

6:30 P.M.
OPEN SESSION

This meeting will be conducted remotely to comply with social distancing and group size limitations pursuant to CDC guidelines regarding COVID-19. Join this meeting through the following Zoom link:
<https://us02web.zoom.us/j/82638693155?pwd=T2lZK29aenRya0hCc05DRnJtY2xyUT09>

Meeting ID: 826 3869 3155

Passcode: 775682

The Board of Directors will be meeting in executive (closed) session starting at 5:00 p.m. pursuant to A.R.S. Section 33-1804 (A)

ANNOTATED AGENDA

- I CALL TO ORDER**
- II PLEDGE OF ALLEGIANCE**
- III ESTABLISH QUORUM**
- IV ADOPT AGENDA**
- V APPROVAL OF MINUTES (APPROVED)**
 - i. [January 27, 2021](#)
 - ii. [February 10, 2021](#)
 - iii. [February 19, 2021](#)
 - iv. [February 24, 2021](#)
- VI STAFF REPORTS/FINANCIALS**
 - i. Executive
 - ii. Operations
 - iii. Financials
 - iv. Community Relations
 - v. Accept Reports/Financials (ACCEPTED)
- VII CLOSED SESSION REPORT**
- VIII OPEN DISCUSSION**

(Persons interested in providing comments to the Board should complete the comment form contained herein and email to sreeths@anthemcouncil.com by noon on Wednesday, Mar. 24, 2021)
- IX CONSENT AGENDA/APPROVAL**

(All items listed under Consent Agenda are considered to be routine by the Board and may be approved/accepted by one motion with a voice vote)
- X OLD BUSINESS**
 - i. [Skate Park Expansion Project \(APPROVED\)](#)
- XI NEW BUSINESS**
 - i. [Investment Policy Review](#)
 - ii. [Dog Park Violation Resolution \(APPROVED WITH MODIFICATIONS\)](#)
 - iii. [Amenity Access for Residents vs Non-Residents \(APPROVED\)](#)
- XII ADJOURNMENT**

anthem

community council

COMMUNICATION BRIEFING

March 24, 2021

MARK YOUR CALENDARS

March 25: Village HOA Annual Meeting, 6 p.m., Civic Building*

April 15: Parkside HOA Annual Meeting, 7 p.m., Civic Building*

April 17: Go Green, 8-11 a.m., Community Park lower parking lot (enter from Whitman)

April 17: Veteran photos, 10 a.m.-noon, Civic Building

April 22: ACCCA HOA Annual Meeting, 6:30 p.m., Civic Building*

April 28: ACC Board of Directors Meeting, 6:30 p.m., Civic Building*

**New Boards of Directors seated and officers elected.*

EXECUTIVE TEAM OUTREACH AND GENERAL INFORMATION

Election Results: Congratulations to Bob McKenzie for winning the ACC seat on the Board representing ACCCA and to Chilesa Ready for winning the ACC seat representing Parkside. Thank you to Jacqueline Roersma for her time serving on the ACC Board. The new Board will be seated at the April ACC Meeting.

COVID-19: On March 5, Gov. Ducey lifted the occupancy limits, moving businesses from 25% to 100% capacity; mask wearing, social distancing, and enhanced sanitation protocol are still in effect. As a result of the Executive Order, the Community Center and Civic Building opened fully. At this time, reservations remain in place only for lap lanes and group fitness classes. Based on the current guidelines, barring any changes in status, it is expected that the water park will open on time and at full capacity, without reservations; we are ramping up seasonal staff accordingly.

PROGRAMS

Aquatics: Anthem recently had 13 Dolphin swimmers compete at the Sr. Open competition at Chandler High School. Dolphin athletes set five new team records, sent eight swimmers to the finals in numerous events, and set a multitude of new sectional bests. We have six athletes participating in the Age Group State Championships at the end of March, and next month Anthem will be hosting its first State Swim meet.

Sports: March marks the return of Rec Soccer to Community Park. This spring, we have 200 athletes enrolled in 25 teams. Other rec sports returning to this spring are basketball, volleyball, dodgeball, Get Rec'd, youth pickleball, youth tennis, and our new 3-6 yr. old Anthem Tots program. The ACC staff is looking for a few more parent coaches. The annual Margarita Cup Tennis Tournament was a huge success and plans already are underway for the 2022 event.

Youth Programs: Due to COVID-19 Executive Orders still in place, this year's spring break camp will have a strong focus on outdoor activities including pickleball, beach volleyball, swimming, field games, and Community Park playgrounds. Other youth programs include Parent-Teen certification for the fitness floor, Child & Babysitting Safety, and Parents Night Out.

Other Programs:

- Registration for *Summer Camp* is open! New this year is the “Choose Your Own Adventure” add-on feature, where parents can select extra Aquatics, Dance or Sports instruction for their campers each week (small fee). Details are posted in the online Activities Guide and on our website.
- *AARP Tax Aide* continues at the Civic Building on Wednesdays, 8:30 a.m.-12:30 p.m. through April 14. Register for an appointment at aztax-aide.org.

OPERATIONS

Splash Pads: The Adventure Playground and Liberty Bell Splash Pads open for the season on Saturday, March 20; hours are 10 a.m.-sunset daily.

Park Hours Change: The Opportunity Way Park hours change April 1 (opening at 6 a.m.) The Dog Park hours will change May 1 (opening at 5:30 a.m.).

Community Center Remodels: The family locker room, main janitor’s closet, and mezzanine ceiling work will take place through April 19. Please abide by all posted signage.

Pickleball Court Water Line Repairs: From March 15-18, six courts (#5-10) were offline; clinics and open play shifted to courts #1-4 during the water line repair project. Project completion is now expected by March 23. Designated courts can still be reserved and utilized by residents. Barricades and caution tape are in place to prevent hazards. Thank you to residents for abiding by all signage and the shifts in court play.

