



**Meeting of the Board of Directors**

**Wednesday, January 28, 2026**

**Anthem Civic Building, 3701 W Anthem Way, Community Room**

**6:30 p.m.**

**Open Session**

*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) (1) (4).*

**AGENDA**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ESTABLISH QUORUM**

**4. CONSENT AGENDA/APPROVAL**

All items listed under the Consent Agenda are considered to be routine by the Board and may be approved/accepted by one motion with a voice vote.

A. Adopt Agenda

B. Approve Meeting Minutes - November 19, 2025

Documents:

[11 19 2025 OPEN SESSION MINUTES DRAFT.PDF](#)

**5. PRESENTATIONS/AWARDS/ANNOUNCEMENTS**

A. Presentation-2025 Vendor of the Year Award

Documents:

[- 5A INFORMATION BRIEF - PRESENTATION-2025 VENDOR OF THE YEAR AWARD.PDF](#)

B. Growth Committee Final Presentation and Recommendations

Documents:

[- 5B ACTION BRIEF-GROWTH COMMITTEE FINAL](#)

[PRESENTATION AND RECOMMENDATION.PDF](#)  
[GROWTH COMMITTEE PRESENTATION \(TSMC\).PDF](#)  
[GROWTH COMMITTEE RECOMMENDATIONS.PDF](#)  
[ANNEXATION FINANCIAL IMPLICATIONS.PDF](#)  
[SUMMARY DESCRIPTION OF FINANCIAL MODEL.PDF](#)

## **6. STAFF REPORTS AND FINANCIALS 01-28-2026**

Documents:

[- 6 INFORMATION BRIEF - STAFF REPORTS AND FINANCIALS 1-28-2026.PDF](#)

## **7. COMMITTEE UPDATES AND ACTION ITEMS**

### **A. Update from the Finance Committee**

This is a standing monthly agenda item during which the Finance Committee Chair reports on the Committee's activities.

Documents:

[-INFORMATION BRIEF - UPDATE FROM THE FINANCE COMMITTEE.PDF](#)

### **B. Update from the Growth Committee**

This is a standing monthly agenda item during which the Growth Committee Chair reports on the Committee's activities.

Documents:

[INFORMATION BRIEF-UPDATE FROM THE GROWTH COMMITTEE.PDF](#)

### **C. Update from the Anthem Business Support Committee**

This is a standing monthly agenda item during which the Area Business Support Committee Chair reports on the Committee's activities.

Documents:

[- INFORMATION BRIEF-UPDATE FROM THE ANTHEM BUSINESS SUPPORT COMMITTEE.PDF](#)

### **D. Accept Committee Reports**

## **8. OLD BUSINESS**

### **A. Liberty Bell Park Facilities Master Plan Project**

Documents:

- 8A ACTION BRIEF-LIBERTY BELL PARK FMP PROJECT (1).PDF
- LIBERTY BELL PARK WORKING GROUP LIST OF RECOMMENDATIONS.PDF

**B. Resolution 2026-R-01-Community Center Locker Room ERV Modification**

Documents:

- 8B ACTION BRIEF - RESOLUTION 2026-R-01-COMMUNITY CENTER LOCKER ROOM ERV MODIFICATION.PDF
- RESOLUTION 2026-R-01.PDF

**C. Upcoming Facilities Master Plan Process**

Documents:

- 8C ACTION BRIEF-UPCOMING FACILITIES MASTER PLAN PROCESS.PDF
- FACILITIES MASTER PLAN 2026 KEY DATES ONE PAGER.PDF
- ENHANCEMENT FEES BY YEAR.PDF

**9. NEW BUSINESS**

**A. Resolution 2026-R-02-Professional Cleaning and Janitorial Services Contract**

Documents:

- 9A ACTION BRIEF - RESOLUTION 2026-R-02-PROFESSIONAL CLEANING AND JANITORIAL SERVICES CONTRACT.PDF
- DOJ-ANTHEM ESTIMATE 2026 AND 2027.PDF
- RESOLUTION 2026-R-02-PROFESSIONAL CLEANING AND JANITORIAL SERVICES CONTRACT.PDF

**B. Resolution 2026-R-03-Community Center Pool Coping Stone Contract**

Documents:

- 9B ACTION BRIEF - RESOLUTION 2026-R-03-COMMUNITY CENTER POOL COPING STONE CONTRACT.PDF
- RESOLUTION 2026-R-03 WITH EXHIBITS.PDF

**C. Review of Bylaws and Code of Conduct Discussion**

Documents:

- 9C INFORMATION BRIEF-REVIEW OF BYLAWS AND CODE OF CONDUCT DISCUSSION.PDF
- BYLAWS CODE OF CONDUCT POWERS AMENDMENT MEMO CHDB.PDF

#### D. Resolution 2026-R-04-Property Fund

Documents:

- 9D ACTION BRIEF RESOLUTION 2026-R-04-PROPERTY FUND.PDF
- RESOLUTION 2026-R-04-PROPERTY FUND.PDF

#### E. Review of ACC 2026 Strategic Pillars and Priorities

Documents:

- 9E INFORMATION BRIEF-REVIEW OF ACC 2026 STRATEGIC PILLARS AND PRIORITIES.PDF
- ACC 2026 STRATEGIC PILLARS INFOGRAPHIC.PDF

### 10. FUTURE BOARD AGENDA ITEMS

This agenda item allows board members to discuss future agenda items. For an item to be added to a future agenda, the support of two board members is required.

Documents:

[INFORMATION BRIEF-FUTURE BOARD AGENDA ITEMS.PDF](#)

### 11. OPEN DISCUSSION

Those wishing to make a comment about matters that are not on the agenda can do so during this agenda item. Those wishing to provide comment about specific agenda items should do so during those particular agenda items. Parties interested in providing comment on agenda items must complete a Question/Comment Form prior to the start of the meeting and submit it to the Recording Secretary.

Documents:

[PUBLIC COMMENT FORM.PDF](#)

### 12. ADJOURNMENT

**MINUTES**

**Members Present:**

Dino Cotton, Chair  
Cody Curl, Vice Chair  
Laura Hartman, Secretary  
Dave Duckworth, Treasurer  
Bob McKenzie, Director  
Barb Patterson, Director  
Mark Barbee, Director

**Members Absent:**

**Others Present:**

Aaron Baker, Executive Director  
Scott Newell, Director of Programs & Aquatics  
Mike Krask, Director of Parks, Facilities & Construction  
Steven Dinkoski, Communications Director  
Tanya Dahl, Human Resources Director  
Dee Nortman, Director of Finance  
Kevin Foster, Projects Manager  
Jonathan Ebertshouser, Legal Counsel  
Michelle Taylor, Legal Counsel  
Gay Johnson, Recording Secretary

**1. CALL TO ORDER**

Chair Dino Cotton called the meeting to order at 6:37 p.m. and recognized those in attendance.

**2. PLEDGE OF ALLEGIANCE** was led by Director McKenzie

**3. ESTABLISH QUORUM**

Chair Cotton established a quorum with seven Board members present.

**4. CONSENT AGENDA/APPROVAL**

**Director McKenzie made a motion to adopt the consent agenda, including approval of the October 22, 2025 meeting minutes, 2026 Annual Board Meeting Schedule and 2026 Employee Health Benefits. Treasurer Duckworth seconded. Voting took place; the motion passed unanimously.**

**5. PRESENTATIONS/AWARDS/ANNOUNCEMENTS**

**A. 2025 Growth Committee Presentation and Recommendations**

Chair Cotton introduced the committee members and turned the presentation over to Roger Willis with a brief overview of the presentation on the Anthem 2.0 concept (Anthem + Riverside) with the key goals: protecting and enhancing Anthem lifestyle and amenities, seeking compatible partners for shared amenities, identifying advantages for annexation, and understanding the financial implications. He highlighted the need for another Community Center as a selling point, the financial plan currently is a framework to build upon with the Excel-based model developed with dashboards, cost estimates and assessment impact projections. Next steps: conceptual designs, funding sources and model refinement. Curtis Baker followed with a summarized annexation outlook that the development west of Anthem is inevitable, but not imminent, likely 5+ years due to infrastructure, the ACC's role: avoid passive stance, adopt mixed approach (monitor planning, set annexation parameters); Recommendations: form committee to track Rio Vista planning, establish minimum thresholds for annexation to avoid "wildcat" communities. Chair Cotton expressed his appreciation for the information shared.

**6. STAFF REPORTS/FINANCIALS**

**A. Executive**

Executive Director Aaron Baker provided an update that Anthem Neighborhood Watch is still searching for a new chair and vice chair, upcoming Public Safety Roundtable on December 2, ADOT and MCDOT road construction updates, upcoming holiday hours for the Civic Building, eight of nine units leased of Civic Building Suite 203, and live YouTube streaming of the monthly ACC Board of Directors meetings. He then turned over the update on the Anthem Area Business Support Committee to Treasurer Duckworth who provided that 14 applications were reviewed and 8 selected candidates for interviews scheduled for the following week on Monday and Tuesday with the hope of scheduling the first official meeting soon thereafter.

**B. Business Services**

Executive Director Aaron Baker provided that the Small Business Administration is offering disaster loans for residents and businesses from Hurricane Priscilla and Tropical Storm Raymond. He then gave a brief update on Commercial Compliance activities with design reviews approved, in process and pending payment.

**C. Human Resources**

Human Resources Director Tanya Dahl provided a snapshot of the workforce, employee relations and teambuilding, participation in Youth for Troops project with 1476 care boxes loaded and shipped on 5 postal trucks, training and development and future projects provided from the posted documents supporting the open meeting.

**D. Programs**

Director of Programs & Aquatics Scott Newell provided highlights from the posted documents supporting the open meeting including new Sunday hours at the Community Center, upcoming Aquatics programs and holiday events in Sports & Fitness, upcoming Annual Turkey Trot and Thanksgiving Turkey Bowl that will close the pool, Parks/Fields and Security updates

included Dog Park statistics, feedback from the recent Rattlesnake Training for Dogs with another session planned for spring, as well as an update on the school parking, and upcoming Thanksgiving and Winter Break Camps, Parents Day Out and babysitting certification in Youth/Family Programs.

## **E. Parks, Facilities and Construction**

Director of Parks, Facilities and Construction Michael Krask gave the report from the posted documents supporting the open meeting on Facilities, Landscaping, Parks, and Construction projects completed, in progress, and upcoming.

## **F. Capital Projects**

Projects Manager Kevin Foster gave an update on Capital projects for the completion of the Pickleball Expansion project, expressing appreciation for those attending the grand opening on November 1, ongoing Community Center Locker-Room Remodel, Dog Park upgrades in progress, and resurfacing existing Pickleball courts reserve project schedule delayed most likely after the new year.

## **G. Financials**

Director of Finance Dee Nortman provided a different format to the report with the goal of clear and easier understanding of October financials. Full disclosure financial statements are posted at [anthemcouncil.com](http://anthemcouncil.com) as part of the documents supporting the open meeting.

## **H. Special Events and Communications**

Communications Director Steven Dinkoski provided a report on Special Events and Communications from the posted documents supporting the open meeting extending congratulations to Veterans Service Award winner George Walker presented at the Veterans Day Ceremony, upcoming Winter in the Park, schedule for December Market in the Park, Christmas Tree Drop-off scheduled January 10 and 17, plans for MLK Day celebration and deadline for photo contest .

Director Patterson inquired of Mr. Newell whether student parking is prorated for January and continued programming of the North Lawn. Mr. Newell provided that student parking is not prorated, but the same as the high school, and that the Dog Training, Anthem Tots and a few groups use the outdoor fitness area. Mr. Baker inquired about offering of cornhole. Mr. Newell provided that from the Amenities Committee recommendations the option to offer rentals of lawn games was activated as of November, with three rentals, so it's working. He also added an update to new TV's have been installed with new digital wireless installed next week. Chair Cotton expressed his appreciation to staff for all their efforts and to Mr. Dinkoski for the great job at the Veterans Day Ceremony.

**Director McKenzie made a motion to accept the Staff and Financial reports with the sincere thanks of the Board. Treasurer Duckworth seconded. Voting took place; the motion passed unanimously.**

Resident Ron Jerich expressed concern over monitoring program finances and authorization of overage from a discussion at the Finance Committee meeting with a conclusion from the group for a request of a report. Ms. Nortman provided the discussion was actually lower revenue, not overpayment in expenses, partially offset by reduction in expenses with an audit report to be provided the committee.

## **7. COMMITTEE UPDATES AND ACTION ITEMS**

### **A. Update from the Finance Committee**

Finance Committee Chair Duckworth provided there was a quorum for their meeting on November 18 with two items to report to the Board 1) requested audit of events/programs for cost effectiveness 2) proposed creation of a property fund for clarity in asset accounting. Mr. Baker added that the annual report of events/programs is part of the Board budget packet and the property fund will be a January agenda items for Board consideration.

### **B. Update from the Growth Committee**

Chair Cotton provided since the members presented this evening there is no update. They will be attending again to formalize final recommendations in January 2026.

**Director McKenzie made a motion to accept the Committee reports with the thanks of the Board. Treasurer Duckworth seconded. Voting took place; the motion passed unanimously.**

## **8. OLD BUSINESS**

### **A. Liberty Bell Park FMP Project**

Project Manager Kevin Foster provided this is a continuation from last month with continued public outreach with 170 resident responses, the majority favoring refreshing existing amenities, other suggestions on adding additional amenities, some indicated the preference to keep the park the same, continuing current maintenance, and 4 residents indicated interest in serving on the possible formation of a working group to support the next phase of the project. Staff recommends that the Board direct staff to formally establish a working committee, with the role of reviewing the collected input, exploring feasible project options and developing a clear set of recommendations for the board's consideration at the January 2026 meeting. This will ensure that Board perspectives remain central to the process while providing a focused actionable set of next step options.

Director Patterson inquired if those were unique respondents or putting their request in multiple times. Mr. Dinkoski provided that the reports are automatically pulled and tracked from IP addresses to ensure the same person is not voting multiple times.

**Director McKenzie made a motion to direct staff to form a working group that will provide a set of recommendations for the Board to consider at the January 2026 meeting. Director Barbee seconded.** Mr. Baker inquired if any Board members interested in serving on the working group (up to three), with a quick turnaround in December and January to contact him directly. Chair Cotton questioned the target date. Mr. Foster provided it is a goal, realistically this may be a February item. **Voting took place; the motion passed unanimously.**

#### **B. Community Center Locker-room Remodel – Environmental Control System**

Executive Director Baker provided a summary of the status of the remodel with the recommendation to have the current contractor finish their exiting scope of work, close out the project and then competitively bid the environmental controls system. This will create a separate project.

**Director McKenzie moved to authorize staff to go forward with completion of the work and separate the environmental control system. Director Barbee seconded.** Director Barbee expressed his appreciation for the alternative brought forward from the discussion last meeting. **Voting took place; the motion passed unanimously.**

#### **C. Background Checks for Board Members Candidates**

Chair Cotton had no further information to mention and opened up the item for a motion. **Vice Chair Curl moved to table the item for the January meeting and requested assistance from legal with clarification to how detailed do we need to get postponed.** Legal Counsel Ebertshouser provided to leave it at just a motion to table and if the Chair is open to keeping dialogue open for guidance to staff on how to proceed during table to discuss some of the details. **Director McKenzie seconded.** Chair Cotton opened it up to Board comment and questions. Discussion took place with staff seeking clarification on information to bring back in January. Director Barbee suggested to review bylaws and code of conduct and Treasurer Duckworth agreed and also suggested consideration of a resume review as a precursor to candidacy. Resident Ron Jerich voiced his concern of subjecting the ACC to liability or a lawsuit. **Voting took place; the motion failed due to lack of majority 2 votes (Chair Cotton and Vice Chair Curl) to 5 votes (Secretary Hartman, Treasurer Duckworth, Directors McKenzie, Patterson and Barbee).** Chair Cotton asked if there was another motion. Director Barbee moved that staff bring to us information on how to modify the council bylaws and/or the code of conduct in January. Legal Counsel Ebertshouser provided that there is no need for another motion just two directors to advise future agenda item. Director Barbee provided he would like to see the seven board members talking about the council bylaws in January and looking at those as a group for any changes. If no, then to review the code of conduct for any changes. Mr. Baker clarified an agenda item where we walk through what the existing bylaws are currently, what the requirements are, and then we walk through the current code of conduct as well. And then you could provide direction in February, bring back a bylaw amendment or bring back a code of conduct amendment. Director Barbee confirmed. Treasurer Duckworth agreed. Legal Counsel Ebertshouser affirmed a discussion only topic on the January agenda and then after that if there's a presence to move forward, staff would prepare whatever the Board guides staff to prepare, and this is just the future agenda item process prematurely. Minutes would just reflect the proposal fails for lack of motion and come back with the January directive.

#### **D. Amendment to Board Policy Manual Section 7.1.2, 7.2.12 and 7.2.33**

Chair Cotton asked for a motion for the agenda item. Director Barbee sought clarification. Mr. Baker referenced Resolution 2025-R-19 with a proposed amendment adding a section that clarifies that the ACC is not subject to these sign and decoration regulations. Chair Cotton asked for a motion. **Item failed due to no motion.**

### **9. NEW BUSINESS**

#### **A. ACC Strategic Pillars and Priorities**

Executive Director Baker provided a year end update with a presentation on the ACC Strategic Pillars and Priorities from the posted documents supporting the open meeting, review of 2025 accomplishments with proposed 2026 updates (procurement process, customer service training). No formal motion; staff will update and distribute to the Board.

#### **B. Next Facilities Master Plan Process**

Executive Director Baker provided a multi-phase approach for the next FMP process (education, outreach, evaluation, design, board review) with a timeline of ~21 months but may be compressed. Discussion took place with members in agreement to the process.

#### **C. Resolution 2025-R-17 –Community Park Asphalt Remediation**

Parks, Facilities and Construction Director Krask provided that previous direction from the board to proceed with the asphalt project for the main park, reached out to our civil engineering team who performed testing and preliminary design, completed the competitive bidding process with three out of five vendors returned, YSC Paving provided a bid of \$934,889. Staff recommend the board accepts the proposal with YSC Paving. Treasurer Duckworth inquired about the reason Copper State was not considered, as they were the vendor for the Community Center. Mr. Krask provided that they had used both vendors before, but pricing, a discount and consolidation into one project for the areas at once, rather than separate. Mr.

# anthem

community council

Meeting of the Board of Directors Minutes  
November 19, 2025, 6:30pm – Open Session

Baker added that the scope is different with the addition of concrete work needed on this project to funnel water that was not necessary at the Community Center.

**Director McKenzie moved to approve Resolution 2025-R-17. Vice Chair Curl seconded. Voting took place; the motion passed unanimously.**

**10. FUTURE BOARD AGENDA ITEMS**

Previously discussed. Chair Cotton moved directly to the next agenda item.

**11. OPEN DISCUSSION**

Resident Ron Jerich voiced concern over the resale assessment beginning January 2026 and why there was no consideration about previous request to increase fees for the commercial district. Chair Cotton requested Mr. Jerich speak after adjournment with Executive Director Baker.

**12. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:46 p.m.

Respectfully Submitted,

Laura Hartman, Secretary  
On Behalf of the Anthem Community Council Board of Directors

DRAFT

# Information Brief

## ACC Board of Directors

### Open Session Agenda Number 5A

<b>CONTACT</b>	Aaron Baker, Executive Director Michael Krask, Director of Parks, Facilities and Construction Steven Dinkoski, Communication Director
<b>MEETING DATE</b>	January 28, 2026
<b>AGENDA ITEM</b>	2025 Vendor of the Year Presentation

#### LINKAGE TO STRATEGIC PRIORITIES

- Operational Excellence - Manage community resources with care and pride.

#### PREVIOUS BOARD ACTION/ACTIVITY

Annually in January	Annual presentation
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#### ISSUE SUMMARY/DESCRIPTION

As part of its operations, the Anthem Community Council relies on trusted vendor partnerships to fulfill our mission and deliver on our commitments to the community. In January 2024, the ACC established an annual Vendor of the Year recognition to honor exceptional partners who demonstrate outstanding service and alignment with our values.

Previous recipients

- January 2024: Hawkeye Mechanical (for 2023 service)
- January 2025: Premier Painting (for 2024 service)

The Anthem Community Council is pleased to announce **DLC Resources** as the 2025 Vendor of the Year in recognition of their exceptional partnership and outstanding contributions to our community.

#### Key Achievements and Contributions

With over 25,000 residents, 6,000 acres of grounds, multiple parks, beautiful buildings and extensive trails, Anthem is a dynamic community living “Life in Abundance”. DLC has been a key partner in maintaining the high standards that make Anthem what it is today.

This year, we focused on recognizing the vendor whose work provides the most direct and widespread impact across our community. DLC's crews are present throughout Anthem almost daily, yet they work with remarkable discretion. While the teams themselves may go unnoticed, the results of their labor are impossible to miss. Every resident experiences the fruits of their labor—when visiting our parks, driving past entry features with their dramatic waterfalls and desert landscapes, arriving at the Community Center to see the welcoming xeriscape, or enjoying trails that are expertly maintained and inviting.

#### *Quality and Reliability*

DLC Resources has consistently delivered landscaping services of the highest caliber, demonstrating an unwavering commitment to excellence that aligns with ACC standards. Their field crews have performed exceptionally even when working in challenging weather conditions, difficult locations, and demanding circumstances.

#### *Timely Delivery*

DLC's punctuality and adherence to deadlines have played a crucial role in ensuring the seamless flow of ACC operations. This reliability has been a cornerstone of our successful collaboration.

