to contact those with small outstanding balances to inform them of the issue? Ms. Bronski recommended it be sent in an eblast. Staff was directed to include the ACH, payment information and annual changes to the assessment amounts in an upcoming eblast.

Mr. Miyatovich also stated that the BFAC was in agreeance with the LAC's recommendation regarding the cycle length and start date. The BFAC is comfortable that there will be minimal impact on the 2019 Reserve contribution. However, the BFAC still wants the SSA Committee to provide a recommendation regarding changes to the SSA assessments as a result of the landscaping contract.

Mr. Kelly provided an update from the Developer - the entry monument on the SE corner of Sweetwater and Bullard has received permits but there are some conflicts with existing rights of way and infrastructure. Timing of completion is uncertain at this point. Mr. McCall asked if DMB was aware that the Meritage development theme walls were not identical to existing Marley Park theme walls. Mr. Kelly stated that the approved internal theme walls were a mirror image of the theme walls to differentiate them from the MPCA theme walls. Only the exterior walls were required to be identical. Mr. Kelly mentioned that Christopher Todd had begun receiving certificates of occupancy for their units.



**V. Board Actions**

President McCall informed the meeting attendees that the MPCA had received notice of a lawsuit filed by a resident of Marley Park against DMB Community Life. The Board has authorized the attorneys to follow up but has no comment at this time.

**VI. Call to Members**

No attendees had comments.

**VII. Business**

**A. Review of current year and preliminary 2020 budget figures.**

Ms. Bronski presented a brief presentation. The Board is considering landscape and contract/management contracts but the Board has recommendations that still need to be acted upon regarding Reserves and the cost of assessments. Resident feedback shows that residents enjoy all aspects of Marley Park and feel highly engaged. The Reserve account is on target but we need to make sure a set amount is being put in Reserves monthly or annually. The Board must recognize all four priorities and start AAA in September but on a 6-week cycle. Then we can ramp up to a 4-week cycle in January so that we can put as much as possible into our Reserves. Theoretically the MPCA can put another \$50,000 in reserves if we don't start the 4-week cycle in September. In addition, our budget did not anticipate an increase in costs for landscaping in the fall. It is important to stay true to the 2019 budget.

Mr. McCall questioned the change in management service fees between 2018 and 2019. Ms. Zieber responded that the fees were restructured when DMB Inc. divested DMB Community Life.

Residents in attendance commented that other budget items to take into consideration include increased Ambassador support at the amenities, dissatisfaction with the rates being charged and services being provided by DMB Community Life.

**B. Consideration and possible action on determining a start date and cycle length for the new landscape services contract with AAA Landscaping.**

Mr. Kelly commented that the landscaping contract is the biggest budget item for the MPCA. The 2019 budget did not include an increase in landscaping costs. Based on the additional units coming online, accumulated cashflow will improve the Reserve balance. This was always DMB's plan to build the reserves. Mr. Kelly stated that he understood the desire to change landscape scope and company - but he would not take the funds from the reserves to pay for it. Further, there's a perception that DMB was not acting ethically with the



Association's money. DMB could have raised the assessments years ago to build Reserves.

Ms. Jackson commented that if the Board chooses to start with a Six (6) week cycle we need to set expectations with residents because there will be little noticeable difference. Ms. Bronski responded that Four (4) month delay is needed to accommodate all priorities. Mr. McCall asked if there was a process in place to hold AAA accountable for work performed under the contract. Ms. Zieber responded that on site staff would be monitoring AAA's performance. Ms. Jackson stated that the LAC would also be providing feedback directly to AAA.

Ms. Bronski motioned and Mr. Kelly seconded the motion to enter into a contract with AAA for the common areas on a Six (6) week cycle starting September 1, 2019 to December 31, 2019 and a Four (4) week cycle starting January 1, 2020 until the termination of the contract.

Motion passed 3 votes to 2 votes.

Ms. Bronski motioned and Mr. Kelly seconded the motion to enter into a contract with AAA for the Special Service Area on a six (6) week cycle with a dedicated crew starting September 1, 2019.

Motion passed unanimously.

**C. Consideration and possible action on recommendations from the Special Service Area Committee and Budget and Finance Committee on changes to the SSA additional fee and service levels (depending on recommendations received).**

President McCall noted that in 2019 and prior years, \$5260 was budgeted for roof repairs. President McCall noted that he had previously proposed reducing the Special Service Area assessment by \$4. However, it would be appropriate to wait for a recommendation from the Special Service Area Committee before adjusting the assessment.

Ms. Bronski motioned and Mr. Miyatovich seconded the motion to table the discussion regarding any changes to the Special Service Area Assessment or fees to a later meeting.

Motion passed unanimously.



**D. Community Management Services Contract review and discussion of Request for Proposals and companies providing bids.**

Mr. Miyatovich presented an update on the work done by the BFAC to date on the bidding process for the Management Services contract. Five (5) companies provided bids and four (4) of those companies were asked to present to the BFAC. The company not invited to present had bad reviews. Mr. Miyatovich provided the schedule of upcoming meetings between the bidders and the BFAC. Currently follow up questions have been provided to the four (4) bidders and are waiting for their answers. Ms. Jackson asked how the companies invited to bid were selected and why was CCMC left out? Mr. Miyatovich responded that CCMC is known to underpay their staff and that results in high turnover. The BFAC was looking for a company with stability that results from well paid staff.

**VIII. Adjournment**

President McCall adjourned the meeting at 7:37 p.m..