Community Park: As many noticed, the Community Park lake upper falls were not working (flowing) for a few weeks. It was originally thought to be a pump issue, but thanks to the persistent analysis by staff, an underground electrical issue was identified. After extensive repairs, the falls have been up and running successfully since March 2. A special shout out to the ACC’s on-staff electrician for his diligence and expertise in resolving the issue. Demo of Softball Field #1 lighting took place March 16-19. This is the first phase of the field lighting improvement in preparation for permanent LED fixtures arriving early April.

FINANCIALS

Summary: After Reserve Funding and Depreciation, Anthem Community Council’s YTD Feb Financial Results are a surplus of \$48,500, less than 2020 by \$148k. Considering the change in Reserve funding in 2021 vs 2020 <\$8,700>, there is <\$131k> less surplus YTD Feb. 2021. We continue to have limited activities due to COVID-19. YTD Feb has resulted in \$51k less revenues than budgeted and \$27k less than YTD Feb. 2020. Expenses have been adjusted accordingly.

Balance Sheet Review

- Our Operating Cash balance, net of cash balances due to our HOA partners and advances for Master Plan Projects is \$5.1 million. Of this, \$700k is deferred assessments received.
- Our adjusted Reserve Fund balances are at \$17.8 million. The 2021 Budget calls for Reserve contributions totaling \$1.9 million, \$158k per month, against an anticipated spending of \$2.3 million.
- Our Enhancement Fund balances are \$1.35 million. The Enhancement Fund generated \$90k in Feb., vs. an annual budget of \$965k. Prior year Feb. was \$50k.
- All funds are currently invested in various portfolio vehicles in accordance with the ACC Investment Policy.
- Total Collections and Accounts Receivable balances, as of Feb. 28, 2021 and Feb. 28, 2020 were \$443k, and \$554k respectively, with a reserve of \$338k. The \$101k reduction is all in assessments due.

YTD Income Statement Review

- Before Reserve contributions, YTD Feb. Revenues were \$76k ahead 2020, and <\$11k> behind budget.
- Feb. YTD Operating Costs were \$143k more than 2020; this is mostly due to a year-over-year comparison of Insurance premiums, Repairs & Maintenance, and investment gains.
- YTD Operating Surplus was \$211k, less than 2020 by <\$148k> (before depreciation and taxes).
- YTD Net Book Surplus, including Depreciation, is \$48k, behind 2020 by <\$148k>. Reserve surplus \$97k.
ENH surplus \$168k.
Total Operating Surplus \$331k (includes unspent reserve and Enhancement funds).

As always, our full disclosure financial statements are posted online as part of the documents supporting this open meeting. We encourage all property owners to become familiar with our financial standing and results. Please send us your questions at accounting@anthemcouncil.com.

COMMUNITY RELATIONS

Water Rate Cases:

- *EPCOR (residents east of I-17)* The rate case hearing at the Commission is scheduled to begin April 8 (fully virtual). Residents are encouraged to file comments online to the docket if they haven't done so already. Thank you to all who have done so already.
- *City of Phoenix (residents west of I-17):* In January, Phoenix Water Services proposed a 6.5% water rate increase spread out over a two-year period (if approved, this is expected to take effect in April 2021). The proposed rate increase for the average single family residential customer will equal to approximately \$2.40/month or \$0.08 cents/day.

The Anthem Way/Activities Guide: The March guide is posted online. The next issue is in May, and at this time, is planned for print and mail distribution to all Anthem households.

Representative Town Hall: **April 9** is the next Representative Town Hall, with Mark Moorhead from the Hall of Flame Museum scheduled as the speaker. This monthly event is hosted by the ACC and Friends of Daisy Mountain Trails. Details about the meeting are posted on the calendar.

Anthem Veterans Memorial: Thirty-three new pavers will be installed at the AVM on April 8 in a private ceremony. With this installation, we will cross the 2,000th paver mark, with 400 pavers left before the Circle of Honor is complete. Staff is working with the Daisy Mountain Veterans on plans for Memorial Day, and is well underway planning Veterans Day, which also is the 10th anniversary of the Memorial.

Special Events:

- *Go Green:* Mark your calendars for **April 17**, 8-11 a.m. in the Community Park parking lot. This semi-annual event is in partnership with Republic Services. Details are posted online at OnlineAtAnthem.com/Go-Green.
- *Anthem Days:* This community-wide event has shifted to **May 1-2**. The event is open for vendor registration (through April 9) and sponsor registration (through March 26). Details: OnlineAtAnthem.com/Anthem-Days.
- *Music in May* is a go! Every Friday night in May, 7-9 p.m. The bands are posted at OnlineAtAnthem.com/Music-May. Sponsor call is open until March 26.

2021 YTD	2020 YTD	This YTD
Feb	Feb	Feb
ACTUAL	ACTUAL	Budget

BALANCE SHEET SUMMARY

Operating Cash	5,157,852	3,505,304
Reserve Fund	17,767,841	16,943,753
Enhancement Fund	1,355,998	1,489,320
Receivables - ACC	443,330	553,964
Receivables - Other	60,667	67,438
Receivables - Allowance	(338,864)	(388,502)
Other Current Assets	173,539	134,258
Net Fixed Assets	16,267,655	17,213,748
TOTAL ASSETS	40,888,018	39,519,284