## Information Brief ACC Board of Directors

**anthem**  
community council

Open Session Agenda Number **5A**

### *Customer Service*

The level of customer service provided by DLC Resources has been exemplary. Their attention to detail, responsiveness, and willingness to go the extra mile have fostered a positive and highly collaborative working relationship that benefits the entire community.

### *Cost-Effectiveness*

DLC Resources has demonstrated a strong commitment to cost-effectiveness without compromising quality. This balance has benefited the community financially while reinforcing their value as a trusted partner.

We are grateful that DLC Resources has been our partner in keeping Anthem beautiful. Their dedication to excellence aligns seamlessly with the ACC's mission and values, making this recognition well-deserved. We look forward to continuing this partnership for many years to come.

### **Attachments**

None

**Action Brief**  
**ACC Board of Directors**

<b>CONTACT</b>	Dino Cotton, ACC Chair and Growth Committee Chair
<b>MEETING DATE</b>	January 28, 2026
<b>AGENDA ITEM</b>	Growth Committee Final Presentation and Recommendations
<b>RECOMMENDATION</b>	Accept and archive the findings, presentations, and deliverables of the Anthem Growth Committee (AGC) as foundational planning resources to guide future growth-related initiatives, strategic development discussions, and engagement with regional partners and developers. This includes the adoption of the AGC’s final report, Riverside Proposal, GIS overlays, and financial feasibility studies as official reference materials to support both internal planning and external collaboration. The Council retains the ability to seek advisory input from the current or former Committee members as needed to support future growth-related planning or engagement efforts.

**LINKAGE TO STRATEGIC PRIORITIES**

- Regional Growth - Proactively engage with regional growth to uphold Anthem’s interests

**BUDGETARY IMPLICATIONS**

<b>Fiscal Impact</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Amount</b>		
<b>Duration</b>	<input type="checkbox"/> One-time <input type="checkbox"/> On-going <input type="checkbox"/> Other _____	
<b>Fund Source</b>	<input type="checkbox"/> Operations <input type="checkbox"/> Reserve <input type="checkbox"/> Enhancement <input type="checkbox"/> Other _____	
<b>Budgeted expense</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Exceeds budgeted amount</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Notes</b>	There are no direct budgetary implications. That said, if the ACC chooses to pursue certain items further (e.g., Annexation) that could have certain budgetary implications and those would be examined at that time.	
<b>Long-term Impact</b>		
<b>Impact on Reserves</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Notes</b>	Recommendations do not include any new reserve expenses	
<b>Impact on Annual Assessments</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Notes</b>	Acceptance of the recommendations will not impact the annual assessment. If implemented, certain items could impact the annual assessment and those would be examined at that time.	

**PREVIOUS BOARD ACTION/ACTIVITY**

11-20-2024	Board approved Resolution 2024-R-14-Second Amendment to Growth Committee Charter (Extended Committee to May 2025).
5-25-2025	Board approved Resolution 2025-R-04-Third Amendment to the Growth Committee Charter (Extended Committee to December 2025)
10-22-2025	Presentation by the Growth Committee
11-19-2025	Presentation by the Growth Committee

# Action Brief

## ACC Board of Directors

### ISSUE SUMMARY/DESCRIPTION

In November 2025, the Growth Committee presented. At that time, they indicated that they would like to give one final presentation.

Presenter	Month	Topic of Presentation	Estimated Duration
Jon Parsons	January 2026	TSMC & Halo Vista Research Briefing	10 minutes

In addition to the presentation, committee members will be recognized for their efforts.

Phase 1 Committee Members		Phase 2 Committee Members	
Name	2024 Role	Name	2025 Role
Dino Cotton	Committee Chair	Dino Cotton	Council and Committee Chair
Cody Curl	Committee Vice-Chair	Dave Duckworth	Council Director
Laura Hartman	Committee Secretary	Barb Patterson	Council Director
Curtis Baker	Committee Member	Curtis Baker	Committee Member
Mark Barbee	Committee Member	Jules Beauvais	Committee Member
Jules Beauvais	Committee Member	Trevor Carter	Committee Member
Dave Duckworth	Committee Member	Jeff Huff	Committee Member
Jeff Huff	Committee Member	Jon Parsons	Committee Member
Rob McGregor	Committee Member	Roger Willis	Committee Member
Roger Willis	Committee Member	Scott Yath	Committee Member

### SUGGESTED MOTION

I move to accept and archive the findings, presentations, and deliverables of the Anthem Growth Committee (AGC) as foundational planning resources to guide future growth-related initiatives, strategic development discussions, and engagement with regional partners and developers. This includes the adoption of the AGC's final report, Riverside Proposal, GIS overlays, and financial feasibility studies as official reference materials to support both internal planning and external collaboration. The Council retains the ability to seek advisory input from the current or former Committee members as needed to support future growth-related planning or engagement efforts.

### ATTACHMENTS

- Growth Committee Presentation (TSMC)
- Growth Committee Recommendations
- Annexation Financial Implications
- Summary Description of Financial Model



# **Growth Committee Report**

## **THE TSMC PARTNERSHIP PROJECT**

### **EXECUTIVE SUMMARY**

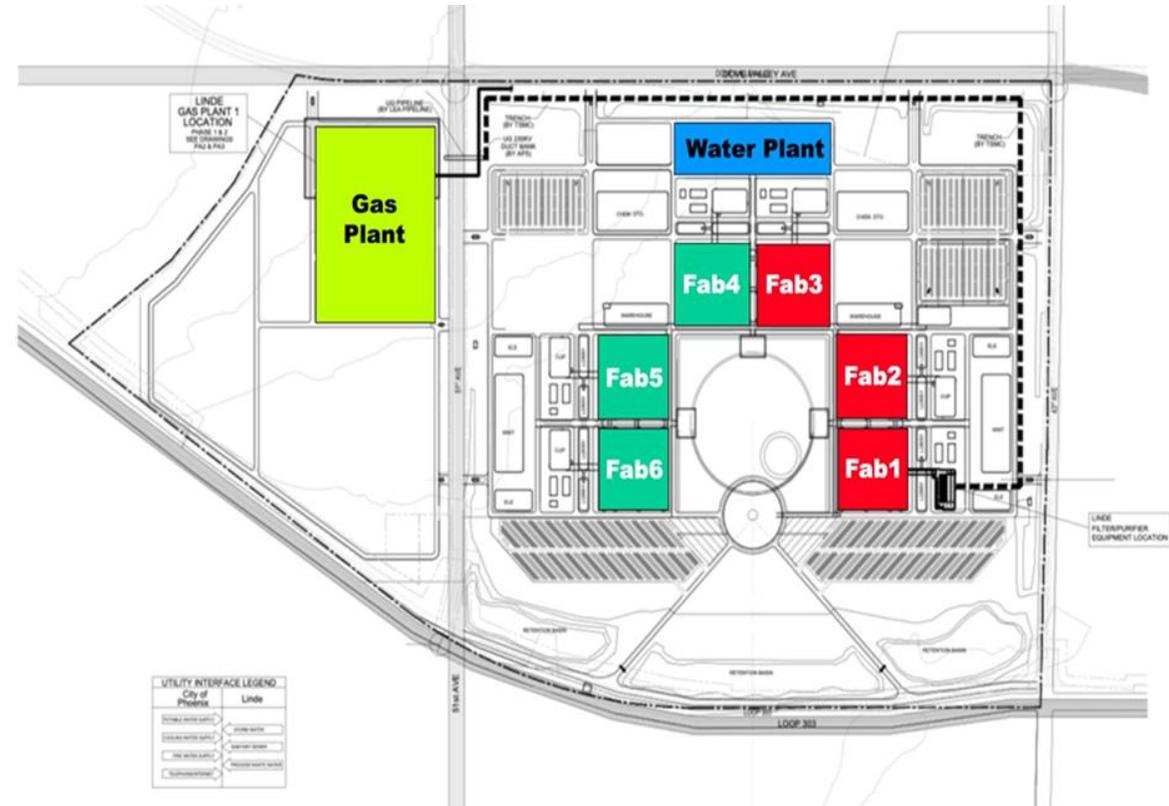
January 28, 2026

# Outline of Executive Summary

1. The TSMC FACILITY: **THE TWO SITES**
2. The TSMC FACILITY: **PROJECTED UTILITY NEEDS**
  - 2.1. **WATER USE**
  - 2.2. **ELECTRICITY**
  - 2.3. **WASTE MANAGEMENT**
  - 2.4. **SITE BUILDOUT**
3. The TSMC EFFECT: **TRAFFIC**
4. The TSMC EFFECT: **SITE-SPECIFIC POPULATION GROWTH**
5. The TSMC EFFECT: **RESIDENTIAL CONSTRUCTION**
6. The TSMC EFFECT: **COMMERCIAL CONSTRUCTION**
7. The TSMC EFFECT: **TSMC CLUSTER OF DEVELOPMENTS**
8. The TSMC EFFECT: **PEORIA CLUSTER OF DEVELOPMENTS**
9. The TSMC EFFECT: **ANTHEM-AREA DEVELOPMENTS**
10. The TSMC EFFECT: **POSSIBLE ANTHEM IMPACTS**
11. **POSSIBLE FOLLOW-UP AND RESPONSES**
- 12.–14. **SUPPORTING MATERIALS**

# 1. The TSMC FACILITY: THE TWO SITES

## 1.1. TSMC owns a 1,126-acre site



## 1.2. TSMC now also owns a 902-acre site south across SR 303

## 2. The TSMC FACILITY: PROJECTED UTILITY NEEDS

### 2.1. WATER USE

**CURRENTLY:** Facility 1 uses  $\approx$  4.75 million gallons per day  
use of  $\approx$  38,000 Phoenix households

**UNDERWAY:** Facility 2 will use  $\approx$  5.7 million g.p.d.  $\rightarrow$  Total  $\pm$  10.45 million g.p.d.  
use of  $\approx$  45,600 Phoenix households  $\approx$  83,600 households

Phoenix has currently agreed to provide only 11.4 million g.p.d.

**BY 2033** All 6 facilities will use  $\approx$  17.2 million g.p.d.  
use of  $\approx$  137,600 Phoenix households  
Phoenix had 601,397 households as of 2023

**Remediation:** Creating an industrial reclamation water plant to **reclaim 90%** of TSMC's generated liquids and reduce "new" water needed to  $<$  1.2 million g.p.d. So...generating 16 million g.p.d.?

## 2. The TSMC FACILITY: PROJECTED UTILITY NEEDS

### 2.2. ELECTRICITY

**CURRENTLY:** Facility 1 uses  $\approx$  **200 Megawatts per day** equivalent to 40,000 homes

BY 2033: Facilities 1-6 will use  $>$  **1,200 Megawatts per day**  $\approx$  240,000 homes

APS currently provides a total of only **8,000 megawatts** through its entire Phoenix-area system.

**Remediation:** TSMC is installing 14.5 megawatts of solar panels on covered parking by 1-1-2030.

APS is relocating transmission lines and **building a new 54.85-acre substation in Halo Vista.**

**NOTE:** This electrical draw does not appear to include the anticipated energy needs by **Linde plc** to generate required gases on site.

## 2. The TSMC FACILITY: PROJECTED UTILITY NEEDS

### 2.3. WASTE MANAGEMENT

The TSMC facility will generate, use, and discharge industrial waste gases including:

**fluorinated greenhouse gases (F-GHGs)**  
**perfluoroalkyl and polyfluoroalkyl substances (PFAS)**

The facility will also use and discharge waste liquids:

**sulfuric acid**  
**isopropyl alcohol**

The current plans for waste handling are unclear. **Future Remediation:** TSMC will install emission control systems that in five (5) years will reduce potential fluorinated greenhouse gases (F-GHGs) by **90% or more**. It will direct PFAS waste to a **closed bulk storage system to be managed at an off-site treatment and disposal facility**. No details available on this storage and transport.

TSMC told *Valley Vibe* that an Oct 2025 reported “chemical flume” was “water vapor being released from one of our cooling towers. ... These cooling towers are ... visible from surrounding areas.”

## 2. The TSMC FACILITY: PROJECTED UTILITY NEEDS

### 2.4. SITE BUILDOUT

Linde plc is building on-site plants to supply at least nitrogen, oxygen, and argon to TSMC.

Current plans include at least one **120'** and one **165'** separation towers, each about **15' in diameter**. The size of 12-story and 16-story buildings.

Liquid product will be stored in two or three large on-site storage tanks.

Current plans include hiring **14 truck drivers to deliver surplus products** locally and to “nearby states”. **Linde will be generating gases onsite for sales and delivery offsite.** We have no information about the identity and quantity of gases being generated and transported.

Linde’s website states that their air separation process “**is the most electricity intensive process known to man**. We consume **25 times** the amount of electricity of a normal industrial customer.” TSMC’s announced electricity needs do not appear to include Linde’s usage.

### 3. The TSMC EFFECT: TRAFFIC

Traffic impacts appear understudied or underreported. The only actual trip numbers found are for the Pulte/TSMC NorthPark development, which would generate an estimated **162,886 external vehicle trips daily** at full buildout in “20 to 25 years”.

Traffic flow and disruption is measured by Level of Service (LOS):

LOS A & B = free flow travel

LOS C = stable traffic flow

LOS D = beginning of traffic congestion

**LOS E = significant speed reductions, potential for frequent, short stoppages**

**LOS F = extreme congestion, bumper-to-bumper, long waits stopped in traffic**

The ADOT SR303 Loop traffic study found that “if improvements are made (per the study) **traffic would not cause LOS E or LOS F at intersections around the Facility.**” It is comforting to read in the 5-29-24 Draft Environmental Assessment that

**“the cumulative traffic generated by the Proposed Project and other nearby development should not result in significant cumulative traffic effects”.**

## 4. The TSMC EFFECT: SITE-SPECIFIC POPULATION GROWTH

### 3.1. Projected Workers At Current 1,126 Acre Site

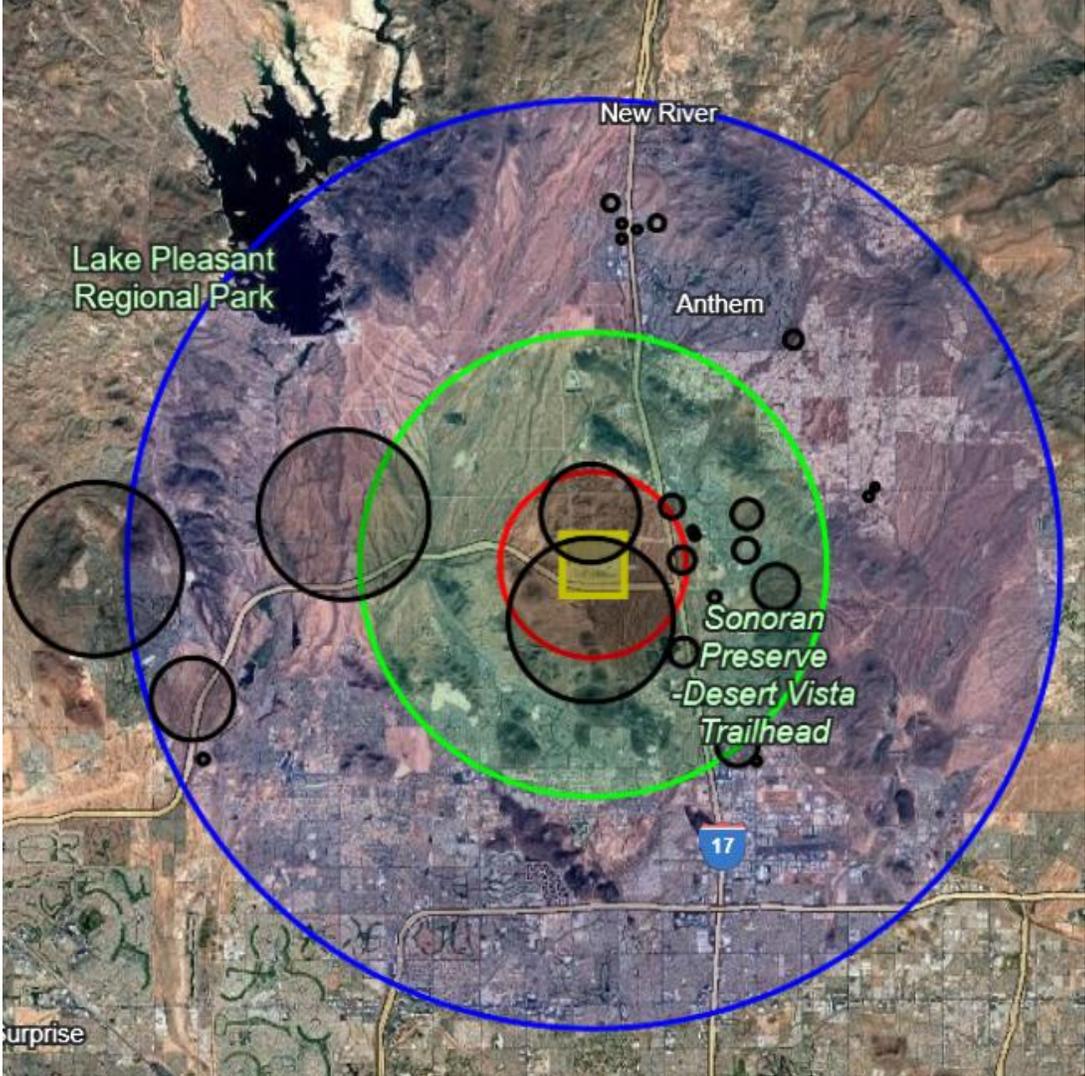
<b>Date</b>	<b>Plant</b>	<b>TSMC Employees</b>	<b>Construction Workers</b>	<b>Total</b>
Now	1	3,000	10,000	<b>13,000</b>
2027	1-2	6,000	10,000	<b>16,000</b>
2028	Packing	7,000	10,000	<b>17,000</b>
2029	1-3	10,000	10,000	<b>20,000</b>
2030	R&D	11,000	10,000	<b>21,000</b>
2031	1-4	14,000	10,000	<b>24,000</b>
2032	1-5	17,000	8,000	<b>25,000</b>
2033	1-6	20,000	6,000	<b>26,000</b>

## 4. The TSMC EFFECT: SITE-SPECIFIC POPULATION GROWTH

### 3.2. Projected Family Members For TSMC Workers

<b>Date</b>	<b>Total TSMC Family</b>	<b>Total School Age</b>
<b>Now</b>	<b>9,300</b>	<b>1,125</b>
2027	18,600	2,250
2028	21,700	2,635
2029	31,000	3,750
2030	34,100	4,125
2031	43,400	5,250
2032	52,700	6,375
<b>2033</b>	<b>62,000</b>	<b>7,500</b>

# SCOPE OF THE COMMITTEE'S STUDY = 10 mi radius from the Facility



## **5. The TSMC EFFECT: RESIDENTIAL CONSTRUCTION**

Residential development within a 10-mile radius of TSMC. See Database 13 below.

**Total acres of residential development = 25,876 acres ≈ 40.0 sq.mi.**

**Total number of dwellings = 77,058 dwellings**

Future possible residential build out:

Can still build out to add nearly **100,000 housing units.**

**17,140 acres are already zoned** to allow single-family homes

**2,452 acres already zoned** for apartments (at 15 units/acre ave.)

**NOTE:** The Teravalis project west of the White Tank Mountains plans **37,000 acres** and **100,000 homes.**

## **6. The TSMC EFFECT: COMMERCIAL CONSTRUCTION**

Commercial developments within a 10-mile radius of TSMC. See Database 12 below.