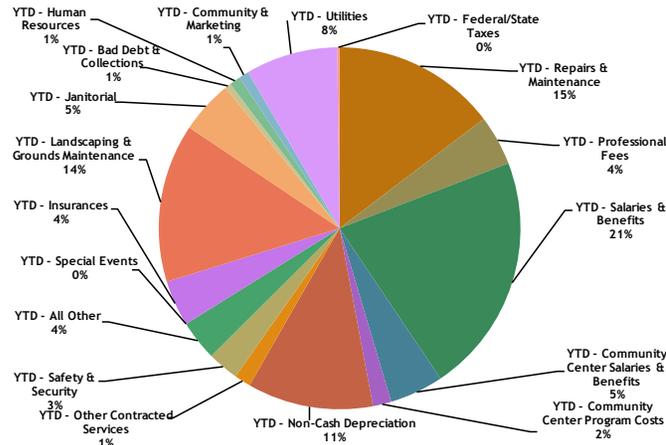
Trade & Supplier Payables	382,947	346,001
Payroll & Benefits	221,705	155,198
Prepaid Assessments	598,881	654,547
Deferred Assessments	698,216	750,702
Other Current	14,731	24,891
Funds Due HOAs	69,624	64,345
Retained Equity	38,598,573	36,896,568
Current Year Surplus	313,341	627,032
TOTAL LIABILITIES & EQUITY	40,888,018	39,519,284

PROFIT & LOSS SUMMARY

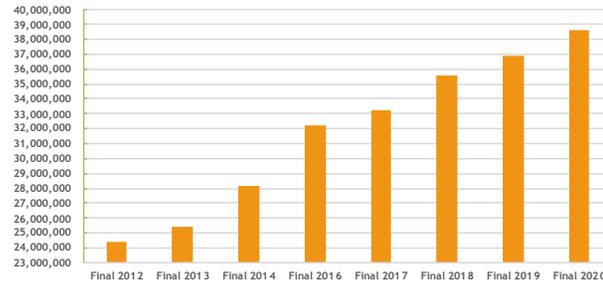
	Feb YTD 21	Feb YTD 20	Budget YTD 21
Assessments	1,526,582	1,517,401	1,527,968
Community Center	75,778	81,729	106,155
Events	1,200	75	-
Other Revenues (Net)	187,484	177,710	192,432
Transfer to Reserve Fund	(317,546)	(300,000)	(317,466)
TOTAL REVENUES	1,473,499	1,476,914	1,509,089

Direct Programs Cost	23,466	46,530	45,666
Events Costs	57	-	400
Community Involvement	12,774	28,020	23,228
Utilities	117,411	113,394	153,115
Professional Fees	63,753	37,679	63,550
Financial Costs	19,023	26,598	29,719
Insurances	58,225	42,421	58,225
Security Costs	39,736	35,865	40,169
Human Resources	13,922	20,025	19,592
Repairs & Maintenance	63,798	57,941	157,930
Landscaping	201,830	198,000	205,164
Contract Services	86,761	88,900	100,034
General & Administrative	41,600	(13,206)	41,466
Compensation - Comm Ctr	68,625	55,918	82,956
Compensation - Facilities	145,365	110,129	159,019
Compensation - Admin	305,277	269,588	390,818
Depreciation	160,329	158,156	156,788
All Other Expenses	3,000	4,133	3,000
TOTAL EXPENSES	1,424,952	1,280,091	1,730,838

OPERATING SURPLUS	48,547	196,824	(221,749)
RESERVE SURPLUS	97,196		
ENHANCEMENT SURPLUS	167,598		
TOTAL SURPLUS (DEFICIT)	313,341		



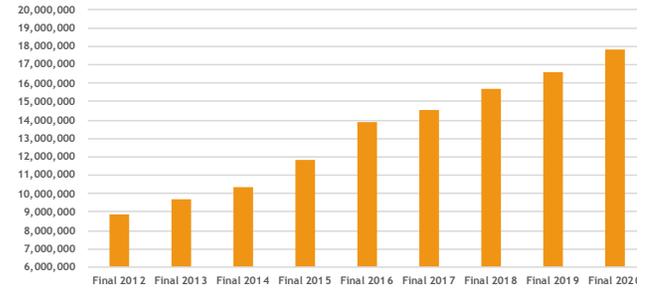
How Assessment \$'s have been spent in 2021



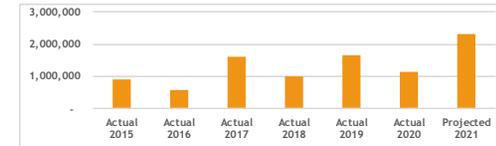
Growth in Community Net Equity Year Over Year

TOTAL ANTHEM A/R	TOTAL	Current	30	60	90+	
Country Club	54,333	6,423	14,372	-	33,538	-
ACC	443,330	30,158	155,868	3,440	253,864	-
Parkside	575,441	105,035	39,124	48	431,234	-
Villages	11,258	-	7,716	-	3,542	-
TOTAL	1,084,362	141,615	217,080	3,489	722,179	-
		13.1%	20.0%	0.3%	66.6%	0.0%

TOTAL ANTHEM A/R	TOTAL DUE	Owner Type	TYPE OF OPEN RECEIVABLE			
		Current	Previous	Assessmnt	Legal	CC&Rs
Country Club	54,333	52,861	1,473	24,915	6,344	23,894
ACC	443,330	417,325	26,005	191,418	251,912	-
Parkside	575,441	567,280	8,161	46,385	105,644	423,412
Villages	11,258	11,258	0	9,923	1,085	250
TOTAL	1,084,362	1,048,723	35,639	272,642	364,985	447,556



Growth In Reserve Fund Balances Year over Year



Actual and Reserve Fund Spending 2015 - 2021 Projected

anthem

community council

Memorandum

To: ACC Board of Directors
From: Dawn Dworak, Project Manager
C: Terry Mullarkey, Executive Director
Date: March 18, 2021
Re: **Skate Park Expansion – Final Design & Cost Approval**

Recommendation

Staff requests Board approval of the final skate park design and costs in order to proceed to construction documents and the county permitting phase.

Background

The skate park expansion is the final project scheduled for completion as previously approved by the Board during the Facilities Master Plan in May 2017. The selected design/build team of MayDall Construction and Pillar Design Studios has been working with ACC staff, as well as the skate park committee, to review survey data, design concepts and alternate considerations during the last few months. In February, the Board of Directors approved an all-wheel use concept to proceed to the next step of design and cost refinement scheduled to be presented at this month's meeting.

The current design incorporates the underutilized hockey rink amenity, which allows more flat area to accommodate the growing volume of riders in more recent years. Having enough room to provide various skill level areas for an all-wheel complex (skateboards, scooters, bikes, in-line skates, etc.) is critical in order to mitigate conflicts and maintain proper flow throughout the park. The design being presented has an overall cost of \$1,333,531.00 with various alternates for Board consideration and selection.

Project Funding

This Skate Park Expansion project will be funded by the Enhancement Fund, which had a balance of \$1,360,000 at the end of February 2021. Therefore, the balance is sufficient to complete this project in 2021. Based on last year's Enhancement Fund activity, the average

quarterly income was \$278,000. Considering this data, the fund could have a balance of \$1,100,000 by January 2022, which would be after the debits of the skate park expansion project.

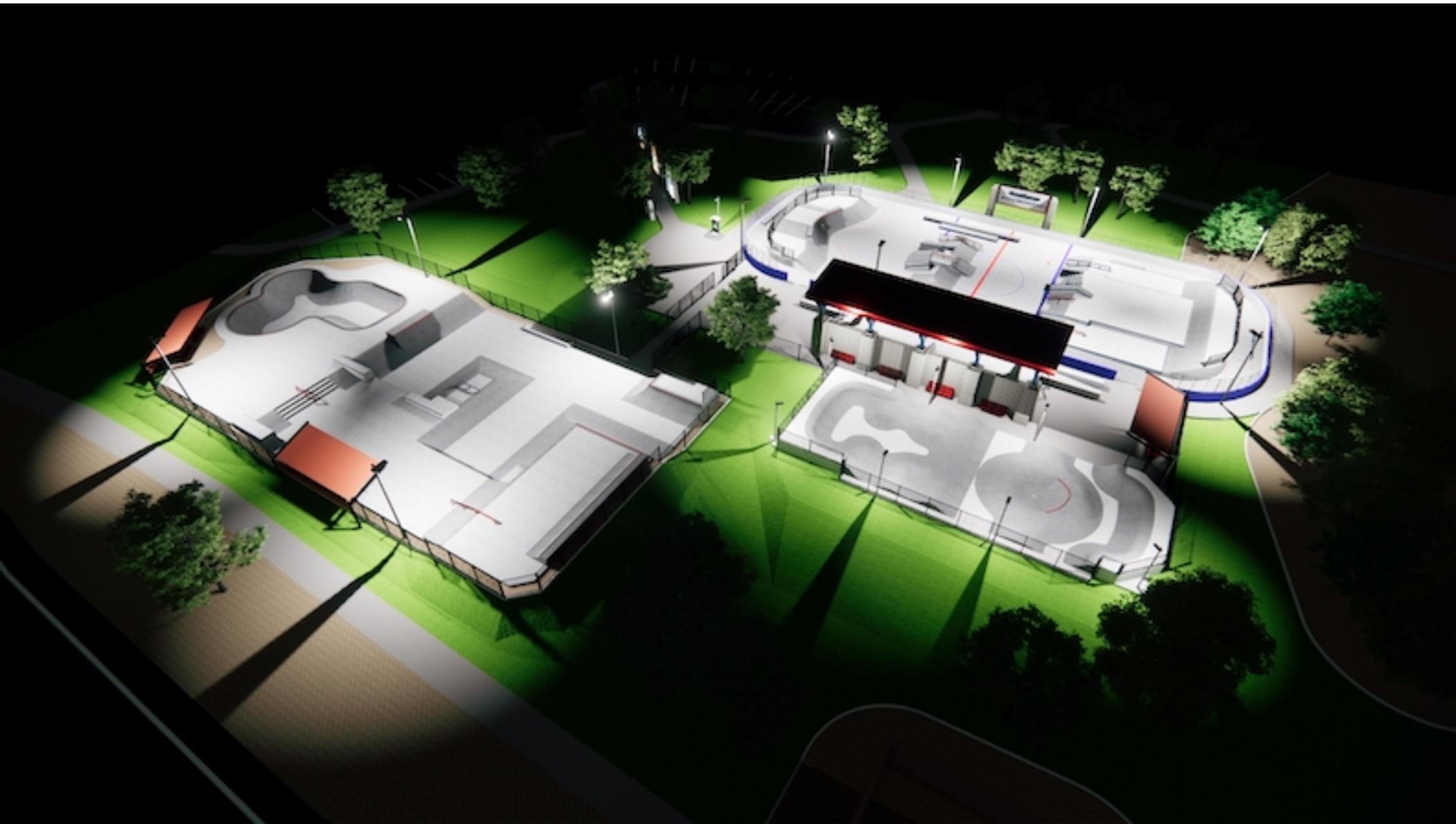
The ACC Finance Committee supports the project budget as presented.