### **New Construction:**

Total acres being developed are **27,617** = **> 43 sq.mi.**

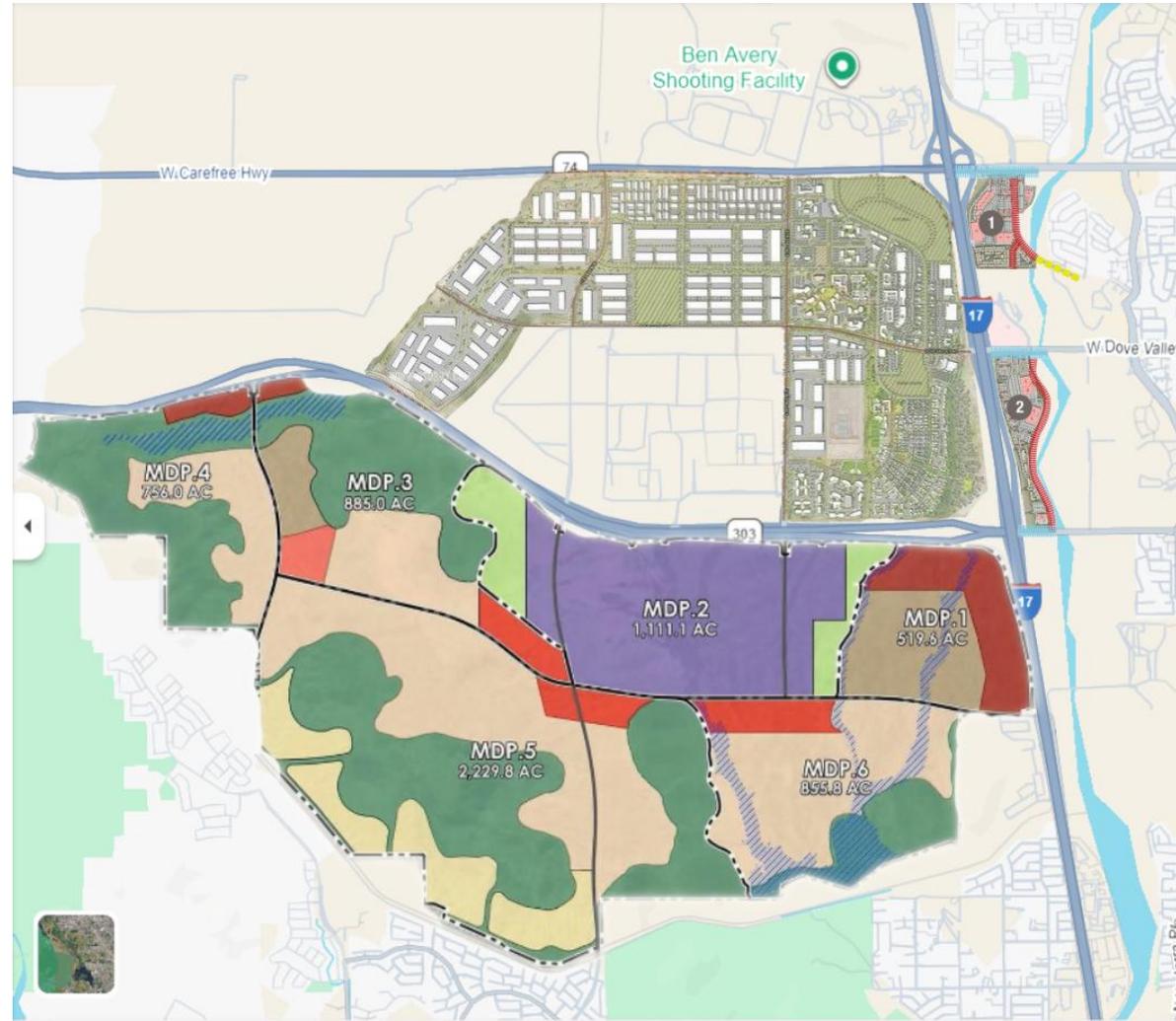
### **New Employment Growth:**

Total new employment (in 15-25 years?) **± 100,500 jobs**

**NOTE:** The **BNSF** Multimodal facility at Wittmann plans  
**26,870 acres** and will employ **4,320 FTE**

**In 2023 the population of Wittmann was 606 people**

## 7. THE TSMC CLUSTER OF DEVELOPMENTS



# 7. THE TSMC CLUSTER OF DEVELOPMENTS

TSMC-centered developments clustered around I-17 – Page 1 of 2

## Halo Vista



**3,500 acres total**      **1,200 acres** to be open space

**Housing:**                      **8,960 rental units**

**Employment:**                **± 70,000 FTEs**

**Other:** the **Sonoran Oasis Research and Technology Park**, restaurants, Costco, two hotels (Courtyard by Marriott & Residence Inn), auto mall, APS 54.85-acre power substation

**6,357 acres total**      **2,100 acres** open preserve set aside

**902 acres** bought by TSMC for expansion

**Housing:**                      **15,150 dwellings** - SFR & apartments

**Employment:**                **± 7,000 FTEs**

## NorthPark

**Other:** offices, restaurants, retail

# 7. THE TSMC CLUSTER OF DEVELOPMENTS

TSMC-centered developments clustered around I-17 – Page 2 of 2

## Black Canyon Towne Center



**158 acres total**

**Housing:** None

**Employment:** ± 100-200 PTEs

**Other:** “restaurant row” and specialty shops

**130 acres total**    **62** acres retail, **14** acres hotel, and  
**10** acres fitness center

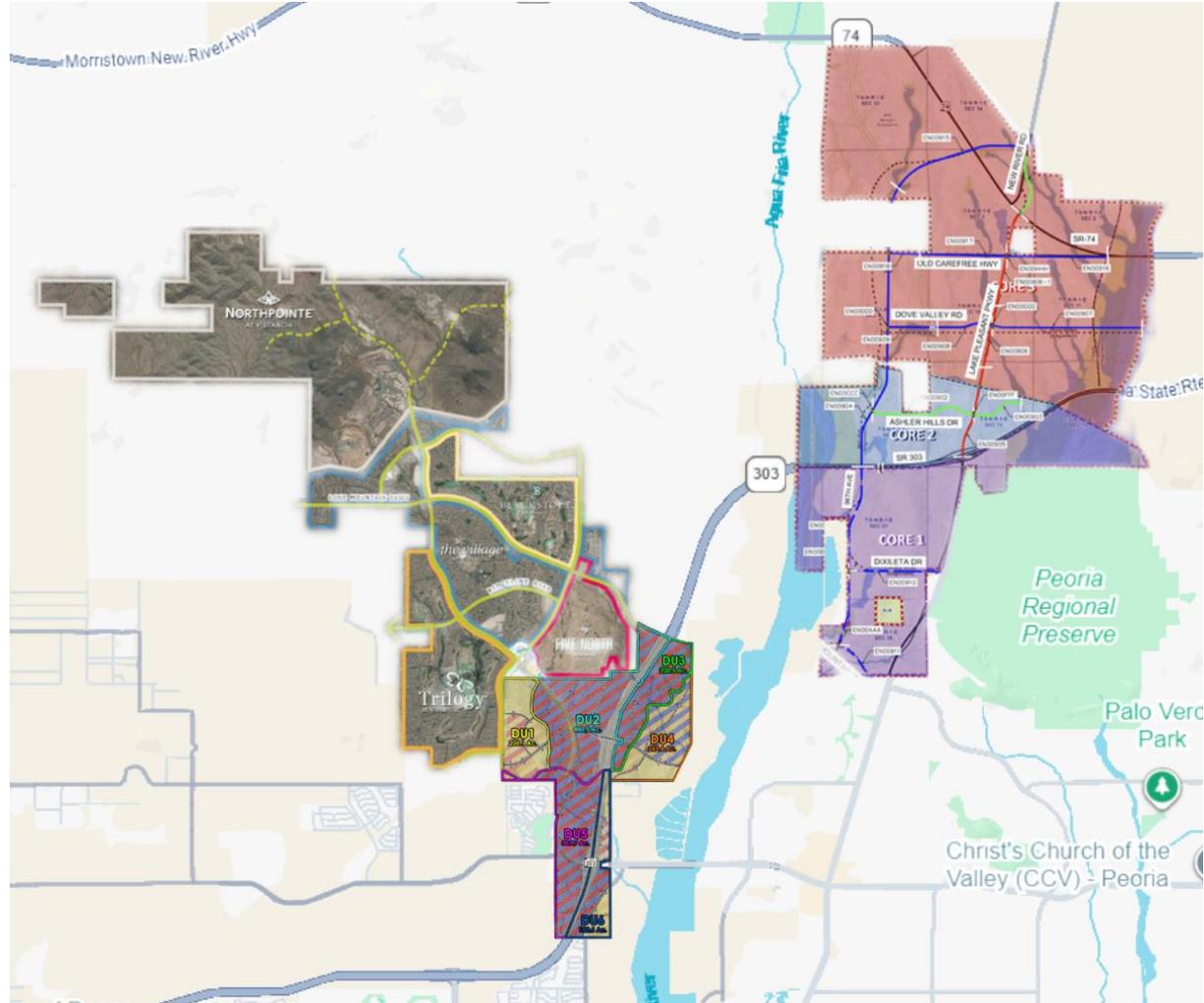
**Housing:** None

**Employment:** ± 200-300 PTEs and FTEs

**Other:** 544 unit hotel, 2 big-box stores,  
fitness center, grocery store, and restaurants

## Dove Valley Towne Center

## 8. THE PEORIA CLUSTER OF DEVELOPMENTS



## 8. THE PEORIA CLUSTER OF DEVELOPMENTS

### Peoria-centered developments clustered around SR 303

<b>Peoria Innovation Core</b>	<b>6,700 acres</b> <b>Housing:</b> <b>Employment:</b> <b>Other:</b>	organized into <b>3 Cores</b> <b>30,000</b> <b>&gt; 4,500 FTEs</b> Amkor Facility now in Core 2
<b>North Peoria Gateway</b>	<b>1,620 acres</b> <b>Housing:</b> <b>Employment:</b> <b>Other:</b>	organized into <b>6 Development Units</b> <b>&gt; 750</b> single and multi-family Unknown commercial, offices, possible hotel
<b>Vistancia</b>	<b>7,100 acres</b> <b>Housing:</b> <b>Employment:</b> <b>Other:</b>	organized into <b>7 Communities</b> <b>8,000</b> Unknown Five North has commercial

## 9. The TSMC EFFECT: ANTHEM-AREA DEVELOPMENTS

The Committee has tracked the following local developments.



## **10. The TSMC EFFECT: POSSIBLE ANTHEM IMPACTS**

### **1. Increased Use Of Publicly Accessible Anthem Assets**

**Community Park and Parkside Parklets** : open and easily accessible to the public.

**Country Club Properties** : gated but accessible by a tunnel from the Community Park.

### **2. Surveillance & Incident Response**

Will there be increased need for surveillance, patrols, or the like to respond to increasing non-resident use of Anthem facilities and the presence of larger numbers of strangers?

### **3. Proactive Safety & Security Issues**

Should we take steps to enhance safety and security of residences and businesses with the increasing presence of strangers? Perhaps facilitating grassroots activities.

### **4. Emergency Response Preparedness**

Should we prepare for a hazardous toxic release or other environmental accident? The TSMC plant is exactly five (5) miles away from the Fry's grocery store on Daisy Mountain Road.

# **11. Possible Follow-Ups and Responses**

## **11.1. Collaborating with TSMC**

### **(1) Assisting with TSMC's education / childcare mandates**

Can we assist with and mutually benefit from TSMC's childcare and educational obligations under TSMC Arizona's CHIPS award?

### **(2) Offer Educational Enticements for Cooperation**

Can we facilitate the offering of English and Chinese language programs and cultural immersion experiences – though BCHS or outside activities?

### **(3) Assisting with TSMC's ESG Requirements and Ethical Positions**

Can we benefit from TSMC's implementation of its "Uplift Society" principles which supposedly guide its practices? These focus on: "Morality, Business Ethics, Economy, Rule of Law, Sustainability, Work-life Balance and Happiness, and Philanthropy".

# **11. Possible Follow-Ups and Responses**

## **11.2. Strategies to Mitigate Negative Impacts**

### **(1) Educate and organize**

Organize outreach as liaison for community involvement

- Prepare informational and motivational programs
- Meet with local politicians
- Coordinate with Phoenix's Rio Vista and North Gateway Planning Committees for informational exchanges and coordinated action

### **(2) Consider ways to embrace or deflect local development**

- Encouraging cooperative developers
- Annexation
- Incorporation

### **(3) Oversee Access to Community Assets**

What actions are advisable to address the anticipated increased use of facilities?

## 12. DATABASE of NEW CONSTRUCTION

#	Lat. / Long.	Name	FTEs	Acres
1	33.880250, -112.144297	Arise North PHX	-	15.8
2	33.846005, -112.085957	Cadora Desert Hills	-	74
3	33.794131, -112.131271	Black Canyon Towne Center	?	127
4	33.797252, -112.057984	SW Carefree - 12 <sup>th</sup> Street	?	18
5	33.777438, -112.127495	Dove Valley Towne Center	?	158
6	33.792042, -112.161660	Halo Vista	62,000 to 75,000	2,300
7	33.786587, -112.123482	Inspire Sonoran Desert	-	18
8	33.791743, -112.103317	Lennar Homes	-	218
9	33.785058, -112.122735	North Gateway Village	-	20
10	33.758758, -112.161509	NorthPark	7,000	6,355
11	33.768972, -112.092510	Verdin	-	488
12	33.715364, -112.305906	Village at Pleasant River	-	25
13	33.882203, -112.136893	[The Foothills at] Arroyo Norte	-	55
14	33.888500, -112.154188	Sendero Crossing	-	55
15	33.877344, -112.149976	Amavi Aster Ridge	-	20
16	33.882079, -112.149943	Avilla Vista North	-	20
17	33.733950, -112.119609	The Logan at Jomax	-	12.5
18	33.714734, -112.099711	Lumara	-	15
19	33.765918, -112.115411	Sonoran Commons	-	23.6
20	33.780480, -112.103742	Copperleaf at Sonoran Foothills	-	140
21	33.748773, -112.126950	Middle Vistas	-	200
22	33.734127, -112.309964	North Peoria Gateway	?	1,621
23	33.791580, -112.253603	3 Peoria Innovation Cores AMKOR 104-acre site in Core 2	2,000	7,000
24	33.719606, -112.106875	8 Union Park communities	-	400
25	33.774601, -112.346128	7 Vistancia communities Commercial centers: Vistancia Point and Five North	?	7,100
26	33.819574, -112.546842	BNSF Multimodal facility	26,870	4,320
27	33.593305, -112.686780	Teravalis, fka Douglas Ranch area	-	37,000
28	33.800092, -112.055621	NE Carefree - 12th Street	-	12.5
29	33.800396, -111.961078	Carefree Quarter	?	23.3
		<b>TOTAL</b>		67,835

# 13. DATABASE of NEW RESIDENTIAL HOUSING

## Legend

1.0 - 2.0 units / acre	
2.1 - 5.0 units / acre	
5.1 - 8.0 units / acre	
8.1 - 15 units / acre	
≥ 15.1 units / acre	

#	Lat. / Long.	Name	Dwellings	Acres	D/A
1	33.880250, -112.144297	Arise North PHX	170	15.8	10.07
2	33.846005, -112.085957	Cadora Desert Hills	56	74	0.75
3	33.792042, -112.161660	Halo Vista	8,960	2,300	3.89
4	33.786587, -112.123482	Inspire Sonoran Desert	560	18	31.11
5	33.791743, -112.103317	Lennar Homes	700	218	3.21
6	33.785058, -112.122735	North Gateway Village	344	20	17.20
7	33.758758, -112.161509	NorthPark	19,247	6,355	3.02
8	33.768972, -112.092510	Verdin	1,225	488	2.51
9	33.715364, -112.305906	Village at Pleasant River	246	25	9.84
10	33.882203, -112.136893	[The Foothills at] Arroyo Norte	67	55	1.21
11	33.888500, -112.154188	Sendero Crossing	170	55	3.09
12	33.877344, -112.149976	Amavi Aster Ridge	177	20	8.85
13	33.882079, -112.149943	Avilla Vista North	191	20	9.55
14	33.733950, -112.119609	The Logan at Jomax	141	12.5	11.28
15	33.714734, -112.099711	Lumara	456	15	30.40
16	33.765918, -112.115411	Sonoran Commons	212	23.6	8.98
17	33.780480, -112.103742	Copperleaf at Sonoran Foothills	411	140	2.93
18	33.748773, -112.126950	Middle Vistas	228	200	1.14
19	33.734127, -112.309964	North Peoria Gateway	750	1,621	0.46
20	33.719606, -112.106875	8 Union Park communities	2,247	400	5.61
21	33.774601, -112.346128	7 Vistancia communities	10,500	7,100	1.12
22	33.593305, -112.686780	Teravalis, fka Douglas Ranch	100,000	37,000	2.70
23	33.791580, -112.253603	3 Peoria Innovation Cores	30,000	6,700	4.47
		<b>TOTAL</b>	<b>177,058</b>	<b>62,876</b>	<b>2.81</b>

# 14. DATABASE of PUBLICATIONS & MATERIALS

Date	Source	Article Title	Page
6-8-21	Valley Vibe	Thousands of new North Valley homes coming soon	3
6-4-21	Phx Bus Journal	Real estate investment joint venture acquires Vistancia master-planned community in Peoria	11
Feb 2024	Valley Vibe	Homebuilders vie for state trust land near chip factory	19
Feb 2024	Valley Vibe	New home construction updates in the North Valley	21
10-15-24	AZCentral	TSMC jump starts housing, business development in north Phoenix	24
10-25-24	Phx Bus Journal	Developers unveil Halo Vista, a 'city within a city' surrounding TSMC in Phoenix	32
Nov 2024	Valley Vibe	First look at Northpark Pulte's proposed 19,000-unit master-planned development	43
Nov 2024	Valley Vibe	A peek at Mack Group's tech park, auto mall and residential development	49
11-15-24	N.I.S.T.	CHIPS for America: TSMC AZ Community Impact Report	50
12-11-24	Phx Bus Journal	Phoenix approves development plan – Halo Vista	55
3-19-25	Phx Bus Journal	Taiwan President: Arizona a "shining example" of high-tech collaboration	59
4-17-25	Phx Bus Journal	TSMC finishes construction of second chip factory ahead of schedule	63
4-24-25	Phx Bus Journal	TSMC's \$165B Phoenix campus fuels industrial demand in the Northwest Valley	68
4-29-25	Phx Bus Journal	TSMC breaks ground on third Arizona fab; Commerce Secretary site	74
May 2025	Valley Vibe	First look at Vestar's massive planned development & roadways	79
"	"	Retail & restaurants proposed in Desert Hills/New River	83
5-2-25	Phx Bus Journal	Phoenix's tech momentum fuels Arizona's strong business attraction ranking	85
5-5-25	Letter	From TSMC AZ's Secretary, C.C. Morris Cheng to Stephen Astle, Dept Commerce	89
June 2025	Valley Vibe	Cadora Desert Hills Community Gets Green Light	97

# 14. DATABASE of PUBLICATIONS & MATERIALS

Date	Source	Article Title	Page
6-5-2025	Phx Bus Journal	White House Renegotiates CHIPS	
Aug 2025	Valley Vibe	2 ADOT Projects Begin on I-17	99
Sept 2025	Valley Vibe	New Community Size of Fireside at Norterra Begins Home Sales	102
8-30-25	BNSF web bnsflpp.com/	BNSF Railway LOGISTICS PARK PHOENIX	105
8-30-25	De Rito web	De Rito Partners: Auto mall at Halo Vista derito.com/auto mall captured 8-3--25	109
8-28-25	City of Peoria P.R.	City Council approves smart growth agreements - Amkor moving to the PIC	113
9-2-25	Phx Bus Journal	Amkor to quadruple footprint	115
9-1-25	City of Peoria	Release - Commercial Core at Vistancia	119
9-2-25	City of Peoria	Release - Peoria Mixed Use Development	137
9-3-25	Phx Bus Journal	TSMC's Arizona internships surge	152
1-30-08	City of Phoenix	North Gateway Village Core Plan	157
Oct 2024	City of Peoria	North Peoria Gateway	195
Aug 2024	City of Peoria	North Peoria Gateway 303 Application	198
9-9-2025	Phx Bus Journal	APS Buys Land for Halo Vista Substation	245
5-17-22	Phx Bus Journal	\$600 Million Gas Plant Planned	248
9-12-25	Phx Bus Journal	Mixed-use development near TSMC	252
9-15-22	Phx Bus Journal	TSMC Joins effort to develop NorthPark	255
9-17-25	NorthPark Phx	<a href="https://www.northparkphx.com/">https://www.northparkphx.com/</a> (9-17-25)	259
10-3-25	Phx Bus Journal	Costco, Marriott sign on Halo Vista	270
10-7-25	Phx Bus Journal	Amkor Boosts Peoria Facility	274
10-16-25	Phx Bus Journal	TSMC Accelerates	277
10-17-25	Phx Bus Journal	TSMC Produces NVIDIA chips	281
10-23-25	Phx Bus Journal	BNSF Rail Hub Gains Support	285
10-23-25	Phx Bus Journal	Barclay Groep Plans Vistancia	288

## 14. DATABASE of PUBLICATIONS & MATERIALS

<b>Date</b>	<b>Source</b>	<b>Article Title</b>	<b>Page</b>
10-23-25	Phx Bus Journal	TSMC Commerce Park	291
10-27-25	Phx Bus Journal	How the TSMC Deal Boosted Amkor	295
10-28-25	Phx Bus Journal	TSMC Eyes Bid on 902 Acres	300
11-14-25	Phx Bus Journal	TSMC – Pulte Face Pushback	304
11-19-25	Phx Bus Journal	Phoenix wins auction near TSMC	307
11-19-25	AZ Republic	TSMC's Expansion Plans	311
11-26-25	AZ Republic	Peoria's Lake Pleasant Parkway	316
11-26-25	Phx Bus Journal	Glendale's Arrowhead Mall and TSMC	319
12-2-25	AZ Republic	Peoria Launches Innovation Cores	323
12-5-25	Phx Bus Journal	TSMC Campus Expends	326
12-8-25	AZ Republic	TSMC Projects Advances	330
12-18-25	Phx Bus Journal	Phoenix Approves Added 900 Acres	334
12-22-25	Phx Bus Journal	TSMC Moves Up Timetable	338
1-7-26	Phx Bus Journal	TSMC Wins Land Auction to Expand	341

## Annual Status Review Checklist

**Purpose:** To confirm alignment and compliance with the formal recommendations issued by the Anthem Growth Committee, and to ensure AGC deliverables continue to guide growth-related planning, partnerships, and development strategy.