Suggested Project Approach and Tentative Timeline:

- April 28: Present final design/costs for Board approval (if needed)
- June-August: County plan review and permitting
- September-December/January: Construction project duration

Attachments:

- Overall Design
- Cost Breakdown with Alternates



March 17, 2021				
Anthem Skate Park Expansion				
BOTTOM				
COST CODE	TAB #	ADDENDUM	DESCRIPTION OF WORK	TOTAL
1020-1052	GC		PROJECT ADMINISTRATION	\$ 91,936
1100-1190	GC		JOBSITE OFFICE	\$ 4,430
1275-1495	GC		PROJECT MAINTENANCE	\$ 2,420
1230-1480	GC		GENERAL CONDITIONS	\$ 10,850
1470	00		FINAL CLEANING	\$ 2,000
2090	1		SURVEY & STAKING	\$ 4,000
2091	2		PERMITS/TESTING/INSPECTIONS - ALLOWANCE	\$ 13,000
2220	3		DEMOLITION	\$ 2,127
2300	5		EARTHWORK	\$ 4,269
2035	9		SWPPP	\$ 6,360
2885	12		SITE AMENITIES	\$ 11,438
2900	13		LANDSCAPE & IRRIGATION	\$ 9,025
3050	15		CONCRETE	\$ 7,400
3530	17		SKATE PARK ELEMENTS - MODS TO EXISTING & ADD 2 NEW AREAS	\$ 802,749
5700	21		ORNAMENTAL IRON	\$ 92,030
7900	36		CAULKING & WATERPROOFING	\$ 916
9910	50		PAINTING	\$ 3,000
10400	55		SIGNAGE - ALLOWANCE	\$ 1,500
15400	66		PLUMBING - ALLOWANCE	\$ 10,000
16200	69		ELECTRICAL	\$ 18,700
		TOP	SUB TOTAL	\$ 1,098,150
17055	0.25%		BUILDER'S RISK	\$ 2,745
17035	5.00%		CONSTRUCTION CONTINGENCY	\$ 55,045
17040	10.00%		CONTRACTORS FEE @10%	\$ 115,594
17050	0.75%		CONTRACTORS INSURANCE	\$ 9,537
17100	4.10%		SALES TAX	\$ 52,460
BASE BID TOTAL				\$ 1,333,531
Alternates for Consideration:				
Add Alt #1			6'x6' Masonry Walls w/ Footing for Graffiti Art	\$ 12,180
Add Alt #2			Upgrade Existing and New Lights to LED	\$ 12,365
Add Alt #3			Paint All Existing Light Poles	\$ 8,412
Add Alt #4			Hockey Rink: Remove Fencing, Old Benches, Add 2Tier Bleachers	\$ 14,126
Add Alt #5			Remove Metal Benches at Grandstand, Patch Concrete, Power Wash, and Paint Block / Railings	\$ 4,272
Add Alt #6			Power, Gate, Electric Strike HW for FOB Access	\$ 13,684
Add Alt #7			Remove Bent Sections of Hockey Fencing and Replace w/ New at North and South Ends	\$ 7,563
Add Alt #8			Paint Hockey Rink Pony Wall Inside and Outside	\$ 19,308
Add Alt #9A			Remove Scoreboard and Columns at Rink	\$ 3,115
Add Alt #9B			Repurpose Scoreboard For Signage	\$ 3,873
Add Alt #10			Provide upgraded and new cameras for improved coverage	\$ 16,213
			Total Alternates	\$ 111,996
(Incl. Alt. #9B)			Total Project Inclusive of All Added Alternates:	\$ 1,445,527

anthem

community council

Memorandum

To: ACC Board of Directors
From: Paul Conley, Sr. Director of Finance
C: Terry Mullarkey, Executive Director
Date: March 18, 2021
Re: **Finance Committee Recommendation of Investment Policy**

Recommendation

The ACC Finance Committee recommends that the current Investment Policy, as documented in the ACC Board Policy Manual on pages 16-20, remain in place.

Background

Twice each year, the ACC Finance Committee meets with the ACC investment advisors and agents. A complete review of account activity, projections for the upcoming periods, and suggestions for future investments are discussed. There is always healthy discussion and opinions of the volatility of the ACC investment strategy, including comparisons to other community management organizations. The committee is then tasked to suggest changes to the existing policy, or to recommend continuing with the current policy.

Attachment:

- ACC Board Policy Manual, pages 16-20

a. All ACC users of Twitter must follow Twitter Terms of Service in its entirety located at <http://twitter.com/tos>.

8. Instagram Specific Guidelines

a. All ACC users of Instagram must follow Instagram Terms of Service in its entirety located at <https://instagram.com/about/legal/terms/>.

Section 4 - Investment Policies

2.4.1 Investment Policy

Purpose: This policy is to be used for purposes which the Council Board deems beneficial to the general good and welfare of Anthem. This investment policy statement describes the investment objectives of the ACC, establishes investment principles and creates guidelines for evaluating investment decisions. This document also establishes guidelines for communication between the ACC Board, the Finance Committee, ACC Finance Staff, financial advisors and managers assigned to manage assets of the ACC.

1. Statement of Responsibility:

The ACC Board of Directors serve as the fiduciaries on all of the assets listed in this investment policy statement. The ACC Finance Staff, with appropriate assistance from the ACC Finance Committee, serves as the money manager on all of the assets listed in this investment policy statement. All ACC Finance Staff and ACC Finance Committee considerations and decisions are for the sole benefit of ACC and are in accordance with the “Prudent Investor” rule as follows:

Investments are to be made consistent with the safeguards and diversity to which a prudent investor would adhere, i.e., exercising judgment and care, under the circumstances prevailing, that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aim, not in regard to speculation, but to the permanent disposition of their funds, considering both income and preservation of capital.

The ACC Finance Committee will consist solely of members in good standing from the Anthem Community Associations. Their responsibilities include assisting the ACC Finance Staff for the following:

1. Selecting investment managers;
2. Establishing guidelines for investment managers;
3. Monitoring the performance of investment managers; and
4. Reporting, at least annually, to the Board of Directors.

Members of the ACC Finance Committee are expected to change periodically. The ACC Board will provide an accurate listing of the Finance Committee members upon request.

2. Investment Goals and Objectives: Preservation of capital and current income are the primary objectives. The asset value of the fund, exclusive of contributions or withdrawals, should grow in the long run and earn, through approved investments, a rate of return at least consistent with the appropriate market index.

To develop, implement and monitor prudent investment management of capital market assets in order to secure, over time, inflation and risk adjusted, acceptable total rates of return for the individual asset classes authorized for investment. The target asset allocation will be a blend of fixed income and cash investments as defined by the Investment Guidelines.

3. Communication: Communication is an integral part of the management process. This section addresses the need for regular and continued communication between the Board of Directors of the ACC, the ACC Finance Staff and the ACC Finance Committee and any investment managers or advisors. It establishes the reporting requirements and the frequency of review meetings.

Advisors Communication with ACC:

- Statements – Monthly Statements showing transactions, cost and market values
- Online Client Viewing - wherein a limited audience is designated to view through specific password access
- Annual meeting
- Review past investment performance, evaluate the current investment outlook, and discuss investment strategy
- Provide information regarding adherence to the investment policy

Communication between the ACC Finance Staff, the Finance Committee and Outside Financial Advisors:

- On a timely basis, ACC Finance Committee should provide information regarding material changes in the ACC financial situation that may have an effect on investment policy
- The Anthem Community Council Board of Directors shall designate the individual(s) who are authorized to communicate with, and/or transact business with the Investment Advisor(s). Investment decisions should be reviewed and approved by at least the Anthem Community Council Executive Officer, or in their absence, the Community Financial Officer, or in their absence, the Treasurer of the Board. Full copies of monthly and/or quarterly investment portfolio composition shall be made available to the Community Executive Officer; the Treasurer of the Board; and the Finance Committee.
- Review and discuss any modifications and changes to the investment objectives, goals, and guidelines
- Any other matters which may bear upon the investment of the assets

3. Due Diligence with Investment Advisors: Prudent due diligence should be performed on any investment advisor who is considered as a business partner to the Anthem Community Council. This should include, at a minimum (a) a careful reading of all customer agreement documents relative to the rights, restrictions of use

and security of the funds which will be invested by the Anthem Community Council with the Investment Advisor's organization; (b) a statement from the investment advisor's organization, signed by an authorized party which specifically states that the investment organization cannot, under any circumstances, borrow or deploy customer funds, or pledge customer funds, and that customer funds are kept segregated from the investment organizations' funds; and (c) appropriate verification of the credentials of the investment advisor(s) who will be managing the funds of the Anthem Community Council.

4. Investment Guidelines:

a. Cash and Cash Equivalents: Acceptable investments are U.S. Treasury Bills, money market funds and FDIC covered certificates of deposit. The certificates of deposit are not to exceed 100% of the current FDIC insured amount per issuer and/ or the guaranteed amount. These investments are to provide income, liquidity for expense payments, and preservation of the portfolio's principal value.

b. Fixed Income: Acceptable investments are U.S. Government, U.S. Government Agency fixed income securities, or other investment high grade securities. These investments are to preserve the portfolio's principal value and provide income.

c. Other Highly Liquid Investments with Minimal Risk to Principal: Acceptable investments are high grade municipal fixed income securities, high grade corporate fixed income securities, high grade government agency securities, select mutual funds comprised predominantly of high grade securities, and investment vehicles similar in composition and objective to those named herein. Such investments must have minimal components of non-US entities, agencies or funds, and foreign exchange risk. Investment vehicles should have minimal equities within their composition. These investments are not to exceed 60% (Sixty Percent) of the overall value of any ACC Fund investment portfolio. These investments are to preserve the portfolio's principal value and provide income. For Other Highly Liquid Investments, "minimal components" is defined as comprising less than 10% (Ten Percent) of the investment. "Minimal foreign exchange risk" is defined as having no more than a nominal impact.

5. Performance Review and Evaluation: To ensure continued compliance with the objectives of this investment policy statement, periodic reviews of the plan's investment options will be conducted on at least a quarterly basis. The results of the review and the evaluative material used in the review process will become part of the records maintained by the plan fiduciaries conducting the review. The documents will include reasons for investment selection and advisor reviews.

- a. Performance results for investment manager(s) will be measured on a quarterly, semiannual, and annual basis.
- b. Total portfolio performance will be measured against a benchmark composed of commonly accepted indices weighted to match the long-term asset allocation policy of the investment plan.
- c. Investment performance of each asset class will be measured against commonly accepted benchmarks both in terms of risk and return to match the long-term asset allocation policy of the investment plan.
- d. Appropriate & Acceptable Benchmarks:

Benchmarks		
Asset Class	Primary	Secondary
Cash and Short Term Bonds	Treasury Bill	bankrate.com AZ rates
Fixed Income	Treasure Note or Treasury Bond with matching maturity	bankrate.com AZ rates
Other Highly Liquid	TBD	TBD

6. Liquidity of Funds: The Reserve, Enhancement and Operating Funds are designed to meet short and long-term obligations of the Anthem Community Council. The investment portfolio shall remain sufficiently liquid to meet all funding requirements that may be reasonably anticipated. To ensure that adequate funds are available to pay the ACC projected financial obligations; investments shall be made that reasonably match the anticipated cash disbursements of the ACC, as planned for in the Reserve Study or through Operations or scheduled plans for the Enhancement Fund projects.

At times, unexpected expenses may result in early liquidation of an investment. If the liquidation will incur a loss or result in a surrender fee the investment with the shortest term and/or loss should be selected.

7. Glossary:

Basis Point 100 Basis Points = 1%

CPI/Consumer Price Index Consumer prices of a fixed basket of goods bought by a typical consumer.