**Completed By:** Executive Director and relevant staff (Community Affairs, Planning, Finance, etc.)

**Frequency:** Every 12 months (suggested: Q2 annually, post-budget planning)

---

### I. Reference & Recordkeeping

- All AGC reports, presentations, financial models, and GIS overlays are archived and accessible to staff and leadership.
  - Deliverables are reviewed during strategic discussions related to land use, partnerships, or growth planning.
  - Key findings and maps are stored on shared drives or an internal knowledge base.
- 

### II. Use of AGC Deliverables in Planning

- Were AGC financial models or development feasibility estimates used in budget planning this year?
  - Were AGC presentations (e.g., Riverside Proposal, ULI Update, FAM Tour Guide) referenced in internal or external growth-related meetings?
  - Was the GIS mapping or zoning information from AGC reviewed during any discussions of annexation, partnerships, or land use?
- 

### III. Stakeholder Engagement

- Were any AGC deliverables used in discussions with developers, landowners, or municipal partners?
  - Has there been follow-up or outreach to entities mentioned in AGC work (e.g., TSMC, City of Phoenix, Maricopa County, MAG)?
  - Was a meeting or outreach effort held with at least one regional or development partner this year?
- 

### IV. Monitoring Local & Regional Growth

- Has staff reviewed or updated projections or tracking for housing, commercial development, and land use in the North Valley?
  - Have MAG, City of Phoenix, and Maricopa County planning updates been reviewed for alignment with AGC insights?
  - Was Trevor Carter's or Curtis Baker's land/development data reviewed or compared to new information?
-

## **V. Strategic & Capital Planning Alignment**

- Are AGC recommendations or feasibility studies being used to shape future capital improvements, amenities, or community centers?
  - Are current enhancement fee trends being monitored for alignment with AGC's financial assumptions?
  - Have any potential land acquisitions or major partnerships been reviewed against AGC's long-term vision?
- 

## **VI. Board & Public Transparency**

- Has the Board received an annual update on AGC implementation progress or staff alignment with AGC direction?
  - Has the community received any updates, summaries, or benefits derived from AGC recommendations (e.g., via email, open meetings, or website)?
  - Have any new opportunities arisen that require additional Board discussion related to AGC's groundwork?
- 

## **VII. Ongoing Needs**

- Do any of the AGC topics (e.g., financial planning, commercial vacancies, master planning) require continued staff or committee-level work?
- Is there a need to re-engage or consult former AGC members for advisory input on a current or emerging project?
- Should the Council consider establishing a successor task force, committee, or consultant engagement to advance growth planning?

**ANTHEM GROWTH COMMITTEE**  
**FINANCIAL IMPLICATIONS OF ANNEXING A NEW DEVELOPMENT**

**INTRODUCTION**

An initial objective for the Growth Committee was to identify the financial implications for Anthem if we were to annex a new community. In other words, what would it cost to annex a new community into Anthem, and how would Anthem property owners and the developer pay for that? The implications would then form the basis of a Financial Plan.

The Committee identified several cost and revenue factors that would eventually be included in the Financial Plan. At this time, however, no details are available regarding those factors so a Financial Plan could not be prepared. However, the Committee created a Financial Planning Framework as a starting point for a Financial Plan when the necessary details become available. The remainder of this document describes the Framework.

**TERMS USED IN THIS DOCUMENT**

The following terms are used throughout this document:

- Riverside – A likely future development of land adjacent to and west of Anthem. Riverside was used as a conceptual basis for the Financial Planning Framework.
- Anthem1.0 – The current Anthem community as it exists today.
- Anthem2.0 – The community which would include both Anthem1.0 and Riverside.
- Anthem Community Center 1.0 (CC1.0) – The current Anthem Community Center including the Anthem Community Park.
- Community Center 2.0 (CC2.0) – A future recreational facility to serve Anthem2.0.

**THE FINANCIAL PLANNING FRAMEWORK**

Four important questions (among many others) must be answered before a complete Financial Plan can be prepared. Those questions include:

- What expenses would be incurred by the ACC Staff in completing all necessary efforts to formally annex Riverside?
- Would a new Community Center (CC2.0), shared by all residents in Anthem2.0, be included as part of the Riverside annexation project?
- Would any other Anthem1.0 amenities need to be expanded and/or upgraded?
- What additional on-going administrative and operating expenses would be incurred by Anthem2.0?

The Financial Planning Framework is an Excel workbook used to collect and organize the data gathered when answering the four key questions. A description of the Framework contents is attached. When completed the Framework provides the necessary data to prepare the Financial Plan.

**ANTHEM GROWTH COMMITTEE**  
**FINANCIAL IMPLICATIONS OF ANNEXING A NEW DEVELOPMENT**

**NEXT STEPS**

The Committee recommends that the following steps must be completed to provide accurate input to the Framework model.

1. Find a trustworthy, reputable Developer as a partner
  - a. Understand each other's objectives for pursuing the annexation
  - b. Clarify the responsibilities of each party for the Financial Plan
  - c. Negotiate equitable cost sharing arrangement
2. Coordinate closely with the Facility Master Plan efforts to determine what new and upgraded amenities – IF ANY – will be part of Anthem2.0
  - a. Engage the Anthem1.0 community to determine resident support for annexation and new/upgraded shared amenities.
  - b. Amenities for the current Anthem1.0 community
  - c. Amenities for Riverside
3. Determine the impact of the annexed community on the on-going administrative and operating costs
4. Estimate the operating and maintenance costs of new and upgraded amenities
5. Identify potential sources of funding for new and upgraded amenities
  - a. Enhancement Fee for initial sales of homes in the annexed community
  - b. Debt
  - c. Grants
  - d. Monthly assessments
  - e. Other

TAB	DESCRIPTION	PURPOSE	DATA REQUIRED
<b>SUMMARY</b>			
Dashboard	Executive Summary with charts	A snapshot of the cost and revenue figures required	
Assessment Impact	Summarizes per-household monthly costs	An estimate of the costs of annexation that each homeowner might expect	
Funding Stack	5-year funding view	Show how funding sources “stack together” to meet project needs	Funding provided by Enhancement Fund, Developer, Grants and Debt
Custom Funding Stack	Total funding vs total needs	Identify resulting surplus/deficit resulting from the costs and revenues	
Term Sheet Revised Stack	Funding stack including developer contributions	Illustrate funding gap after developer contributions	
<b>ADMINISTRATIVE AND OPERATING COSTS</b>			
Staffing Programs	Actual CC1.0 costs and revenues (sample includes 2021-2024 data)	Demonstrate current economics of CC1.0	Actual costs for each of prior 4 years: <ul style="list-style-type: none"> <li>• CC1.0 compensation</li> <li>• CC1.0 administrative compensation</li> <li>• CC1.0 revenue</li> </ul>
<b>CAPITAL EXPENDITURES FOR CC2.0</b>			
Capex Phasing	Three capital spending outflow scenarios for CC2.0 over 3 years	Projected cash needs to fund project “as incurred”	For each of next 3 years: <ul style="list-style-type: none"> <li>• 3 total CAPEX spending scenarios (Lean, Baseline, High)</li> <li>• 3 annual allocation percentages for each scenario</li> </ul>

TAB	DESCRIPTION	PURPOSE	DATA REQUIRED
Capex Pivot	Capex phasing in a pivot table format	Summarizes “Capex Phasing”	Summary of 3 CAPEX spending outflows (previous TAB)
Custom Capex	Capex Phasing over 4 years	Provide alternate phasing for consideration	For each of 3 spending scenarios: <ul style="list-style-type: none"> <li>• Lean, Baseline and High alternatives</li> <li>• 4 annual allocation percentages for each scenario</li> </ul>
<b>FUNDING SOURCE – ENHANCEMENT FUND</b>			
Housing Snapshot	Housing market data for Anthem	Housing market trends impact on EF revenue capacity	<ul style="list-style-type: none"> <li>• Typical home value &amp; 1-yr change</li> <li>• Median home value &amp; 1-yr change</li> </ul>
EF History 2020 2024	<u>Actual</u> Enhancement Fund (EF) revenues (sample shows 2020 thru 2024)	Provide factual historic baselin before looking at projections	Actual EF revenue for each of the past 5 years
EF Projections 2025 2029	<u>Projected</u> EF revenues	Forecast a range of possible EF revenue outcomes for next 5 years	<ul style="list-style-type: none"> <li>• Prior year’s EF revenue</li> <li>• “What-if” percent changes (3 alternatives)</li> </ul>
Projection Totals	Summarizes 5-year cumulative projections	“How much money might realistically be available” from EF?	Projected EF revenue for next 5 years (from previous Tab)
EF Proj Extended	Extends EF projection 15 years (sample shows thru 2039)	Show long-term capacity of EF to cover debt or future phases	<ul style="list-style-type: none"> <li>• Next year’s projected EF revenue</li> <li>• Projected annual increase %</li> </ul>
Custom EF Set Aside	EF revenues earmarked for CC2.0 @ 50%	Show funds available from EF only	For each of next 4 years, 50% of the projected annual EF revenue (“Baseline”)

TAB	DESCRIPTION	PURPOSE	DATA REQUIRED
EF Sensitivity	Stress test of EF projections	Provide range of future EF funding under different housing price and resale volume assumptions	For each of next 4 years: <ul style="list-style-type: none"> <li>• “Baseline” estimated EF revenue</li> <li>• Annual % change in home prices</li> <li>• Annual % change in sales volume</li> </ul>
Sensitivity Grid Year 1	Stress test for future year 1 only	Demonstrate additional uncertainty/sensitivity of available EF revenue	For future year 1 only: <ul style="list-style-type: none"> <li>• “Baseline” estimated EF revenue</li> <li>• % change in home prices</li> <li>• % change in sales volume</li> </ul>
<b>FUNDING SOURCE – DEVELOPER INVOLVEMENT</b>			
Custom Developer	Potential 4-year contributions from developer	Demonstrate how negotiated contributions could reduce ACC funding	For next 4 years, Developer \$ contributions
Developer Term Inputs	Scenarios for negotiating with developers	Suggested “asks” to developers	<ul style="list-style-type: none"> <li>• Value of land contributed</li> <li>• Cash contributions for each of next 4 years</li> <li>• In-kind value of amenities contributed by Developer</li> </ul>
Developer Term Effect	Annual flows of developer contributions	Determine how developer contributions affect funding stack	Summary of Developer contributions over 4 years
<b>FUNDING SOURCES – GRANTS AND PUBLIC/PRIVATE PARTNERSHIPS</b>			
Grants P3 Menu	List of potential outside funding sources	Identify sources of grants to offset EF funding shortfall	<ul style="list-style-type: none"> <li>• Potential programs available</li> <li>• Typical size and conditions</li> <li>• Type (Grant/P-P-P/Loan/Donation)</li> </ul>
Custom Grants P3	4-year potential cash from grants and sponsorships	Could grants and sponsorships cover shortfall?	Possible funding available in each of next 4 years

TAB	DESCRIPTION	PURPOSE	DATA REQUIRED
Grants Timeline	Application cycles and requirements for various grants and sponsorship programs	Plan when to apply and what ACC commitments are required	Research into alternate sources of funding
<b>FUNDING SOURCE – DEBT</b>			
Debt Service Inputs	Borrowing assumptions	Enable adjustable debt modeling	Loan terms and conditions: <ul style="list-style-type: none"> <li>• Principal (amount borrowed)</li> <li>• Interest Rate</li> <li>• Lenth of loan (years)</li> <li>• First payment year</li> <li>• Computed annual payment</li> </ul>
Debt Service Sched	Amortization schedule with SAMPLE inputs	Debt obligation over 20 years	Debt service obligation for Principal and Interest by year for each year of the loan
Custom Debt Sched	Debt service under the “Custom Capex” model	Evaluate debt service under alternate scenarios	Debt service obligation for Principal and Interest by year for each year of the loan
Debt vs EF Coverage	Compare debt service payments to 50% of EF revenues	“Can EF realistically cover the debt service?”	For debt service in each year: <ul style="list-style-type: none"> <li>• EF Baseline revenue</li> <li>• EF Set Aside (assume 50%)</li> <li>• Total loan payment</li> <li>• % of Total loan payment covered by EF</li> </ul>

# Staff Reports and Financials ACC Board of Directors

## Open Session Agenda Number 6

<b>CONTACT:</b>	Aaron Baker, Executive Director
<b>MEETING DATE:</b>	January 28, 2026
<b>AGENDA ITEM:</b>	Staff Reports and Financials
<b>RECOMMENDATION:</b>	Accept the Staff Reports and Financials

### MARK YOUR CALENDARS

- Feb. 3 | **Parkside Meet the Candidates Night, CANCELLED**
- Feb. 5 | [Meet the Candidates Night ACCCA](#), 6:30 P.M. – 8:00 P.M., Civic Building
- Feb. 8 | [Anthem’s Market in the Park](#), 9:00 A.M. – 2:00 P.M., Community Park
- Feb. 14-16 | **CIVIC BUILDING PRESIDENTS DAY HOLIDAY HOURS – CLOSED**
- Feb. 16 | **COMMUNITY CENTER HOLIDAY HOURS OF OPERATION – 7 AM.-7 P.M.**
- Feb. 17 | [ACCCA FINANCE COMMITTEE MEETING](#), 3 P.M., Civic Building
- Feb. 19 | [Parkside Board of Directors Meeting](#), 6:00 P.M. – 8:00 P.M., Civic Building
- Feb. 22 | [Anthem’s Market in the Park](#), 9:00 A.M. – 2:00 P.M., Community Park
- Feb. 24 | [ACC FINANCE COMMITTEE](#), 3:00 P.M., Civic Building
- Feb. 25 | [ACC BOARD OF DIRECTORS MEETING](#), 6:30 P.M., Civic Building

### A. EXECUTIVE

- 12-3-2025 ACC Email Vote on Resolution 2025-R-21-First Amendment to ABSC Charter was passed unanimously
- [Board of Directors Elections](#) – ACC Board, Parkside and Country Club HOA schedule is on the website
- North Valley Library Update – hopeful to open by the end of the year
- [Anthem Neighborhood Watch](#) – looking for Leadership
- Community Center Locker Room Update

### B. BUSINESS SERVICES

- Commercial Compliance Update

### C. HUMAN RESOURCES

- Current Workforce Snapshot – Active Employees Over Time
- Employee Relations & Team Building – Award Winners and Morale Committee
- Training & Development
- HR Project Updates

### D. PROGRAMS

#### **Aquatics**

- Winter and Spring Aquatics Programs - Anthem Dolphins, Private Swim Lessons, Lifeguard Certification, AZ Heat Diving, Adult Swim Team, Water Aerobics, Triathlon Training are open for registration
- Currently 50% Verified Returning Lifeguard Staff - could be closer to 60% by Spring
- Hosting [Tri 4 the Cure AZ](#) on March 14 - Community Center starting at 8am
- Hosting Adult swim meet March 28

#### **Sports/Fitness**

- Wellness Fair end of February
- [New Fitness Schedule](#) - morning Barre, Step and Strength, Abs and Buns and afternoon Step classes added.
- Fitness and Personal Training - available for teens and adults
- NEW Cardio Pickleball - on Wednesday afternoons
- Pickleball and Tennis Programs - all running with open registration
- Youth Rec Basketball is running and Soccer will kick off this spring
- Adult Sports have Men's and Coed Softball, Drop-in Soccer and Volleyball

#### **Parks/Fields and Security**

- High School Parking Passes - 74 registered without incident. No issues during parking lot construction
- Dog park at 227 registered (projected 400+)
- Outdoor Rec Fishing Program “Cast & Catch Crew” – 2 events completed and future registration open

**Youth/Family Programs**

- Successful Winter Break Camp – completed; Spring Break Camp - open for registration
- Father Daughter Sweetheart Dance – Sock-Hop theme for February 13
- Current Classes in Youth Dance, Sewing, Chess, Painting, Music, Line Dancing, Jujitsu...

**E. PARKS, FACILITIES AND CONSTRUCTION**

**Staffing Update**

- New Maintenance Tech – Sam Tervo

**Facilities**

- Community Center Asphalt – installed and Fire and ADA curbs freshly painted
- HVAC Servicing Contract - completed
- Quarterly HVAC Servicing for Community Center and Main Park – completed
- Civic Building Damaged Thermal Insulated Windows Replacement - completed
- Civic Building Maintenance Projects – completed during Holiday Break

**Landscaping**

- Arborist 1 has kicked off
- Poly to PVC on Daisy Mountain – Connector Final Boring, awaiting permit
- Community Center Landscape Renovation - in progress

**Parks**

- Damaged South Lot Entry Sign - replaced
- Reserve Transformer for Amphitheatre - replaced
- Lake Falls Cleaning - completed
- Lake Pump and Motor Installation - beginning of February

**Construction**

- Main Park Lower Lot Asphalt – removed; Concrete Valley Gutters - formed
- Reserve (2) Pumps at Anthem Way Entry Falls – replaced
- Paseo Buckled Sidewalks – replaced
- Paseo Landscaping Curbing - replaced
- Country Club Stucco Wall Repair and Painting – in progress
- 51-56 In-house Wall Repairs completed for 2025

**F. CAPITAL PROJECTS UPDATE**

- Dog Park Modifications
  - New Trees - installed
  - Shades and Benches – on order with estimated delivery by the end of January
- Liberty Bell Facilities Master Plan
  - Working Group had 3 Meetings in December
  - Board to review recommendations
- Existing Pickleball Court Resurfacing
  - Estimated Start Date – end of May
  - Estimate 2 weeks for completion

**G. FINANCIALS**

Financials will be presented at this meeting. We encourage all property owners to take the time to become familiar with our financial standing and results. Please send questions to [accounting@anthemcouncil.com](mailto:accounting@anthemcouncil.com).



**Anthem Community Council  
Financial Highlights  
for period ending December 31, 2025**

*~Financial statements are preliminary, pending year-end adjustments and audit review~*

<b>Summary by Fund - YTD</b>				
	<b>Operating</b>	<b>Reserve</b>	<b>Enhancement</b>	<b>Total</b>
Revenue	\$ 13,774,563	\$ 1,099,998	\$ 1,010,264	\$ 15,884,825
Expenses	11,630,214	1,994,469	1,423,597	15,048,280
<b>Operating Income/(Loss)</b>	<b>\$ 2,144,349</b>	<b>\$ (894,472)</b>	<b>\$ (413,332)</b>	<b>\$ 836,545</b>
Depreciation	1,150,713	-	-	1,150,713
<b>Total Income/(Loss)</b>	<b>\$ 993,636</b>	<b>\$ (894,472)</b>	<b>\$ (413,332)</b>	<b>\$ (314,168)</b>
Transfers In/(Out)	(1,959,548)	2,454,548	(495,000)	-
<b>Total Surplus/(Deficit)</b>	<b>\$ (965,912)</b>	<b>\$ 1,560,076</b>	<b>\$ (908,332)</b>	<b>\$ (314,168)</b>

**Revenue**

Operating revenue for December totaled \$1.15 mil, exceeding budget by \$17k (<1%). Year-to-date revenue is unfavorable to budget by \$81k (<1%). Significant variances to budget include:

- Event Revenue is \$15k under budget for the year, primarily due to lower than anticipated results from the Independence Day and AutumnFest events.
- Programming Revenue \$108k unfavorable to budget, driven by lower registration levels, mainly in Youth League, Youth Camps, Fitness and racquet sports.
- Facility Rentals Revenue is \$21k lower than budget, largely attributable to inclement weather in November and December.
- Resident Fees, which include collection-related revenues, are \$13k favorable to budget.
- Non-Resident Fees, primarily Guest Fees, are \$37k under budget, as these revenues appear to have been overestimated in the budget.
- Property Sales Fees are \$12k below budget compared to original estimates.
- Interest reflects a \$61k favorable variance, resulting from higher earnings for the year.
- Other income includes federal and state tax refunds received for overpayments in prior years.

**Expense**

Operating expenses for December were \$182k (14%) favorable to budget, with year-to-date expenses \$280k (2%) below budget. Notable expense variances include:

**Administration**

- Personnel costs are \$186k below budget due to open or transitioning positions.
- Other administrative costs exceeded budget as a result of higher professional fees and office-related expenses.

### Programs

- Community program expenses are \$29k favorable to budget year-to-date, reflecting lower costs in select programs (including tennis and fitness classes) as well as community involvement activities, such as advertising and resident programs.

### Facilities

- Facilities expenses are \$166k favorable to budget for the year, driven by reduced spending on landscape, irrigation and chemicals.

### Reserve

- Reserve expenditures total \$2 mil year-to-date, which is \$405k below budget.
- Interest income (including gains/losses) is \$1.1 mil year-to-date, \$118k below budget.

### Enhancement

- Enhancement project costs total \$1.4 mil year-to-date, \$11k favorable to budget.
- Interest income (including gains/losses) totals \$84k year-to-date, in line with the annual budget.

### **Balance Sheet/Cash Flow**

- Operating cash on hand is equal to 3.77 months as of 12/31/2025.
- There is \$1.7 mil in the Enhancement Fund and \$17.3 mil in the Reserve Fund.