Fiduciary indicates the relationship of trust and confidence where one person (the fiduciary) holds or controls property for the benefit of another person. For example, the relationship between a trustee and the beneficiaries of the trust. Any person who (1) exercises any discretionary authority or control over the management of a plan or the management or disposition of its assets, (2) renders investment advice for a fee or other compensation with respect to the funds or property of a plan, or has the authority to do so, or (3) has any discretionary authority or responsibility in the administration of a plan.

Geometric Return A method of calculating returns which links portfolio results on a quarterly or monthly basis. Suppose a \$100 portfolio returned +25% in the first quarter (ending value is \$125) but lost 20% in the second quarter (ending value is \$100). Over the two quarters the return was 0% - this is the geometric return. However, the Arithmetic Return calculation would simply average the two returns: $(+25\%) (.5) + (-20\%) (.5) = +2.5\%$.

High Grade Investments are investment vehicles which have a minimum rating of: Moody's Rating of A2 or above; or a Standard & Poor's Rating of A or above; or a Fitch Rating of A or above.

Intermediate Bond Fixed income funds of investment grade securities that have a duration of more than 3.5 but less than 6.0 years or an average effective maturity of more than 4.5 but less than 7.0 years.

Modern Portfolio Theory (MPT) Essential to portfolio theory is the relationship between risk and return and the assumption that investors must be compensated for assuming risk. This portfolio approach shifts emphasis from analyzing the characteristics of individual investments to determining the statistical relationships among the individual securities that comprise the overall portfolio.

Risk Free Rate of Return The return on a 90-day Treasury bills. This is used as a proxy for no risk due to its US Government issuance and short-term maturity. The term is really a misnomer since nothing is free of risk. It is utilized since certain economic models require a “risk free” point of departure. See Sharpe Ratio.

Short Bond Fixed income funds of investment grade securities that have duration of more than 1.0 but less than 3.5 years or an average effective maturity of more than 1.0 but less than 4.0 years.

Systematic Risk attributable to common macroeconomic factors and sometimes referred to as market risk. It is the part of a security’s total risk that is related to movements in the market portfolio and therefore cannot be diversified away.

Unsystematic Risk A risk pertaining to one element in a large environment or system. The risk of one stock is unsystematic, while the risk of the entire market of which it is an element is systematic. See Systematic Risk.

2.4.2 Transfer of Funds Between Accounts

1. The Board delegates authority to the CEO and CFO to initiate, as and if appropriate, recurring transfers of excess cash contained with the Operating Fund to the Reserve Fund based upon a consistent review and application of an analytical model which determines potential excess cash availability above a targeted coverage ratio review and which, in the opinion of CFO, is in excess of future anticipated needs.
2. The Targeted Coverage Ratio is a multiple of required cash to be retained in the Operating Fund to cover normal and anticipated expenditures of the Council. This is initially set at 2x monthly cash outflows. Normal and anticipated expenditures are calculated as a rolling weighted average of the expenditures made by the Council over the preceding six (6) months.
3. The CFO, in consultation with the Fiscal and Resource Management (FaRM) Committee will employ a business model which is based upon a monthly review of current and future Balance Sheet and Cash Flow projections and which analyzes available cash against the Target Coverage Ratio. Cash determined to be in excess of the Targeted Coverage Ratio will then be considered available to be transferred to the Council Reserve Fund. The CFO will notify the CEO and the Board of ongoing transfers made and Reserve Funding levels.

Part 3: Anthem Community Council Board of Directors

Section 1 - Board Members

3.1.1 Policies

anthem

community council

Memorandum

To: ACC Board of Directors
From: Dave Fermoile, Director of Programs
C: Terry Mullarkey, Executive Director
Date: March 18, 2021
Re: **Dog Park Violation Procedures**

Recommendation

Staff requests ACC Board authorization to proceed with the implementation of the *Dog Park Violation Procedures and Incident Report* process, to be enforced when dog park members and/or their dog(s) fail to comply with the Resident Code of Conduct as outlined in ACC Facility Use Guidelines.

Background

When the dog park opened in November 2019, the ACC created “Dog Park 101,” which was a general set of expectations for members to abide by when using the Anthem Dog Park. Since then, ACC staff has become aware of several negative interactions between dogs, as well as two cases of dog vs. resident, which led to members having to seek medical attention. Due to these incidents, ACC staff has created a formal set of procedures to hold members and their pets(s) accountable for negative interactions that may occur at the dog park.

Attachments:

- Dog Park Violation Procedures
- Dog Park Incident Report



ANTHEM DOG PARK VIOLATION PROTOCOL

Good Standing Anthem Dog Park Member

Members and their Authorized Users shall cease to be in good standing upon the occurrence of any of the following:

- ✓ Failure to provide current Maricopa County licensing information.
- ✓ Failure to pay any ACC fees, dues or other charges, or any installment thereof, on or before the due date. Anthem Dog Park Membership.
- ✓ Failure to accompany a guest, if and when required, while using the Anthem Dog Park or allowing another person, other than an Authorized User, to use the Member's gate access key fob.
- ✓ The Member is no longer a resident of Anthem or an active Community Center member.
- ✓ The Member violates Membership Guidelines, or the Rules, Regulations or CC&Rs of the community.
- ✓ The Member commits any act that is deemed offensive, unsafe, or a nuisance in the sole discretion of the ACC.
- ✓ The Member's registered dog is deemed "aggressive" as determined by the ACC or pursuant to A.R.S. § 11-1014.01.
- ✓ The Member's registered dog has been adjudicated as a "vicious animal" as the term is defined by A.R.S. § 11-1001.

Suspension of Privileges

In addition to the suspension of privileges set forth above for Members not in good standing, the ACC may revoke a Member's membership in the Anthem Dog Park at any time, at the sole discretion of the Anthem Community Council.