## STATEMENT OF REVENUE AND EXPENSE

For the Month and YTD Ending December 31, 2025

	December 2025			Year-to-Date			Annual
	Current Month	Budget	Budget Variance	Year to Date	Budget	Budget Variance	2025 Budget
<b>INCOME</b>							
Assessments	\$ 928,252	\$ 928,248	\$ 4	\$ 11,139,210	\$ 11,139,338	\$ (128)	\$ 11,139,338
Enhancement Fund Contribution	41,250	41,250	-	495,000	495,000	-	495,000
Community Events	7,525	500	7,025	185,115	200,375	(15,261)	200,375
Community Programming	34,788	50,448	(15,660)	940,807	1,048,920	(108,113)	1,048,920
<b>Total Program Revenue</b>	<b>42,313</b>	<b>50,948</b>	<b>(8,635)</b>	<b>1,125,922</b>	<b>1,249,295</b>	<b>(123,373)</b>	<b>1,249,295</b>
Outdoor Facility Rentals	18,764	31,050	(12,286)	316,032	347,424	(31,392)	347,424
Short-Term Facility Rentals	5,322	6,707	(1,385)	132,872	116,384	16,488	116,384
Long-Term Leases	22,951	19,525	3,426	227,440	233,490	(6,050)	233,490
<b>Total Facilities Revenue</b>	<b>47,037</b>	<b>57,282</b>	<b>(10,245)</b>	<b>676,344</b>	<b>697,298</b>	<b>(20,954)</b>	<b>697,298</b>
Property Resale & Disclosures	16,275	20,000	(3,725)	228,100	240,000	(11,900)	240,000
Resident Fees	15,825	12,160	3,665	227,809	214,920	12,889	214,920
Non-Resident Fees	4,337	13,300	(8,963)	122,331	159,600	(37,269)	159,600
Interest	12,659	10,000	2,659	181,246	120,000	61,246	120,000
Other Income	44,180	2,406	41,774	73,601	34,662	38,939	34,662
<b>Total Other Income</b>	<b>93,276</b>	<b>57,866</b>	<b>35,410</b>	<b>833,088</b>	<b>769,182</b>	<b>63,906</b>	<b>769,182</b>
<b>Total Operating Income</b>	<b>1,152,128</b>	<b>1,135,594</b>	<b>16,534</b>	<b>14,269,563</b>	<b>14,350,113</b>	<b>(80,550)</b>	<b>14,350,113</b>
<b>EXPENSES</b>							
Reserve Fund Contribution	204,542	204,542	-	2,454,548	2,454,548	-	2,454,548
Personnel Expenses	386,115	407,378	(21,263)	5,404,028	5,589,763	(185,735)	5,589,763
Administration	58,939	53,829	5,109	725,892	613,097	112,795	613,097
Human Resources	9,414	5,484	3,930	100,924	105,900	(4,976)	105,900
<b>Total Administrative Expense</b>	<b>454,467</b>	<b>466,691</b>	<b>(12,224)</b>	<b>6,230,845</b>	<b>6,308,760</b>	<b>(77,915)</b>	<b>6,308,760</b>
Community Events	3,047	12,300	(9,253)	235,718	230,477	5,241	230,477
Community Programming	19,470	21,625	(2,155)	308,751	327,634	(18,883)	327,634
Community Involvement	7,944	2,850	5,094	56,865	72,119	(15,254)	72,119
<b>Total Program Expense</b>	<b>30,461</b>	<b>36,775</b>	<b>(6,314)</b>	<b>601,334</b>	<b>630,230</b>	<b>(28,896)</b>	<b>630,230</b>
Repair & Maintenance	70,220	152,843	(82,623)	1,261,292	1,407,405	(146,113)	1,407,405
Contract Services	183,884	227,535	(43,651)	2,193,384	2,196,490	(3,106)	2,196,490
Utilities	26,358	68,452	(42,094)	855,564	872,704	(17,140)	872,704
<b>Total Facilities Expense</b>	<b>280,462</b>	<b>448,830</b>	<b>(168,368)</b>	<b>4,310,240</b>	<b>4,476,599</b>	<b>(166,359)</b>	<b>4,476,599</b>
Insurance (non-EE) & Taxes	32,639	32,475	164	387,323	389,695	(2,372)	415,795
Depreciation	95,980	97,232	(1,252)	1,150,713	1,166,784	(16,071)	1,166,784
Other Expenses	12,300	6,570	5,730	100,472	89,302	11,170	63,202
<b>Total General Expense</b>	<b>140,919</b>	<b>136,277</b>	<b>4,642</b>	<b>1,638,508</b>	<b>1,645,781</b>	<b>(7,273)</b>	<b>1,645,781</b>
<b>Total Operating Expense</b>	<b>1,110,851</b>	<b>1,293,115</b>	<b>(182,264)</b>	<b>15,235,476</b>	<b>15,515,918</b>	<b>(280,442)</b>	<b>15,515,918</b>
<b>Operating Income/(Loss)</b>	<b>41,277</b>	<b>(157,521)</b>	<b>198,798</b>	<b>(965,912)</b>	<b>(1,165,805)</b>	<b>199,893</b>	<b>(1,165,805)</b>
<b>Operating Net w/o Depreciation</b>	<b>137,257</b>	<b>(60,289)</b>	<b>197,546</b>	<b>184,801</b>	<b>979</b>	<b>183,822</b>	<b>979</b>
Reserve Net Income/(Loss)	(126,609)	(337,549)	210,940	1,560,076	1,273,069	287,007	1,273,069
Enhancement Net Income/(Loss)	34,960	37,200	(2,240)	(908,332)	(983,855)	75,523	(983,855)
<b>Total Net Income/(Loss)</b>	<b>\$ (50,372)</b>	<b>\$ (457,870)</b>	<b>\$ 407,498</b>	<b>\$ (314,168)</b>	<b>\$ (876,591)</b>	<b>\$ 562,423</b>	<b>\$ (876,591)</b>

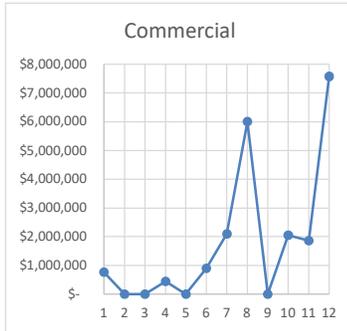
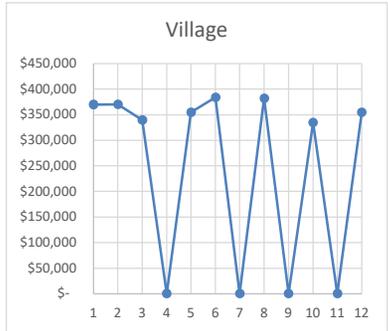
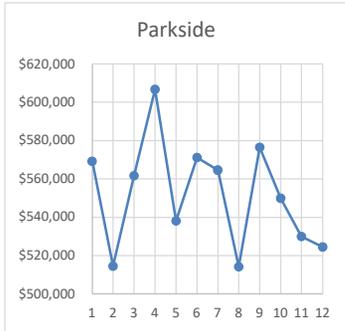
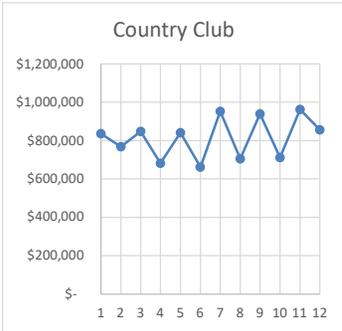
## BALANCE SHEET

As of December 31, 2025

	<u>12/31/2025</u>	<u>12/31/2024</u>	<u>Y/Y Change</u>
<b>ASSETS</b>			
<b>OPERATING FUND</b>			
Cash	\$ 1,352,891	\$ 1,908,702	\$ (555,811)
Investments	3,266,707	3,337,322	(70,615)
Petty Cash	818	900	(82)
<b>TOTAL OPERATING CASH</b>	<u>4,620,416</u>	<u>5,246,924</u>	<u>(626,508)</u>
<b>RESERVE FUND</b>			
Investments (Net)	17,334,708	16,301,925	1,032,783
<b>TOTAL RESERVE FUND</b>	<u>17,334,708</u>	<u>16,301,925</u>	<u>1,032,783</u>
<b>ENHANCEMENT FUND</b>			
Investments (Net)	1,701,588	1,623,241	78,347
<b>TOTAL ENHANCEMENT FUND</b>	<u>1,701,588</u>	<u>1,623,241</u>	<u>78,347</u>
Accounts Receivable (Net)	321,571	199,058	122,513
Interfund Receivables	6,787,289	516,607	6,270,682
Prepaid Expenses	204,771	178,911	25,860
Other Current Assets	-	-	-
<b>OTHER CURRENT ASSETS</b>	<u>7,313,631</u>	<u>894,576</u>	<u>6,419,055</u>
<b>PROPERTY, PLANT &amp; EQUIPMENT</b>			
Fixed Assets	40,168,949	40,102,061	66,887
<i>Less Accumulated Depreciation</i>	<u>(26,159,984)</u>	<u>(25,009,271)</u>	<u>(1,150,713)</u>
<b>PROPERTY, PLANT AND EQUIPMENT, NET</b>	<u>14,008,964</u>	<u>15,092,790</u>	<u>(1,083,826)</u>
<b>TOTAL ASSETS</b>	<u>\$ 44,979,308</u>	<u>\$ 39,159,457</u>	<u>\$ 5,819,851</u>
<b>LIABILITIES</b>			
Accounts Payable	\$ 605,277	\$ 602,775	\$ 2,502
Interfund Payables	6,787,289	514,211	6,273,078
Accrued Liabilities	338,235	355,207	(16,972)
Deferred Revenue	34,783	66,065	(31,282)
Prepaid Assessments	1,693,432	1,835,252	(141,820)
Security Deposits	7,240	300	6,940
Other Current Liabilities	57,543	15,970	41,573
<b>TOTAL CURRENT LIABILITIES</b>	<u>9,523,799</u>	<u>3,389,779</u>	<u>6,134,019</u>
<b>TOTAL LIABILITIES</b>	<u>\$ 9,523,799</u>	<u>\$ 3,389,779</u>	<u>\$ 6,134,019</u>
<b>NET ASSETS</b>			
Operating Equity	18,828,960	18,828,960	-
Reserve Equity	15,252,879	15,252,879	-
Enhancement Equity	1,687,839	1,687,839	-
Current Year Profit/Loss	(314,168)	-	(314,168)
<b>TOTAL NET ASSETS</b>	<u>\$ 35,455,510</u>	<u>\$ 35,769,678</u>	<u>\$ (314,168)</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<u>\$ 44,979,308</u>	<u>\$ 39,159,457</u>	<u>\$ 5,819,851</u>

**AVERAGE HOME SALE PRICES - 2025 (Closing Date In 2025)**

2025	Country Club			Parkside			Village			Commercial			#	Total Sales - All	#	ENH Fee
	Total Sales	Average Sale Price	#	Total Sales	Average Sale Price	#	Total Sales	Average Sale Price	#	Total Sales	Average Sale Price	#				
														\$ 363,971,373	546	\$ 839,994
Jan	\$ 14,203,600	\$ 835,506	17	\$ 11,954,800	\$ 569,276	21	\$ 370,000	\$ 370,000	1	\$ 1,537,512	\$ 768,756	2	\$ 28,065,912	41	\$ 70,165	
Feb	\$ 11,534,500	\$ 768,967	15	\$ 8,745,900	\$ 514,465	17	\$ 1,111,500	\$ 370,500	3	\$ -		0	\$ 21,391,900	35	\$ 53,480	
Mar	\$ 15,262,000	\$ 847,889	18	\$ 22,467,800	\$ 561,695	40	\$ 680,000	\$ 340,000	2	\$ -		0	\$ 38,409,800	60	\$ 96,025	
Apr	\$ 11,575,000	\$ 680,882	17	\$ 20,023,400	\$ 606,770	33	\$ -		0	\$ 444,850	\$ 444,850	1	\$ 32,043,250	51	\$ 80,108	
May	\$ 12,623,844	\$ 841,590	15	\$ 17,221,040	\$ 538,158	32	\$ 710,000	\$ 355,000	2	\$ -		0	\$ 30,554,884	49	\$ 76,387	
Jun	\$ 10,585,000	\$ 661,563	16	\$ 23,991,263	\$ 571,221	42	\$ 384,000	\$ 384,000	1	\$ 900,000	\$ 900,000	1	\$ 35,860,263	60	\$ 89,651	
Jul	\$ 12,394,000	\$ 953,385	13	\$ 16,938,650	\$ 564,622	30	\$ -		0	\$ 4,200,000	\$ 2,100,000	2	\$ 33,532,650	45	\$ 83,832	
Aug	\$ 7,764,000	\$ 705,818	11	\$ 20,564,750	\$ 514,119	40	\$ 382,000	\$ 382,000	1	\$ 6,000,000	\$ 6,000,000	1	\$ 34,710,750	53	\$ 86,777	
Sept	\$ 13,152,000	\$ 939,429	14	\$ 16,719,197	\$ 576,524	29	\$ -		0	\$ -		0	\$ 29,871,197	43	\$ 74,678	
Oct	\$ 11,375,534	\$ 710,971	16	\$ 12,100,284	\$ 550,013	22	\$ 335,000	\$ 335,000	1	\$ 2,050,000	\$ 2,050,000	1	\$ 25,860,818	40	\$ 64,652	
Nov	\$ 10,587,500	\$ 962,500	11	\$ 13,250,550	\$ 530,022	25	\$ -		0	\$ 1,858,000	\$ 1,858,000	1	\$ 25,696,050	37	\$ 64,240	
Dec	\$ 11,126,199	\$ 855,861	13	\$ 8,917,700	\$ 524,571	17	\$ 355,000	\$ 355,000	1	\$ 7,575,000	\$ 7,575,000	1	\$ 27,973,899	32	\$ 69,935	
<b>TOTAL SALES</b>	<b>\$ 142,183,177</b>		<b>176</b>	<b>\$ 192,895,334</b>		<b>348</b>	<b>\$ 4,327,500</b>		<b>12</b>	<b>\$ 24,565,362</b>		<b>10</b>	<b>\$ 363,971,373</b>	<b>546</b>	<b>\$ 909,928</b>	
<b>Average Sale</b>		<b>\$ 807,859</b>		<b>\$ 554,297</b>			<b>\$ 360,625</b>			<b>\$ 2,456,536</b>						



## Average Sale Price of Properties

Year	Country Club	Parkside	Village	Commercial	Overall	Residential Only
2025	\$807,859	\$554,297	\$360,625	\$2,456,536	\$1,044,829	\$574,260
2024	\$784,405	\$567,810	\$360,058	\$3,548,157	\$1,315,108	\$570,758
2023	\$749,495	\$554,364	\$332,834	\$3,162,498	\$1,199,798	\$545,564
2022	\$721,013	\$564,619	\$355,008	\$2,763,167	\$1,100,951	\$546,880
2021	\$649,119	\$488,309	\$294,428	\$1,143,064	\$643,730	\$477,285

## Percentage of Change for Sale Price of Properties

Year	Country Club	Parkside	Village	Commercial	Overall	Residential Only
2025	3%	-2%	0%	-31%	-21%	1%
2024	5%	2%	8%	12%	10%	5%
2023	4%	-2%	-6%	14%	9%	-1%
2022	11%	16%	21%	142%	71%	16%
2021	0%	0%	0%	0%	#DIV/0!	0%

## Total Property Sales

Year	Country Club	Parkside	Village	Commercial	Overall	Residential Only
2025	176	348	12	10	546	536
2024	156	324	15	8	503	495
2023	171	360	20	12	563	551
2022	172	484	29	12	697	685
2021	288	677	29	21	1015	994



**Enhancement Projects YTD  
December-25**

<b>Project</b>	<b>Annual Budget</b>	<b>Prior Years</b>	<b>YTD Spending</b>	<b>Remaining Budget</b>	<b>YTD Spending %</b>	<b>YTD Remainder %</b>
North Lawn Conversion	\$ 9,152	\$ 432,853	\$ 9,152	\$ -	100%	0%
Civic Building Remodel - Suite 203	\$ 1,031	\$ 21,109	\$ 1,031	\$ -	100%	0%
Pickleball Phase 2 Expansion	\$ 1,393,055	\$ 51,285	\$ 1,383,070	\$ 9,985	99%	1%
Museum & Timeline	\$ 37,200	\$ 2,635	\$ 15,907	\$ 21,293	43%	57%
Dog Park Improvements	\$ -	\$ -	\$ 19,001	\$ -	100%	0%
<b>Total</b>	<b>\$ 1,440,438</b>	<b>\$ 507,883</b>	<b>\$ 1,428,161</b>	<b>\$ 31,278</b>	<b>88%</b>	<b>12%</b>



**Reserve Projects YTD  
December-25**

Project	Annual Budget	Carry Over	YTD Spending	Remaining Budget	YTD Spending %	YTD Remainder %
Adventure Playground	\$ 12,070	\$ -	\$ 16,220	\$ (4,150)	134%	-34%
Audio Visual	\$ 2,652	\$ -	\$ 420	\$ 2,232	16%	84%
Building	\$ 255,177	\$ 88,872	\$ 271,645	\$ (105,340)	106%	-41%
Common Block Wall	\$ 330,507	\$ -	\$ 216,672	\$ 113,835	66%	34%
Court	\$ 20,600	\$ -	\$ -	\$ 20,600	0%	100%
Deck	\$ 13,686	\$ -	\$ 9,772	\$ 3,913	71%	29%
Discovery Playground	\$ 398	\$ -	\$ -	\$ 398	0%	100%
Equipment	\$ 156,770	\$ -	\$ 139,984	\$ 16,786	89%	11%
Furniture Fixture & Equipment	\$ 145,941	\$ 6,253	\$ 88,967	\$ 50,721	61%	35%
Fields	\$ 253,375	\$ -	\$ 6,038	\$ 247,337	2%	98%
Fitness	\$ 113,232	\$ -	\$ 132,629	\$ (19,397)	117%	-17%
Flooring	\$ -	\$ -	\$ 1,662	\$ (1,662)	Unbudgeted	N/A
Grounds	\$ 102,463	\$ -	\$ 340,773	\$ (238,310)	333%	-233%
HVAC	\$ -	\$ -	\$ 221,279	\$ (221,279)	Unbudgeted	N/A
Landscape	\$ 196,252	\$ -	\$ 124,816	\$ 71,436	64%	36%
Lighting	\$ -	\$ -	\$ 20,621	\$ (20,621)	Unbudgeted	N/A
Mailbox	\$ 193,513	\$ -	\$ 202,118	\$ (8,605)	104%	-4%
Structure	\$ 258,636	\$ 29,725	\$ 57,107	\$ 171,804	22%	66%
Train Station	\$ 117,058	\$ -	\$ 23,979	\$ 93,079	20%	80%
UTV	\$ 18,540	\$ -	\$ -	\$ 18,540	0%	100%
Wrought Iron	\$ 39,048	\$ -	\$ 34,430	\$ 4,618	88%	12%
<b>Total</b>	<b>\$ 2,229,918</b>	<b>\$ 124,849</b>	<b>\$ 1,909,132</b>	<b>\$ 195,936</b>	<b>72%</b>	<b>25%</b>

## Staff Reports and Financials ACC Board of Directors

anthem  
community council

Open Session Agenda Number **6**

### **H. SPECIAL EVENTS and COMMUNICATIONS**

- [Winter in the Park](#) on December 5 was a great success!
- [Christmas Tree Drop Off](#) – January 10 and 17 filled dumpsters
- [Anthem's Market in the Park](#) Dates for 2026 have been announced
- [Martin Luther King Jr. Day Celebration and Unity Walk](#) on Monday, January 19 at Anthem Civic Building had a wonderful turnout for the event.
- [PACC911 Adoptathon](#) on Saturday, February 21, to possibly find your new pet
- [Anthem Days](#) will take place March 14 & 15
- [Jim Martin Stem Scholarship 2026](#) – application deadline April 20
- The Official [Anthem Merchandise Store](#) is live!
- [Anthem Museum](#) from Facilities Master Plan proposal to life
- [2025 Resident Photo Submission Contest](#) - Winner is Travis Ramsey. Congratulations

### **I. SUGGESTED MOTION:**

I move to accept the Staff Reports and Financials.

### **ATTACHMENTS:**

- 12-3-2025 ACC Email Vote on Resolution 2025-R-21-First Amendment to ABSC Charter

**From:** Gay Johnson

**Sent:** Wednesday, December 3, 2025 5:15 PM

**Subject:** MANDATORY Board Email Vote - Resolution 2025-R-21-Amendment to Area Business Support Committee Charter BY SUNDAY, DECEMBER 7

**Importance:** High

**Sensitivity:** Confidential

**MANDATORY Board Email Vote - Resolution 2025-R-21-Amendment to Area Business Support Committee Charter**

**From:** Aaron Baker \_\_\_\_\_

**Sent:** Wednesday, December 3, 2025 4:48 PMG

Good afternoon,

I trust that each of you is having a wonderful week. We just wrapped up Thanksgiving and Christmas and New Years are right around the corner.

Directors Duckworth, Hartman and McKenzie have been meeting with candidates to serve on the Anthem Business Support Committee. After meeting with the interested participants, they would like to increase the committee size from nine to eleven members.

**Attached** to this email is an action brief outlining the matter and a resolution with the proposed language change.

In order to do change the committee composition, the committee charter needs to be amended by a Board vote. Normally, we would do this at the Board meeting; however, that is not until the of January and the committee would like to start meeting before then. In general, I don't like deviating from the established processes. However, the non-profit section of the State statutes allows us to do an email vote. During my time, we have done this once or twice before. Since there are no financial or contractual impacts from this change, this is the type of item that can work as an email vote.

Since we haven't done an email vote in recent history, below are the guidelines for email votes.

- Don't need a motion and a second
- It is a simple yes or no vote
- The item has to receive **unanimous approval**
- The community needs to be made aware of email vote at the next in-person meeting and a print out of email vote included in the meeting minutes. I would announce the vote and the results during my update at the January 28 meeting.

Below is an online poll that will record your vote. Please check the "Yes" or "No" box below.

Please let me know if you have any questions.

Thanks,

Aaron

## ONLINE POLL

Please supply your vote by choosing either **yes or no** to the following question **BY SUNDAY, DECEMBER 7:**

 [Polls](#)

Do you approve adoption of Resolution 2025-R-21 - First Amendment to Anthem Business Support Committee Charter?

Yes

No

**Submit**

View results



Quiz: Your name is visible only to Poll creator | Results aren't shared with respondents



Warmest regards,

**Gay Johnson**

*Executive Staff Assistant*

Anthem Community Council

3701 W. Anthem Way

Anthem, Arizona 85086

(623) 742-4560 | [AnthemCouncil.com](https://www.AnthemCouncil.com)

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# Action Brief

## ACC Board of Directors

<b>CONTACT:</b>	Aaron Baker, Executive Director
<b>EMAIL DATE:</b>	December 3, 2025
<b>AGENDA ITEM:</b>	Resolution 2025-R-21 - First Amendment to Anthem Business Support Committee Charter
<b>RECOMMENDATION:</b>	Adopt Resolution 2025-R-21 - First Amendment to Anthem Business Support Committee Charter

### LINKAGE TO STRATEGIC PRIORITIES

- Regional Growth - Proactively engage with regional growth to uphold Anthem's interests

### BUDGETARY IMPLICATIONS

<b>Fiscal Impact</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Notes</b>		

### PREVIOUS BOARD ACTION/ACTIVITY

September 24, 2025	The Board adopted Resolution 2025-R-11, establishing the Anthem Business Support Committee's Charter
--------------------	--

### ISSUE SUMMARY/DESCRIPTION

Directors Duckworth, Hartman and McKenzie have been meeting with candidates to serve on the Anthem Business Support Committee. After meeting with the interested participants, they would like to increase the committee size from nine to eleven members.