Violations

Resident/Guest bitten by a dog while visiting the Anthem Dog Park

- ✓ Maricopa County Animal Control incident report number will be required when completing an Anthem Community Council Dog Park Incident Report.
- ✓ **Violation**
 - Two week "quarantine" is required for all dogs who have bitten a resident/guest.
 - Access fob will be turned off for the two-week quarantine period.
 - During the quarantine period, incident reports and supporting documents will be reviewed by the ACC and further suspension may be implemented.

Dog bites by another dog while visiting the Anthem Dog Park (requiring medical treatment)

- ✓ Maricopa County Animal Control incident report number will be required when completing an Anthem Community Council Dog Park Incident Report.
- ✓ **Violation**
 - ACC Dog Park Incident Report will need to be completed by all parties.
 - Access fob will be turned off for all parties involved until incident report(s) and supporting documentation is reviewed by the ACC.

Dog bitten by another dog while visiting the Anthem Dog Park (no medical treatment needed)

- ✓ ACC Dog Park Incident Report will need to be completed by all parties.
- ✓ **Violation**
 - ~~1st Offense: Verbal Warning and Note Account.~~
 - ~~2nd 1st Offense: Removal from Dog Park for the day until conclusion of investigation and note account.~~
 - ~~3rd 2nd Offense: Suspend resident from using the Dog Park and/or impose fFine (\$250 - \$500) Resident from using the Dog Park.~~
 - ~~* Dog owner also would be liable for any legal or other fees.~~
 - ~~4th Offense: Suspend Anthem Dog Park Membership privileges.~~

Formatted: Superscript

Formatted: Superscript

Formatted: Font: Italic



**ANTHEM DOG PARK
INCIDENT REPORT FORM**

Please note that any incident involving bodily injury to a person or dog requiring medical attention should immediately be reported by calling 911. This form should be completed to the best of your ability for all incidents involving aggressive dog behavior & incidents involving rule violations, regardless of the severity.

Date of Incident: _____ Time: _____ a.m. ___ p.m.
Location: _____ Passive Zone #: _____ Active Zone #: _____
Other: _____

Description of Incident:

Injury Occurred? ___ Yes ___ No

Description of Injury:

Incident Involved (check all that apply):

___ Resident ___ Guest
Name: _____ M ___ F
Phone: _____ Email: _____
Home Address: _____
City: _____ State: _____ Zip: _____
Dog's Name: _____ Breed: _____ Color: _____ Approx. Weight: _____

___ Resident ___ Guest
Name: _____ M ___ F
Phone: _____ Email: _____
Home Address: _____
City: _____ State: _____ Zip: _____
Dog's Name: _____ Breed: _____ Color: _____ Approx. Weight: _____

Witness Name: _____ Phone: _____
MCSO/ EMS/ Animal Care & Control Notified? ___ Y ___ N
Name of Officer: _____ Report #: _____



**ANTHEM DOG PARK
INCIDENT REPORT FORM**

If names are not known, please provide a full description of the individual, their dog's name and anything that may be pertinent (i.e. make, model, color of vehicle, license plate number, etc.) or other information.

Statement of Incident (full detail; use additional pages if necessary):

Form completed by:

Printed Name: _____ Signature: _____
Phone Number: _____ Email: _____

Send completed form to:

Anthem Community Center or email: dogpark@anthemcouncil.com
Attn: Jodi Claver
41130 N. Freedom Way
Anthem, AZ 85086

RESOLUTION OF THE BOARD OF DIRECTORS

This Resolution is made by the Board of Directors (the “Council Board”) of the Anthem Community Council, an Arizona nonprofit corporation (the “Association”), and is effective as of the date set forth below.

WHEREAS, pursuant to Article IV, Section 4.1 of the Declaration of Covenants and Easements for Anthem, recorded at Instrument No. 1999-0042710, official records of the Maricopa County Recorder, State of Arizona (the “Declaration”), the Council Board has the right to promulgate and enforce reasonable rules and regulations governing the use of the Areas of Council Responsibility, which includes the Dog Park.

WHEREAS, the Council Board recognizes the need to adopt a policy governing the use and enjoyment of the Dog Park, and procedures for violations thereof.

NOW THEREFORE, in accordance with Article IV, Section 4.1 of the Declaration, the Council Board hereby adopts the following Anthem Dog Park Violation Protocol and Anthem Dog Park Incident Report Form.

IN WITNESS WHEREOF, the Council Board, by vote of a majority of the Directors, hereby consents to the adoption of this Resolution at its Council Board meeting held this ____ day of _____, 2021.

Board Chairman

anthem

community council

Memorandum

To: ACC Board of Directors
From: Terry Mullarkey, Executive Director
C: Executive Management Team
Date: March 18, 2021
Re: **Amenity Access for Residents vs. Non-Residents**

Recommendation

Staff requests that the ACC Board authorize a sub-committee to research and recommend back to the ACC Board options for Resident vs. Non-Resident access of the various Anthem amenities.

Background

Currently, the ACC has a guest policy in place that allows for non-residents to access ACC amenities after they pay the associated guest fees. Currently, this guest policy is only enforced at the Community Center due to access and available resources to collect guest fees. Tennis courts and pickleball courts reservations also allow the collection of guest fees, but open play does not. Staff has completed estimates to allow the Board to consider resident vs. non-resident access to many of the existing amenities, as well as the associated guest fees.

The most recent master planned project, the skate park expansion, also requires a decision in the next 30-60 days to determine access and any associated guest fees that the ACC Board may wish to build into that amenity for its opening at the end of 2021.

The scope of the sub-committee will be to evaluate the feasibility of restricting access through a key-fob device (similar to the dog park) or conversely, not restricting access for the various amenities in Anthem and making a recommendation to the Board for access options. The scope also will include making a recommendation for Resident vs. Non-Resident access fees if the sub-committee recommends access restrictions. Soliciting community input should be part of the committee charter.