Currently, the Charter states the following.

#### *COMMITTEE COMPOSITION*

*The ABSC shall be composed of up to **nine (9)** members; a quorum consisting of the majority of Committee members present.*

The proposed resolution would amend the total number of committee members.

#### *COMMITTEE COMPOSITION*

*The ABSC shall be composed of up to **eleven (11)** members; a quorum consisting of the majority of Committee members present.*

### SUGGESTED MOTION

I move to adopt Resolution 2025-R-21 - First Amendment to Anthem Business Support Committee Charter

### ATTACHMENTS

- Resolution 2025-R-11 (Original Charter)
- Resolution 2025-R-21 - First Amendment to Anthem Business Support Committee Charter

Email Vote:

Do you approve adoption of Resolution 2025-R-21 -  
First Amendment to Anthem Business Support Committee Charter?

<b>Id</b>	<b>Completion time</b>	<b>Name</b>	<b>Do you approve adoption of Resolution 2025-R-21 - First Amendment to Anthem Business Support Committee Charter?</b>
1	12/3/2025 17:18	Mark Barbee	Yes
2	12/3/2025 18:03	Cody Curl	Yes
3	12/3/2025 20:00	Dave Duckworth	Yes
4	12/3/2025 20:11	Dino Cotton	Yes
5	12/3/2025 21:44	Laura Hartman	Yes
6	12/3/2025 23:47	Bob McKenzie	Yes
7	12/4/2025 14:56	Barb Patterson	Yes

**Resolution 2025-R-21**

*FIRST AMENDMENT TO ANTHEM BUSINESS SUPPORT COMMITTEE CHARTER*

Anthem Community Council, Inc.  
3701 W. Anthem Way, Suite #201  
Anthem, Arizona 85086

WHEREAS, the undersigned, representing the Board of Directors ("Board") of Anthem Community Council, Inc., ("Council") an Arizona nonprofit corporation, is authorized and charged to administer the Council's affairs; and

WHEREAS, Article 6.1 of the Council's bylaws authorize the Board of Directors to appoint committees as it deems appropriate; and

WHEREAS, the Council established the Anthem Business Support Committee by Resolution 2025-R-11.

NOW, THEREFORE, BE IT RESOLVED, that the committee composition shall be expanded from nine (9) members to eleven (11) members.

FURTHER, staff is authorized to take all necessary steps to implement this resolution.

ADOPTED this 3<sup>rd</sup> day of December 2025.

Signed by:

*Dino Cotton*

ADB3D09981A7408...

Dino Cotton, Chair

ATTEST

Signed by:

*Laura Hartman*

AB2D2DD6GB77476...

Laura Hartman, Secretary

# Information Brief

## ACC Board of Directors

# anthem

community council

## Open Session Agenda

<b>CONTACT</b>	Aaron Baker, Executive Director
<b>AGENDA ITEM</b>	Update from the Finance Committee

### LINKAGE TO STRATEGIC PRIORITIES

- Manage community resources with care and pride.

### PREVIOUS BOARD ACTION/ACTIVITY

Monthly	This is a standing monthly agenda item.
---------	---

### ISSUE SUMMARY/DESCRIPTION

This is a standing monthly agenda item during which the Finance Committee Chair reports on the Committee's activities.

### ATTACHMENTS

- None

**Information Brief**  
**ACC Board of Directors**

**Open Session Agenda Number 7B**

<b>CONTACT</b>	Aaron Baker, Executive Director
<b>AGENDA ITEM</b>	Update from the Growth Committee

**LINKAGE TO STRATEGIC PRIORITIES**

- Manage community resources with care and pride.

**PREVIOUS BOARD ACTION/ACTIVITY**

Monthly	This is a standing monthly agenda item.
---------	---

**ISSUE SUMMARY/DESCRIPTION**

This is a standing monthly agenda item during which the Growth Committee Chair reports on the Committee's activities.

**ATTACHMENTS**

- None

# Information Brief

## ACC Board of Directors



### Standing Open Session Agenda Item

<b>CONTACT</b>	Aaron Baker, Executive Director
<b>AGENDA ITEM</b>	Update from the Anthem Business Support Committee

#### LINKAGE TO STRATEGIC PRIORITIES

- Operational Excellence - Manage community resources with care and pride.

#### PREVIOUS BOARD ACTION/ACTIVITY

Monthly	This is a standing monthly agenda item.
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#### ISSUE SUMMARY/DESCRIPTION

This is a standing monthly agenda item during which the Anthem Business Support Committee Chair reports on the Committee's activities.

#### ATTACHMENTS

- None

**Action Brief**  
**ACC Board of Directors**

Open Session Agenda Number **8A**

<b>CONTACT</b>	Aaron Baker, Executive Director Michael Krask, Director of Parks, Facilities and Construction Kevin Foster, Special Projects Manager
<b>MEETING DATE</b>	January 28, 2026
<b>AGENDA ITEM</b>	Liberty Bell Park Facilities Master Plan Project
<b>RECOMMENDATION</b>	Approve the list of recommendations from the Liberty Bell Park FMP Working Group and direct staff to obtain quotes for the proposed improvements

**LINKAGE TO STRATEGIC PRIORITIES**

- Operational Excellence - Manage community resources with care and pride
- Fiscal Stewardship - Maintain an assessment rate with low volatility

**BUDGETARY IMPLICATIONS**

<b>Fiscal Impact</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Notes</b>		

**PREVIOUS BOARD ACTION/ACTIVITY:**

May 25, 2022	The Facilities Master Plan Committee (FMPC) provided a presentation of project recommendations. A study session was requested for June to further examine the FMPC recommendations for consideration at the July 27 meeting.
June 29, 2022	Presentation to the Board and discussion of the recommended projects with questions and comments from those in attendance.
July 27, 2022	Approval of the accepted FMP project recommendations as presented by majority vote.
April 26, 2023	The board voted by majority to remove Hastings Field project from the Facilities Master Plan and secondarily take the Liberty Bell project under advisement for further discussion.
January 24, 2024	The Board approved staff executing the contract to design the pickleball courts and not include the restrooms, which was a separate FMP project.
February 26, 2025	Discussion only agenda item – possible action March 26, 2025
March 26, 2025	The Board discussed Board passed by majority vote an amended motion to bring back a stand-alone agenda item for discussion only focused on exploring improvements to Liberty Bell Park, engaging residents about their project ideas to ensure it remains kid and family-centric and fleshing out the scope of work.
October 22, 2025	Discussion only agenda item
November 19, 2025	Direct staff to form a working group that will provide a set of recommendations for the Board to consider at the January 2026 meeting

**ISSUE SUMMARY/DESCRIPTION**

During the October Board meeting, the Board discussed the general parameters of the Liberty Bell Facilities Master Plan Project and received an update on the public outreach efforts, including the results of the online survey.

**Action Brief**  
**ACC Board of Directors**

Open Session Agenda Number **8A**

During the November meeting, staff recommended the formation of a working group, similar to the group formed for the Dog Park with the deliverable being a list of recommendations for Board consideration.

Director Mark Barbee and Director Barb Patterson, staff and four residents met three times in December to discuss options and develop recommendations. In the end, the group coalesced around the attached plan. Thank you to all of the working group members that participated and showed eagerness to improve the park.

There is \$500,000 in Enhancement funds budgeted for this project. Depending on the desired improvements, there are also Reserve funds available.

**SUGGESTED MOTION**

I move to approve the list of recommendations from the Liberty Bell Park FMP Working Group and direct staff to obtain quotes for the proposed improvements.

**ATTACHMENTS**

- Liberty Bell Working Group List of Recommendations

# Liberty Bell Park Working Group Scope of Work

**Date:** January 08, 2026

**Attached Materials:**

- Aerial image of the proposed park plan
- Concept pictures (to follow)
- Rough order of magnitude cost estimates for large ticket items, quotes will be gathered for exact costs once a plan is approved

Area #1  
-Park Ramada with benches similar style to main park  
-Shade canopy with green benches under  
-Artificial turf the entire area

Area #1

Area #2  
-Add multiple park style picnic tables  
-Add shade canopy with benches  
-Remove grass and replace with artificial turf

Area #2

Area #3  
-Add tetherball to target pre teen age group

Area #3

Area #4

Area #4  
-Add open cubbies  
-Add drinking fountain with bottle filler

Area #5

Area #5  
-Add shade canopy and benches by sand pit  
-Remove small area of grass to replace with artificial turf for seating area  
-Add more benches in the concrete area  
-Large shade sail to cover sand pit/large playground structure

Area #6  
-Add a small single soccer goal for kids to practice

Area #6

# Liberty Bell Park Improvements

## Scope of Work by Area and Concept Pictures

### Area #1 (Green)

- Add rentable ramada with benches (\$40,000)
- Remove grass and add artificial turf (\$5,000)
- Add shade canopy and 2 benches (\$20,000)

### Before picture



### After concept picture



## Area #2 (Blue)

-Add multiple park style picnic tables (\$40,000)

-Add Shade canopy with benches underneath (\$20,000) -

Remove grass and add artificial turf (\$5,000)

### Before Picture



### After Concept Picture



### **Area #3 (Yellow)**

**(Could be completed In House)**

**-Add tetherball to target preteen age group**

**(\$1,000)**

**Before Picture**



**After Concept Picture**



## Area #4 (Red)

(Could be completed In House)

-Add open cubbies for storage(\$250)

-Add drinking fountain with bottle filler

(\$4,000)

**Before Picture**



**After Concept Picture**

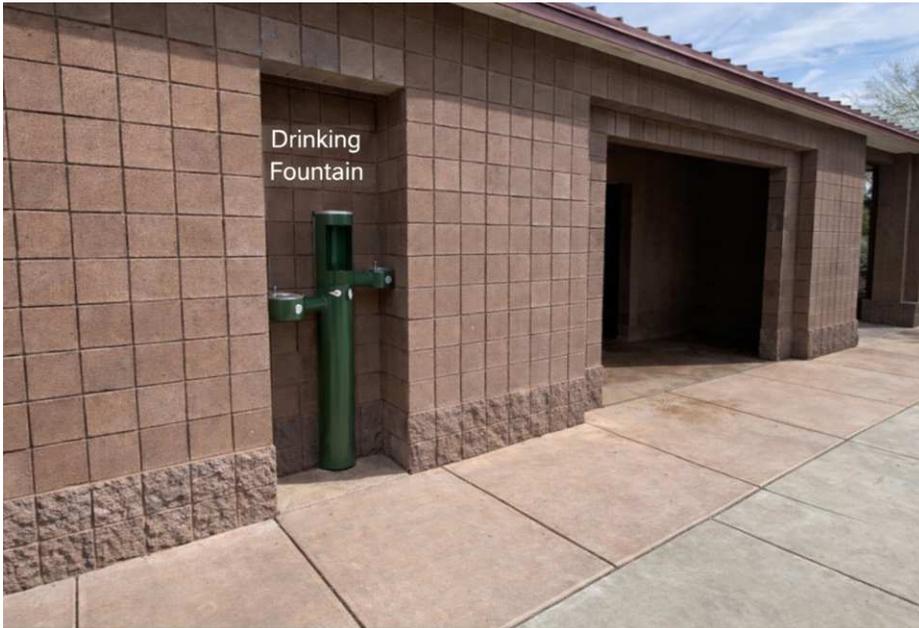


**Area #4 (Red)**

**Before Picture**



**After Concept Picture**



## Area #5

- Add shade canopy and benches by the sand pit (\$20,000)
- Remove small area of grass to replace with artificial turf for seating area (\$5,000)
- Add more picnic tables in the concrete area (\$10,000)
- Large shade sail to cover sand pit/large playground structure (\$150,000-\$200,000)

### Before Picture



### After Concept Picture



**Before Picture**



**After Concept Picture**



**Area #6 (Black)**  
**(Could be completed In House)**

**-Add a small soccer goal for practice**  
**(\$250)**

**Before Picture**



**After Concept Picture**



## **Improvements from the Enhancement fund and Rough Order Of Magnitude**

**Add rentable ramada with benches (\$40,000)**  
**Remove grass and add artificial turf (\$5,000)**  
**Add shade canopy and 2 benches (\$20,000)**  
**Add multiple park style picnic tables (\$40,000)**  
**Add Shade canopy with benches underneath (\$20,000)**  
**Remove grass and add artificial turf (\$5,000)**  
**Tetherball (\$1,000)**  
**Add open cubbies for storage(\$250)**  
**Add drinking fountain with bottle filler (\$4,000)**  
**Add shade canopy and benches by the sand pit (\$20,000)**  
**Remove small area of grass to replace with artificial turf for seating area (\$5,000)**  
**Add more picnic tables in the concrete area (\$10,000)**  
**Large shade sail to cover sand pit/large playground structure (\$150,000-\$200,000)**  
**Add small soccer goal (\$250)**

**Total Rough Order of Magnitude from the Enhancement fund: \$370,500**

## **Predicted Improvements from Reserve Fund:**

- Paint Restroom Roof (\$5,000)**
  - Paint floor/ Foyer Restroom (\$5,000)**
  - Paint Cool Deck Surface (\$300,000)**
  - Paint Water features as needed (\$5,000)**
  - Adjust pressure for features**
  - Add one tree (\$2,500)**
  - Playground equipment replacement (\$200,000)**
- Rough Order of Magnitude from the Reserve: \$517,500**

## **Working Group's final recommendation:**

**Approve staff to proceed with getting quotes for the desired improvements throughout Liberty Bell Park. We will come back to the board with quotes to be approved based on the proposed design. The predicted reserve items will be moved up from their estimated useful life as needed. Ideally the project would be bid as a whole.**

# Action Brief

## ACC Board of Directors

### Open Session Agenda Number **8B**

<b>CONTACT</b>	Aaron Baker, Executive Director Mike Krask, Director of Parks, Facilities and Construction
<b>MEETING DATE</b>	January 28, 2026
<b>AGENDA ITEM</b>	Resolution 2026-R-01-Community Center Locker Room ERV Modification
<b>RECOMMENDATION</b>	Adopt Resolution 2026-R-01

#### LINKAGE TO STRATEGIC PRIORITIES

- Operational Excellence - Manage community resources with care and pride.
- Fiscal Stewardship - Maintain an assessment rate with low volatility.

#### BUDGETARY IMPLICATIONS

<b>Fiscal Impact</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Amount</b>	\$ Amount not to exceed \$53,268 (\$38,268 known, + \$15,000 contingency)	
<b>Duration</b>	<input checked="" type="checkbox"/> One-time <input type="checkbox"/> On-going <input type="checkbox"/> Other _____	
<b>Fund Source</b>	<input type="checkbox"/> Operations <input checked="" type="checkbox"/> Reserve <input type="checkbox"/> Enhancement <input type="checkbox"/> Other _____	
<b>Budgeted expense</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Exceeds budgeted amount</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Notes</b>	The Board is considering this item since the amount exceeds administrative spending level approvals.	
<b>Long-term Impact</b>		
<b>Impact on Reserves</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Notes</b>		
<b>Impact on Annual Assessments</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Notes</b>		

#### PREVIOUS BOARD ACTION/ACTIVITY

September 25, 2024	Community Center Remodel
October 22, 2025	Authorization to proceed and report back in November
November 19, 2025	The Board approved the separation of the HVAC/ERV Modifications from the current scope of work for the Locker Room Remodel

#### ISSUE SUMMARY/DESCRIPTION

During the October meeting, the Board directed staff to separate the HVAC/ERV Modifications from the current scope of work for the Locker Room Remodel to be revisited in January 2026 as a completely new reserve repair project.

In November, an RFP was distributed to a wide range of vendors—posted to the ACC bid page, Bidnet, and the Arizona State Procurement Office. Additionally, the RFP was directly mailed to six known local HVAC service companies. In the end, the ACC received five responses. Below are the four most responsive submittals.

**Action Brief**  
**ACC Board of Directors**

Open Session Agenda Number **8B**

<b>Vendor</b>	<b>Solution Type</b>	<b>Estimated Cost</b>	<b>Lead Time</b>
NextGen Heating and Cooling	Provide (2) ERV module + integration with existing Rheem units	\$38,268	4-6 weeks
Vendor 2	Replace existing units with modified Gas pack units	\$55,138	7 days
Vendor 3	Replace existing units with modified Gas pack units-	\$139,603* (not turn-key)	7 weeks
Vendor 4	Replace existing units with modified Gas Pack units and fans- Balanced system	\$82,089	12-15 weeks

Upon further examination, the HVAC units in question were installed in September of 2023 and replacement of them was deemed unnecessary. A true ERV modification seemed the best option consistent with restoring the full functionality at the best possible cost to the community. The existing ducting is not visible and may require revision necessitating additional work or materials upon exposure.

**SUGGESTED MOTION**

I move to adopt Resolution 2026-R-01.

**ATTACHMENTS**

- Resolution 2026-R-01

**Resolution 2026-R-01**

*COMMUNITY CENTER LOCKER ROOM ERV MODIFICATION*

Anthem Community Council, Inc.  
3701 W. Anthem Way, Suite #201  
Anthem, Arizona 85086

**WHEREAS**, the undersigned, representing the Board of Directors ("Board") of Anthem Community Council, Inc., ("Council") an Arizona nonprofit corporation, is authorized and charged to administer the Council's affairs; and

**WHEREAS**, the Council is charged with maintaining community assets at a level that preserves property values and maintains community standards; and

**WHEREAS**, the Board directed staff to separate the HVAC/ERV Modifications from the current scope of work for the Locker Room Remodel at the Anthem Community Center, 41130 N Freedom Way; and

**WHEREAS**, staff assembled a Request for Proposal (RFP) package outlining the project scope and specifications and advertised it in multiple ways and locations; and

**WHEREAS**, five vendors submitted responses to the RFP; and

**WHEREAS**, NextGen Heating & Cooling submitted the most responsive bid.

**NOW THEREFORE BE IT RESOLVED**, that the Board hereby directs staff to enter into an agreement with NextGen Heating & Cooling with a not to exceed of \$53,268, details attached hereto as Exhibit A.

**FURTHER**, staff is authorized to take all necessary steps to implement this Agreement.

ADOPTED this 28<sup>th</sup> day of January 2026.

---

Dino Cotton, Chair

ATTEST

---

Laura Hartman, Secretary

## **Exhibit A**



**Proposal for HVAC Modifications**

**NextGen Living Heating and Cooling, LLC**

3320 E Phelps St

Gilbert, AZ 85295

(623) 212-0689

[Dominicjr@nextgenheatingandcooling.net](mailto:Dominicjr@nextgenheatingandcooling.net)

[\\*\\*\\*\\*\\*nextgenheatingandcooling.net](http://*****nextgenheatingandcooling.net)

ROC#336171

**Date:** December 21, 2025

**Submitted To:**

James Rhodes

Manager of Parks and Facilities

Anthem Community Council, Inc.

3701 W Anthem Way, Suite 201

Anthem, AZ 85086

[jrhodes@anthemcouncil.com](mailto:jrhodes@anthemcouncil.com)

(623) 466-9048



## Executive Summary

NextGen Living Heating and Cooling, LLC is pleased to submit this comprehensive proposal in response to the Anthem Community Council's Request for Proposal (RFP) dated November 25, 2025 (Rev 1), for HVAC modifications at the specified facility. As a licensed and experienced HVAC contractor (ROC#336171), we specialize in delivering energy-efficient, high-quality modifications and installations tailored to commercial and community needs.

We have thoroughly reviewed the RFP, including the scope of work, contract terms, exhibits, and unit details in Exhibit A (two **Rheem RGECZT072ADU12BAAAAO** package gas/electric units). Our team conducted an on-site assessment during the scheduled site walk period (December 15-18, 2025) with Kevin Foster, verifying all equipment, site conditions, and designations as required. This proposal is valid for 60 days from the date of receipt and fully aligns with the RFP's requirements.

We propose a turn-key conversion to an Energy Recovery Ventilator (ERV) system integrated with the existing Rheem units, as this achieves the intent of controlling noxious gases (e.g., CO<sub>2</sub>, odors) and moisture while recovering energy for efficiency. Our services emphasize professional execution with minimal disruption, enhancing system performance, indoor air quality, and safety. All work is warranted for one calendar year in a good workman-like manner, with no additional charge for repairs or repeats if deemed unsatisfactory by the ACC (per RFP Section One, Item 12).



## Section One: Services to Be Performed / Scope of Work

We will supply all labor, equipment, materials, and expertise to perform a turn-key conversion of the two Rheem **RGECZT072ADU12BAAAA0** units to an ERV-integrated system. Installation will be coordinated in advance to minimize impact to guests and facilities, with a detailed safety and crane/airlift plan provided. We will enforce site safety protocols (including communications and supervision) and remove all debris/waste generated.

The scope includes:

- **ERV Integration:** Retrofit each Rheem package unit with a commercial ERV module (e.g., RenewAire HE2XINH or equivalent, sized for 500–2,200 CFM compatibility with the 6-ton, 2400 CFM systems). This will exchange stale indoor air with fresh outdoor air, recovering up to 75% of heat and moisture to maintain energy efficiency while removing noxious gases and excess humidity.
- **Support Hardware Integration/Replacement:** Update thermostats (e.g., programmable Honeywell or equivalent with humidity sensors), add local room CO2/humidity sensors, and integrate controls for automated operation based on occupancy and air quality.
- **Engineering Calculations:** Based on ASHRAE 62.1 standards for community centers (verified on-site: ~2,500 sq ft space per unit, 50-person occupancy): Minimum outdoor air ventilation = 5 CFM/person + 0.06 CFM/sq ft = 250 + 150 = 400 CFM per unit. ERV sized to 500 CFM for safety margin, with expected energy recovery efficiency of 70-80% (reducing heating/cooling load by ~20-30%). System will comply with Arizona building codes (e.g., IECC for energy efficiency).
- **Additional Hardware/Ducting/Electrical:** Include new insulated ductwork for fresh/exhaust air paths (~100 ft per unit, based on site measurements), roof penetrations with flashing/sealing, and electrical upgrades (e.g., 460V wiring extensions as needed).
- **Repairs and Labeling:** Repair any drywall or structural impacts from installation; label all new hardware to match existing mapping scheme.
- **Project Timeline:** Hardware lead time: 4-6 weeks (ERV units available regionally). Project start: January 15, 2026 (post-holidays). Milestones: Week 1 - Permitting/Prep; Week 2 - Unit 1 Install; Week 3 - Unit 2 Install; Week 4 - Testing/Commissioning. Total duration: 4 weeks, with work during off-peak hours.

Within 7 business days of completion, we will furnish a written status report. If any additional services are identified, we will provide estimated costs within 14 days (billed separately).

### Estimated Response Times for Unplanned Services:

- Emergency (e.g., system failure): Within 4 hours.
- Non-emergency: Within 24 hours. We maintain 24/7 availability for ACC facilities.



**Section Two: Contract Terms and Conditions**

We agree to be bound by all terms in the RFP, including Exhibits A and B (not attached here but referenced). Key acknowledgments:

- Modifications/amendments in writing only.
- Cancellation/termination per RFP guidelines.
- Litigation in Maricopa County, Arizona.
- Independent contractor status; no assignment without consent.
- Equal opportunity and non-discrimination compliance.
- Indemnification of ACC for any losses from our operations.
- Smoking policy adherence (no smoking on ACC property).
- Insurance: We meet or exceed all required minimums (General Liability: \$2M aggregate/\$1M occurrence; Workers' Comp: Statutory with \$500K Employer's Liability; Vehicle: \$1M combined). Certificates will be provided prior to start.
- Job site safety: Full OSHA compliance (29 CFR 1926/1910); incident reporting within 1 hour.
- Waste removal and property protection (including force majeure provisions).
- Payments: Net 30 upon invoice submission with detailed descriptions and ACC approval.
- All work complies with Arizona state/county codes.
- No work outside scope without pre-approval.

**Pricing**

Pricing includes all labor, materials, equipment, engineering, ducting, roof penetrations, electrical, repairs, truck charges, and applicable taxes (Anthem combined rate of 6.3%). Based on our on-site assessment and current market data: ERV equipment ~\$6,000/unit, ducting \$25/ft for 100 ft/unit, electrical \$1,500/unit, engineering \$500/unit, misc (permits/crane/repairs) \$1,500/unit.

- Per Unit: \$18,000 (equipment + install + misc).
- For Two Units: \$36,000.
- Total: \$38,268.

Category	ERV Option (Per Unit)	Notes
Equipment	\$6,000	ERV module
Labor	\$6,000	Integration
Ducting/Hardware (100 ft)	\$2,500	Insulated ducts, penetrations
Electrical/Controls	\$1,500	Wiring, sensors, thermostats
Engineering/Calculations	\$500	ASHRAE-compliant
Misc (Permits, Crane, Repairs)	\$1,500	Safety plan, debris removal
Subtotal (Pre-Tax)	\$18,000	For one unit; double for two

Excludes any unforeseen repairs (estimated separately per RFP).



We look forward to discussing this proposal and any adjustments. Please contact us at (623) 212-0689 or [info@nextgenheatingandcooling.net](mailto:info@nextgenheatingandcooling.net) to address questions. We aim to submit any refinements by January 12, 2026, per the RFP schedule.

Best regards,

Dominic Alcaez

Business Development Manager

NextGen Living Heating and Cooling, LLC

(623) 212-0689

[Dominicjr@nextgenheatingandcooling.net](mailto:Dominicjr@nextgenheatingandcooling.net)

**Acceptance:**

Anthem Community Council accepts this proposal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

# Action Brief

## ACC Board of Directors

<b>CONTACT</b>	Aaron Baker, Executive Director
<b>MEETING DATE</b>	January 28, 2026
<b>AGENDA ITEM</b>	Upcoming Facilities Master Plan Process
<b>RECOMMENDATION</b>	Approve the Upcoming Facilities Master Plan Process

### LINKAGE TO STRATEGIC PRIORITIES

- Operational Excellence - Manage community resources with care and pride
- Fiscal Stewardship - Maintain an assessment rate with low volatility

### BUDGETARY IMPLICATIONS

<b>Fiscal Impact</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Notes</b>		

### PREVIOUS BOARD ACTION/ACTIVITY

May 24, 2017	Proposed 2016-2017 FMP projects the Board moved to internally fund (i.e. ACC funds), design and build the pickleball, dog park, and base skate park expansion projects along with the Community Center renovation project; to direct staff to do further research and analysis and provide proposed project schedules and related recommendations, ideally by the July Board meeting, and to do the outreach necessary to survey the residents residing within 500 feet of the proposed Meridian dog park site.
July 27, 2022	Board approved 2021-2026 Facilities Master Plan Project Recommendations as presented.
November 19, 2025	A multi-phased 21-month process was discussed to bring back a draft for consideration to the January 2026 meeting.

### ISSUE SUMMARY/DESCRIPTION

The current Facilities Master Plan (2021-2026) is nearing completion, making this the opportune time to develop the next FMP. This memo outlines a comprehensive 21-month process designed to incorporate lessons learned from previous planning cycles and ensure fiscally responsible, community-driven project selection.

### Guiding Principles

- The ACC has very little undeveloped land available for projects. Proposals should look at re-purposing, redeveloping or maximizing existing improvements.
  - Identify underutilized spaces, outdated amenities or areas with overlapping functions that could be repurposed or redeveloped
- Proposals should either generate significant new operating revenue or drive down operating expenses.
  - New revenue through rentals, programs, memberships, events, etc.
  - Reduces ongoing operating costs through lowering maintenance, energy efficiency, etc.
  - Projects must demonstrate positive financial impact through new revenue generation or expense reduction to advance

## Action Brief ACC Board of Directors

### Open Session Agenda Number 8C

- Proposals must include comprehensive financial analysis beyond initial capital costs, including operating and replacement costs.
  - Estimate of initial capital cost
  - Estimated annual operating and maintenance costs
  - Expected useful life
  - Long term cost benefit assessment
- The demographics of Anthem continue to evolve. Consequently, the ACC must consider all perspectives.
  - Robust community outreach to ascertain desired improvements
  - Use various feedback mechanisms to determine which segments of the community a project would benefit
- As Anthem's resources age, ensuring that improvements age well and remain relevant over time is critical.
  - Require durable materials, flexible layouts and design standards that align with maintenance capacity
  - Schedule periodic post construction evaluation to ensure continued relevance (5-year intervals)

In an effort to improve our FMP process, staff recommends engaging an independent consultant as part of the process to provide objective financial analysis and project evaluation. In the past, the ACC has approved projects based on incomplete cost estimates and insufficient financial analysis, resulting in commitments that did not align with our long-term goals. An outside expert would help us develop more accurate cost projections, rigorously assess financial viability, and ensure that only projects that squarely align with the Guiding Principles are presented to the ACC Board for consideration.

#### **Phase I – Education Campaign**

*February 1 – June 1, 2026*

A proactive education campaign to the community should result in a streamlined process for evaluating FMP proposals. This campaign will take place over several months and will establish expectations and provide information on the purpose of the project, the history of the FMP and previously considered projects, the ACC's progress on previously identified projects, the steps involved in the master plan process, funding mechanisms, the timeframe, how to propose projects, and how to weigh in on projects.

- Develop information sheets
- Summarize prior projects and show results
  - State guiding principles
  - Outline process
  - Explain funding sources – capital vs. operating expenses
  - Define approach – open, no bias
- Use all communication platforms to provide information to the Anthem community
- Create materials for launch at 3rd of July event
- Create a webpage

**Phase II – Community Input**

*Kickoff at Third of July 2026 – Autumnfest 2026*

Solicit projects from the community that align with the guiding principles.

- Collect community input via social media, email, speaking engagements, public meetings and other appropriate means
- Media outreach
- Who can submit
  - Community members
  - ACC staff
- Proposals should include the following
  - Overview of the project
  - Demonstration of adherence to guiding principles
  - Target group and number of people impacted
  - Initial Capital Cost
  - Operating costs and the impact on the Reserve Fund, including replacement costs.
  - Firm funding commitments from alternative funding sources (documented grants or pledges, not speculative funding)
  - Description/photos of potential site option(s) with land ownership information
  - Description of added value to community of the project
  - Explanation of why ACC should take on the project and not another entity (e.g., Maricopa County or City of Phoenix)
- Solicit volunteers to serve on a committee to evaluate FMP proposals
- Seek out a design firm to assist with Phase IV

**Phase III – Preliminary Evaluation Period**

*November 2026 – January 2027*

During this period, the FMP committee will meet and review the projects. Proponents will have an opportunity to present their proposals.

- The committee will grade projects based on a pre-established point system
- The projects deemed most viable will advance to future phases

**Phase IV – Preliminary Board Consideration**

*February 2027 – March 2027*

The Board will meet to consider the Committee recommendations and approved projects will proceed to the next phase

**Phase V – Final Evaluation Period**

*April 2027 – July 2027*

Once a list of the most viable projects has been developed by the committee and approved by the Board, the ACC will retain a design professional to help develop the project concept further. The design professional will develop the following:

- Conceptual drawings
- Project Pro Forma
  - Construction estimates
  - Operating estimates

## Action Brief ACC Board of Directors

- Revenue estimates, if applicable
- Replacement costs
- Narrative discussing the project

Once these materials are developed, further public comment will be gathered on the identified projects.

The committee will then meet again and rank the projects based on community benefit.

### **Phase VI – Final Committee and Board Consideration**

*June 2027 – September 2027*

- The Committee and Board will meet to discuss the outcome of the design professional's work.
- Additional community input may be sought.
- The Committee will meet and develop final recommendations
- The Board will meet to consider the Committee's recommendations and approve a project list

### **Timeline**

While the 21-month timeline is substantial, this deliberate approach incorporates lessons from previous planning cycles and ensures thorough community engagement, accurate cost analysis, and financially sound project selection. Individual phases may be accelerated depending on community response and project complexity, making this a conservative estimate."

The extended timeline also allows the Enhancement Fund to accumulate additional resources, as annual transfers to operations have slowed fund growth in recent years. (See attached spreadsheet for details.)

### **SUGGESTED MOTION**

I move to approve the Upcoming Facilities Master Plan Process

### **ATTACHMENTS**

- Facilities Master Plan 2026 Key Dates One-Pager
- Enhancement Fees by Year

## Facilities Master Plan 2026 Key Dates One-Pager

<b>Phase</b>	<b>Date Range</b>
Phase I – Education Campaign	February 1 – June 1, 2026
Phase II – Community Input	Kickoff at Third of July 2026 – Autumnfest 2026
Phase III – Preliminary Evaluation Period	November 2026 – January 2027
Phase IV – Preliminary Board Consideration	February 2027 – March 2027
Phase V – Final Evaluation Period	April 2027 – July 2027
Phase VI – Final Committee and Board Consideration	June 2027 – September 2027

## Enhancement Fees by Year

**anthem**  
community council  
*for years 2010-2025*

Year	Enhancement Fund	Operating Fund	Total EH Fees
2026 (Budget)	\$ 444,000	\$ 444,000	\$ 888,000
2025 (Actual)	431,299	495,000	926,299
2024 (Actual)	394,539	400,000	794,539
2023 (Actual)	469,949	400,000	869,949
2022 (Actual)	673,017	400,000	1,073,017
2021 (Actual)	1,354,480	-	1,354,480
2020 (Actual)	1,115,276	-	1,115,276
2019 (Actual)	964,453	-	964,453
2018 (Actual)	921,623	-	921,623
2017 (Actual)	833,548	-	833,548
2016 (Actual)	738,606	-	738,606
2015 (Actual)	693,658	-	693,658
2014 (Actual)	596,333	-	596,333
2013 (Actual)	745,432	-	745,432
2012 (Actual)	584,771	-	584,771
2011 (Actual)	576,273	-	576,273
2010 (Actual)	581,100	-	581,100

# Action Brief

## ACC Board of Directors

### Open Session Agenda Number 9A

<b>CONTACT</b>	Aaron Baker, Executive Director Mike Krask, Director of Parks, Facilities and Construction
<b>MEETING DATE</b>	January 28, 2026
<b>AGENDA ITEM</b>	Resolution 2026-R-02 Professional Cleaning and Janitorial Services
<b>RECOMMENDATION</b>	Adopt Resolution 2026-R-02

#### LINKAGE TO STRATEGIC PRIORITIES

- Operational Excellence - Manage community resources with care and pride.
- Fiscal Stewardship - Maintain an assessment rate with low volatility.

#### BUDGETARY IMPLICATIONS

<b>Fiscal Impact</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Amount</b>	2026 Base Price of \$565,236 annually (\$47,103.00 monthly) 2027 Base Price of \$575,410 annually (\$47,950.85 monthly)	
<b>Duration</b>	<input type="checkbox"/> One-time <input checked="" type="checkbox"/> On-going <input type="checkbox"/> Other _____	
<b>Fund Source</b>	<input checked="" type="checkbox"/> Operations <input type="checkbox"/> Reserve <input type="checkbox"/> Enhancement <input type="checkbox"/> Other _____	
<b>Budgeted expense</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Exceeds budgeted amount</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Long-term Impact</b>		
<b>Impact on Reserves</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Impact on Annual Assessments</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Notes</b>		

#### PREVIOUS BOARD ACTION/ACTIVITY

2013	Contract with MJ Company to provide facility services contract expired March 31, 2024
January 24, 2024	ACC contracted with Desert Oasis Commercial Cleaners for professional cleaning and janitorial services not to exceed \$475,000 for the first year and \$487,000 for the second year with a two-year contract.

#### ISSUE SUMMARY/DESCRIPTION

The ACC is responsible for the cleanliness and care of all ACC-owned facilities, including the Community Center Complex, Community Park, Anthem Dog Park, Opportunity Way Park, Liberty Bell Park and the Anthem Civic Building. These facilities encompass over 80,000 square feet of interior building space and a large variety of outside amenities that require regular cleaning and janitorial services. In addition, ACC-sponsored Special Events require increased janitorial services to keep the restrooms clean and stocked and trash and debris removed. The challenge of meeting the ACC's cleaning and janitorial needs is compounded by the high volume of residents and guests who enjoy these facilities and events.

In order to secure cleaning and janitorial services, staff initiated a competitive bidding process as required by the ACC's Bid and Professional Services Procurement Policy.

# Action Brief

## ACC Board of Directors

### Open Session Agenda Number 9A

#### Bidding and Selection Process

The following steps were utilized in the procurement process leading up to staff's recommendation to contract with Desert Oasis Janitorial Services.

1. Staff developed a comprehensive Request for Proposals (RFP) to outline the cleaning and janitorial service requirements for the Community Center and adjacent amenities, Community Park, Liberty Bell Park, Civic Building, Anthem Dog Park and ACC special events, including the process details and contract terms.
2. Staff posted the RFP on three separate websites and with the Arizona Cooperative Purchasing Association on December 10, 2025, and contacted ten professional commercial cleaning companies directly and invited them to submit proposals.
3. Seven companies indicated their intent to submit proposals and three companies attended individual site walks to investigate the scope of work and site conditions.
4. On January 7, the RFP submittal window closed at 4 pm- five of the initial vendors submitted proposals.
5. Beginning on January 8, staff started analyzing the proposals and pricing of the five candidate vendors. Based on financial viability and clarity of response, three were invited to interview with the PF&C contract analysis team to discuss additional details regarding their services and site conditions.
6. Staff recommends Desert Oasis Commercial Cleaners based on their qualifications, references, responsiveness, competitive pricing, and understanding of the ACC's needs and quality expectations.

Desert Oasis has been a locally owned service provider for many years. The owner of Desert Oasis is committed to a family-oriented, hands-on approach to overseeing the ACC contract and has outlined detailed supervision and quality control processes utilizing experienced, committed employees. Their commitment to their staff to provide better than average wages and promoting employee longevity and satisfaction. Each employee goes through a background check, pre-employment screening and an extensive selection and training process.

#### Fiscal Impact

All three finalists offered similar pricing and are within the 2026 budget.

Vendor	Monthly Price
Current Monthly Price	\$46,168
Desert Oasis Commercial Cleaners	\$47,103
Explore Facilities Janitorial	\$46,987
MJ Maintenance Services	\$43,811

#### Quality of Services

While the financial proposals from all three finalists were comparable and within budget, several qualitative factors distinguished Desert Oasis Commercial Cleaners as the recommended vendor.

## Action Brief ACC Board of Directors

### Open Session Agenda Number 9A

**Local Expertise:** All three finalists have principals with experience serving the Anthem community, demonstrating an understanding of local needs and expectations. That said, Desert Oasis's continued presence and established relationships within the community provide additional assurance of reliable, long-term service.

**Proven Performance:** Desert Oasis is the incumbent contractor and has demonstrated an understanding of and commitment to the ACC's high service standards. Their familiarity with the facilities, staff workflows, and community expectations positions them to continue delivering quality service without interruption.

**Priority Service Focus:** The ACC contract represents Desert Oasis's largest account. This ensures that our facilities will receive dedicated attention and prioritized service, rather than being one of many contracts competing for resources within a larger organization.

**Hands-On Management:** The company operates with a family-based supervision structure, with ownership maintaining direct oversight of operations. This management approach facilitates responsive communication, rapid issue resolution and consistent quality control.

Given the minimal variance in pricing and the demonstrated advantages in service delivery, continuity, and attention, staff recommends awarding the contract to Desert Oasis Commercial Cleaners.

#### **RECOMMENDED MOTION:**

I move to adopt Resolution 2026-R-02

#### **ATTACHMENTS**

- Proposal – DOJ-Anthem Estimate 2026 and 2027
- Resolution 2026-R-02-Professional Cleaning and Janitorial Services Contract



# ***PROFESSIONAL JANITORIAL BID***

Prepared for **Mike Krask** of:



**anthem**  
community council

Bid submitted by:

**Cory Waltemath**

480-720-0907

[cory@desertoasiscleaners.com](mailto:cory@desertoasiscleaners.com)



January 6, 2026

**Anthem Community Council**

Attn: Mike Krask  
3701 W Anthem Way  
Anthem, AZ 85086

Mike:

Thank you for considering Desert Oasis Commercial Cleaners for your janitorial needs. We hope that this proposal marks the beginning of an excellent working relationship with your organization. We would be proud to add **Anthem Community Council** to the growing list of happy customers we serve throughout Arizona.

Desert Oasis is one of the only true mom-and-pop companies in our industry that is big enough to tackle any job but still small enough to give all of our customers the attention they deserve. You will never get lost in the shuffle with us.

Desert Oasis succeeds because of our people. Our business model is built around the fact we find the best cleaners in the industry. They truly care about the cleanliness of your facility and take pride in their work because they enjoy being part of the Desert Oasis family. I hope we get the chance to show you what we can do for you and your workplace.

Sincerely,

**Cory Waltemath**

480-720-0907



## ***THE DESERT OASIS DIFFERENCE***

Why are so many companies switching to Desert Oasis? Most of our customers have tried the industry giants and franchises. They quickly realized they were just another “account” in the eyes of the big fish. Desert Oasis is a mom-and-pop company that was founded in The Valley in March of 2003. The owner, Cory Waltemath, set out to change the industry by providing exceptional services at great rates. Sounds simple, right? Well, the honest truth is the industry giants simply can’t replicate the mom-and-pop model for several reasons.

The biggest problem with most companies is when they expand, they end up with too many hands in the cookie jar. A salesman (who has never actually cleaned a facility before) sells you on what he/she thinks you need. He then takes his commission and is never seen again. The company then spends countless dollars on marketing, company vehicles and other expenditures. These expenses are then passed down to you....the customer.

How do these companies still have competitive rates with all this overhead? That is the real kicker. The only way to remain competitive is to sell your account to a franchisee, a subcontractor or an employee at a very cheap rate. The end result is a disgruntled worker that resents his/her employer and has to cut corners to make ends meet. This is why other companies have twice the employee turnover rate of Desert Oasis and half of the account retention. As with any mom-and-pop business, we treat our people like family and it reflects in our work. We don’t cut corners, we clean them.

## ***STATEMENT OF SAFETY HISTORY***

Our company has maintained an outstanding safety record throughout 23 years of continuous janitorial and facility services. During this entire period, we have experienced only five safety-related incidents, none of which resulted in long-term injury, regulatory violations, or service disruption. This record reflects a safety performance that is significantly better than industry averages and demonstrates our strong commitment to protecting employees, clients, and the public.

Safety is an integral part of our daily operations. We operate under a comprehensive safety program that includes:

- Mandatory safety training for all new hires
- Ongoing refresher training on equipment use, chemical handling, and hazard recognition  
OSHA-compliant procedures and documentation



Use of Safety Data Sheets (SDS) for all cleaning products

Immediate reporting and corrective action protocols for any unsafe conditions

When the incidents occurred, each was investigated promptly, corrective measures were implemented, and procedures were strengthened to prevent recurrence. These events helped us further refine our safety policies and training programs, contributing to our continued improvement.

Our long-term record demonstrates that we take safety seriously and proactively manage risk. We believe that a safe work environment leads to higher quality service, better employee retention, and greater reliability for our clients. This commitment to safety is one of the reasons our customers continue to trust us with their facilities year after year.

## ***PROPOSED DEPLOYMENT OF LABOR***

The proposed deployment of labor for this contract will remain unchanged from the current staffing model, which has been successfully supporting this facility to the Client's satisfaction. Our existing staffing plan has been carefully developed based on the building's square footage, service frequency, traffic patterns, and cleaning requirements, and it continues to deliver consistent, high-quality results. All personnel currently assigned to this contract are **fully trained, site-familiar, and security-cleared**, allowing for seamless continuation of services with **no disruption, learning curve, or decline in performance**. Retaining the same team ensures:

- Consistent cleaning quality
- Institutional knowledge of the facility
- Strong working relationships with on-site staff
- Reduced risk of turnover-related issues

Our labor deployment includes:

- A designated **On-Site Supervisor** responsible for daily quality control, attendance, and client communication
- **Trained cleaning technicians** assigned by zone and task to ensure coverage of all service areas
- **Relief staff** available to cover absences, vacations, and special projects

We maintain staffing levels above minimum requirements to ensure all scheduled services are completed even during peak demand periods. Our management team regularly reviews workload, inspection results, and client feedback to confirm that staffing remains appropriate and effective.

By continuing the proven staffing model currently in place, the Client is assured of uninterrupted service, reliable performance, and the same high standards that have been delivered throughout the existing contract.



## ***REFERENCES***

Spinato's Pizzeria (14 years) This is one of our longest standing customers and they have six locations we service seven times per week. They are a locally owned and operated company that shares the same values with us. Restaurant cleaning is very intensive so they can attest to our attention to details Contact: Todd Viera Phone: 480-818-1640 ARISE Animal Hospitals (6 years) This is a good reference because we started with one of their locations and we now service five of their buildings seven nights per week. It is a 24-hour facility that requires extreme attention to detail Contact: Taylor Rimza Phone: 602-918-1714 University of Advanced Technology (5 years) This is a college campus with a couple of big buildings. They have day porters and night cleaners. We have been servicing the classroom buildings, admin buildings, and dormitories for several years. Contact: Marla Gerome Phone: 602-390-9213 Paragon Vision Services (8 years) This is a large building requiring medical grade cleaning. We provide day porters and night cleaners. Contact: Stephen Clemons Phone: 480-430-9770

## ***Safety Response Plan***

Our company is committed to providing a safe environment for employees, building occupants, and the public while performing janitorial services in office buildings and park facilities. Safety is a core part of our operations and is supported through training, supervision, and established response procedures.

### **Hazard Awareness & Prevention**

All employees are trained to recognize common hazards including wet floors, chemical exposure, broken glass, electrical hazards, trip hazards, biohazards, and weather-related risks. Staff immediately report unsafe conditions to supervisors and take appropriate action to secure or correct hazards when safe to do so.

### **Public & Facility Protection**

To protect the public and building occupants, wet-floor signs, cones, and barricades are used whenever cleaning activities could create a hazard. Work is scheduled during low-traffic hours when possible, and equipment, cords, and hoses are positioned to avoid trip or impact hazards. Power equipment is never left unattended.

### **Incident & Emergency Response**

If an accident, injury, or unsafe condition occurs:

1. The area is secured immediately.
2. First aid is provided and emergency services are contacted if needed.



3. A supervisor is notified.
4. Customer is notified.
5. An incident report is completed.
6. The hazard is corrected or isolated to prevent recurrence.

### **Chemical & Equipment Safety**

All cleaning products are OSHA-compliant and properly labeled. Safety Data Sheets (SDS) are maintained at each site. Employees are trained in safe handling, dilution, and storage of chemicals. All equipment is inspected before use, and defective equipment is removed from service immediately.

### **Outdoor & Park Safety**

For park and outdoor locations, staff is encouraged to stay hydrated, and suspend work during dangerous weather conditions such as lightning, heavy rain, or extreme heat. Additional training is now conducted with operators of Utility Vehicles to prevent future safety issues.

### **Training & Oversight**

Employees receive safety training covering OSHA requirements, equipment use, chemical handling, PPE, and emergency procedures. Supervisors conduct regular safety inspections and reinforce compliance. Our safety program ensures that janitorial services are delivered with minimal risk, consistent compliance, and a strong commitment to the well-being of all employees and facility users.

### **Quality Control & Self-Supervision Plan**

Our company utilizes a structured quality control and self-supervision program designed to ensure that all janitorial services are performed consistently, professionally, and in full compliance with contract requirements. This proactive system combines on-site supervision, daily inspections, and management oversight to deliver dependable, high-quality results.

### **On-Site Supervision**

Each location is assigned a dedicated On-Site Supervisor who is responsible for the daily oversight of all cleaning personnel and tasks. The On-Site Supervisor serves as the primary point of contact for the Client and ensures that all scheduled services are completed correctly and on time.

Supervisor responsibilities include:

- Assigning staff to specific areas and duties
- Verifying attendance and coverage
- Monitoring productivity and performance
- Conducting daily inspections
- Addressing issues immediately
- Communicating with Client representatives



The supervisor is trained in contract specifications, safety requirements, and quality standards to ensure full compliance.

### **Daily Inspection Protocol**

A daily quality inspection is performed for every shift. The On-Site Supervisor follows a standardized inspection checklist covering all contract service areas, including:

- Restrooms
- Offices
- Common areas
- Break rooms
- Entryways
- Trash and recycling
- High-touch surfaces
- Floors and fixtures

Any deficiencies are documented and corrected the same day before the shift ends. Issues requiring follow-up are tracked until resolved.

### **Self-Supervision System**

In addition to the On-Site Supervisor, our company uses a layered self-supervision system that <sup>includes:</sup>

Team leads assigned to specific zones

Supervisor walk-throughs during and after cleaning

Management audits conducted on a scheduled basis

Client feedback tracking

This ensures accountability at every level and allows issues to be identified before they become problems.

### **Corrective Action & Continuous Improvement**

If an issue is found during inspection or reported by the Client:

It is corrected immediately

The cause is identified

The employee receives coaching or retraining if needed

Procedures are adjusted to prevent recurrence

All issues are documented and reviewed by management to maintain continuous improvement.

### **Communication & Reporting**



The On-Site Supervisor maintains open communication with the Client and provides updates regarding staffing, special requests, and service performance. Regular check-ins ensure that expectations are met and adjustments are made proactively.

This quality control and self-supervision system ensures that all cleaning services are delivered at a consistently high level, with full accountability, rapid issue resolution, and ongoing performance monitoring.

## ***PRODUCT MARKUP***

The product markup for consumables provided to the customer will be 5.5%.

**EXHIBIT A**

**PERFORMANCE REQUIREMENTS**

ACC Director of Parks and Facilities / Parks and Facilities Business Support Manager Responsibility:

- Provide Facility locations and Annual hours of Operation, Special Events Calendar, Holiday Hours and Janitorial scope of work for each location
- Timely scheduling of additional / alternate tasks and Special Events
- Inspect and approve all work performed by Contractor(s) prior to billing and payment for consistent quality and ACC satisfaction
- Fobs and access codes for all appropriately identified Contractor staff entering buildings and controlled spaces
- Provide maximum of (3) parking spaces or designated area for on-site equipment in our gated shop area
- Limited secure storage space in each building for cleaning supplies with floor sink
- Provide washer and dryer at Shop for use during the day to clean rags/ towels

Contractor is to provide all supervision, labor and furnish all materials, vehicles, fuels, solvents, tools and equipment to adequately perform the scope of work in Exhibit D and:

- *Contractor to provide pro-active supervision of their staff and work product via either daily inspections or on-site supervision. (specify)*
- *Contractor to read, understand and ensure that all tasks listed are executed per Exhibit D*
- Contractor to not knowingly permit its employees to solicit or accept "side-jobs" from resident or ACC Staff
- On site crews will speak, read, write, and understand English, or upon request to Contractor's designee a translator will be made available for reasonably necessary communications to ensure the provision of services.
- The Contractor shall provide the ACC with emergency contact for use during non-business hours.
- The Contractor shall reasonably respond on a daily basis (or sooner for urgent matters) to emails, voicemails, or text messages from the ACC and designated contacts that pertain to contractual services.
- The contractor's janitorial service hours will be based on the hours required to complete the scope of work as outlined in this proposal and exhibits for all ACC locations and Special Events as needed.
- Contractor to ensure all staff check-in upon arrival with designated ACC contact for that area- daily. (Radio Check)
- Contractor to order paper supplies and vendor supplied hardware biweekly and invoice the ACC on a cost plus percentage basis with the percentage for all paper supplies to not exceed the Contractor proposed percentage indicated in Exhibit B below. Delivery receipt of supplies must be signed by ACC staff. Manufacturer invoices may be requested to confirm contractor invoice markup percentages.
- Contractor will make sure their employees are trained in OSHA protocols in regards to bodily fluid clean up and disposal.

We certify by our signature below that we will meet these requirements set by the Anthem Community Council

Desert Oasis Commercial Cleaners, Inc

Contractor

1/9/2026

Date Signed



Signature of Contractor's Authorized Representative

Cory Wetters

Printed Name of Contractor's Authorized Representative



## EXHIBIT B

Contractor is to provide all labor and furnish all Supervision, labor, equipment and materials to fulfill the scope of work as outlined in Exhibit D

Location	Service	2026 Pricing	2027 Pricing
<b>Community</b>	Day Porter	\$ 6,536.00	\$ 6,663.00
	Nightly Cleaning	\$ 9,169.00	\$ 9,340.00
	Additional Addendum Cleaning	\$ 5,636.00	\$ 5,740.00
<b>Parks</b>	P&F Shop- Nightly Cleaning	\$ 792.00	\$ 810.00
	Main Park	\$ 3,364.00	\$ 3,450.00
	O/WP Park	\$ 3,364.00	\$ 3,450.00
	Anthem Dog Park	\$ 3,364.00	\$ 3,450.00
	Liberty Bell/Hastings Park	\$ 3,364.00	\$ 3,450.00
<b>Civic Building</b>	Nightly Cleaning	\$ 9,180.00	\$ 9,360.00
	Floor Buff- 1x monthly	\$ 1,377.00	\$ 1,409.00
	MCSO- 1x weekly	\$ 579.00	\$ 498.00
	Suite 203	\$ 378.00	\$ 389.00
<b>Monthly Cost Base - total for all locations</b>		<b>\$ 47,103.00</b>	<b>\$ 47,950.85</b>
<b>Additional CC Summer Porter- June thru August - weekly cost - 10 weeks the waterpark</b>		<b>\$ 6,800.00</b>	<b>\$ 7,000.00</b>
Location	Service	2026 Pricing	2027 Pricing
Community Center	High Level Dusting (1 x year)	\$ 1,025.00	\$ 1,075.00
	Carpet Cleaning (per square foot)	\$ 0.28	\$ 0.29
	Rock Floor Seal and refinish (per square foot every 2 year)	\$ 0.45	\$ 0.47
	Extra Event Services, per hour (4 hr minimum)	\$ 32.00	\$ 32.50
Civic Building	Finished Concrete Seal and refinish (per square foot 1 x year)	\$ 0.42	\$ 0.43
	Concrete Buff (per square foot)	\$ 0.11	\$ 0.12
	Extra Day at MCSO	\$ 52.00	\$ 53.00
	Upholstery Cleaning- minimum cost + per piece price	\$150 - \$30	\$150 - \$30
	Carpet Cleaning (per square foot)	\$ 0.26	\$ 0.27
	Office Clean and Sanitize due to employee change	\$ 175.00	\$ 175.00
	Daytime Event porter, per hour (4 hr minimum)	\$ 31.50	\$ 32.00
	Nighttime Event porter, per hour (4 hr minimum)	\$ 31.50	\$ 32.00
Event Name	Service	2026 Pricing	2027 Pricing
Little League	(1) Extra park staff- 4 hrs	\$ 128.00	\$ 132.00
Easter Sunday	(3) Extra Park Staff @ 8 hrs	\$ 764.00	\$ 775.00
Memorial Day	(1) Extra Park Staff @ 6 hrs	\$ 213.00	\$ 216.00
Autumn Fest	(1) Extra Park Staff x 2 days @ 8 hrs	\$ 515.00	\$ 530.00
July 3 <sup>rd</sup> Fireworks	(4) Extra Park Staff @ 7 hrs	\$ 888.00	\$ 908.00
July 4 <sup>th</sup> AM Cleanup	(2) Extra Park Staff @ 4 hrs	\$ 325.00	\$ 330.00
Anthem Days in	(2) Extra Park Staff @ 8 hrs	\$ 515.00	\$ 530.00
Music In May (every	(2) Extra Staff @ 6 hrs, every Friday	\$ 389.00	\$ 399.00
Monster Ball	(1) Steward, CC @ 6 hrs	\$ 260.00	\$ 270.00

We certify by our signature below that Exhibit B represents our proposed pricing schedule for all the units outlined in Exhibit D for 2024 and 2025.

*Desert Oasis Commercial Cleaners Inc*

Contractor

1/9/2024

Date Signed

Signature of Contractor's Authorized Representative

*Cory Walker*

Printed Name of Contractor's Authorized Representative



## ***EXHIBIT D***

### **ALL**

- Wipe down all signage, signposts, marques, monument signs, plaques - Weekly
- Clean all trash can Lids- All parks, buildings, ramadas, locations - 2 x /week
- Wipe/ clean benches- All parks, buildings, ramadas, locations - 2 x /week
- Check and remove all spider webs or insect debris - Daily
- Empty, wipe and restock all pet waste stations - Daily
- Report any noted Graffiti to P&F Management - Each occurrence

### **DOG PARK**

- Empty and reline trash receptacles 3 x daily
- Clean bottler filler, pet fountains and paw rinse - Daily
- Wipe down benches & trash receptacles/lids as needed - Daily
- Detailed clean of (human) drinking fountain - Weekly
- Pick up trash in grass, parking lot and sidewalks - Daily (am)
- Spray and wipe down all gate kick plates - Daily
- Spot clean pet waste receptacles - As required



### **Pickleball/Tennis Courts**

- Empty and reline trash cans - 2 x daily
- Remove all trash and debris from all grass, parking lots, and sidewalks - 2 x daily
- Park Pickleball/Tennis Courts
- Clean Counters, benches and picnic tables Daily
- Courts Clean drinking fountains Daily
- Spray and wipe gate handles and latches Daily
- Detailed clean and polish of drinking fountain Weekly
- Wipe down bulletin Board and case Weekly



### **Pickleball/Tennis Courts Restroom**

- Check and stock Toilet paper, aper towels and soap - 2 x daily
- Empty and reline trash receptacles - 2 x daily
- Sweep and Mop floors - 2 x daily
- Clean and disinfect counters, mirrors, sinks, toilets urinals, diaper changing tables - 2 x daily
- Clean and disinfect all faucets, paper towel dispensers and stainless steel - 2 x daily
- Clean and disinfect door frames, handles, partitions and hardware - 2 x daily
- Remove all cobwebs - Daily

### **Volleyball & Basketball**

- Remove all trash and debris from grass, parking lot and sidewalks - 4 x daily
- Empty and reline trashcans - 2 x daily
- Clean Benches - Daily



**Skate Park**

- Empty and reline trash receptacles - 2 x daily
- Clean Benches and bleacher seating - Daily
- Spray and wipe gates & hardware - Daily
- Blow off all concrete - 2 x week



**Train Station**

- Remove all trash and debris from grass, parking lot and sidewalks - 4 x daily
- Empty and reline trash receptacles - 2 x daily
- Clean Benches and bleacher seating - Daily
- Blow off all concrete - Daily
- Clean/wipe all handrails - Daily

**Adventure and Discovery playground**

- Remove all trash and debris from grass, parking lot and sidewalks - 4 x daily
- Empty and reline trash receptacles - 2 x daily
- Clean drinking fountain - Daily
- Clean/ wipe all handrails - Daily
- Inspect the area and pick up toys - Daily
- Blow off hardscape / concrete areas - Daily



**Parks Restrooms (4 locations/ 9 restrooms)**

- Check and stock Toilet paper, paper towels and Soap - 4 x daily
- Empty and reline all trash receptacles - 2 x daily
- Sweep and mop floor - Daily + as needed
- Clean and disinfect all counters, mirrors, sinks, toilets, urinals and diaper changing stations - Every 2 hrs
- Clean and disinfect faucets, paper towel dispensers, stainless steel - Every 2 hrs
- Clean and disinfect all doors, frames, partitions, and hardware - Daily
- Remove all cobwebs - Daily
- Pressure wash bathrooms - Weekly and as required

**Splashpads (Adventure/ Liberty Bell)**

- Remove all trash and debris from grass, parking lot and sidewalks - 4 x daily
- Empty and reline trash receptacles - 2 x daily
- Inspect area and pick up toys - Daily
- Clean/ wipe all actuator and water features - Daily

**Ball Fields**

- Remove all trash and debris from grass, parking lot and sidewalks - 4 x daily
- Empty and reline trash receptacles - 4 x daily
- Dugouts- Clean all benches, racks and trash cans - 4 x daily
- Clean Bleacher seating - 4 x daily
- Clean drinking fountains - Daily
- Detailed clean of drinking fountain - Weekly
- Blow off hardscape/ concrete areas - Weekly





- Power wash dugouts - Weekly

### **Park Ramadas (13locations)**

- Power wash all ramadas on rotating schedule per week - Weekly and as required
- Remove all trash and debris from grass, parking lot and sidewalks - 4 x daily
- Wipe down benches, tables and seating - Daily
- Wipe down information board - Daily
- Clean out BBQ grills - Daily
- Empty and reline trash receptacles - 4 x daily

### **Lakes**

- Check Shoreline and sidewalks for trash and debris - 2 x daily
- Park Lakes Empty and reline trash receptacles - 2 x daily
- Park Lakes Spot clean concrete - daily/ as needed
- Park Lakes Wipe/clean all bridge handrails - Daily



### **Parking lot & Open Areas**

- Remove all trash and debris from grass, parking lot and sidewalks - 4 x daily
- Empty and reline trash receptacles 4 x daily

### **Liberty Bell & OWP**

- Remove all trash and debris from grass, parking lot and sidewalks - 4 x daily
- Empty and reline trash receptacles - 2 x daily
- Clean drinking fountains - Daily
- Detailed clean of drinking fountain - Weekly

### **Hastings Field**

- Remove all trash and debris from grass, parking lot and sidewalks - 4 x daily
- Empty and reline trash receptacles - 2 x daily

### **Veterans Memorial**

- Remove all trash and debris from grass, parking lot and sidewalks - 4 x daily
- Empty and reline trash receptacles 4 x daily
- Clean and wipe plaque and support posts Daily
- Clean/ Wipe benches Daily
- Sponge mop of all pavers Weekly





## **P&F Yard**

### **Office and Shop**

- Remove all trash and debris from grass, parking lot and sidewalks - Daily - at night
- Empty and reline trash receptacles - Daily - at night
- Vacuum entry mat - Daily - at night
- Clean Breakroom counter, sink, tables - Daily - at night
- Vacuum Office carpets - Daily - at night
- Clean shop sink - Daily - at night
- Check and stock paper towels and soap in shop - Daily - at night
- Sweep and mop office and breakroom floors Daily - at night
- Clean mirrors, sinks, faucets, toilets, urinals, floors and stainless - Daily - at night
- Check and stock paper towels, soap, and toilet paper - Daily - at night
- Wipe down doors, frames and partitions - Weekly
- Wipe / clean door handles - Daily
- Roll recycling bin to curb on Wednesday pm - Weekly
- Scrub Showers - Weekly
- Empty paper shredder - Weekly
- Wipe down paper towel dispenser - Daily
- Deep Clean Refrigerator & freezer - last Friday of every month
- Dust all window blinds and ledges - Weekly

## **Community Center**

### **Outside Perimeter**

- Remove all trash and debris from grass, parking lot and sidewalks - 4 x daily
- Empty and reline trash receptacles - 2 x daily
- Clean/ Wipe benches - Daily
- Wipe down Bike Racks - Weekly
- Clean Handrail at foot bridge - Weekly



### **Entry and Lobby**

- Clean entry/exit doors hardware and glass - 4 x daily
- Empty and reline trash receptacles - 4 x daily
- Mop Rockwall mats - 4 x daily

### **Main Entry and Lobby**

- Sweep mop and spot clean floors - Daily & as needed
- Vacuum rugs and mats - Daily- PM
- Detail clean of windowsills, doors and frames - Biweekly
- Detailed clean of all trash cans/ lids - Weekly





## **Community Center *(Continued)***

### **Main Hallway**

- Organize and clean tables, chairs - 2 x daily
- Empty and reline trash receptacles - 2 x daily
- Sweep mop and spot clean floors - 2 x daily
- Vacuum rugs and mats - Daily at PM
- Deep clean/ scrub floors - 2 x week
- Polish Floor (buff) - 1 x week
- Detail clean of windowsills, doors and frames - Biweekly
- Detailed clean of drinking fountain - Weekly
- Detail clean of all baseboards - Weekly

### **Front Desk**

- Empty and reline trash receptacles - Daily - at night
- Clean Transaction top and counters - Daily - at night
- Vacuum carpets - Daily - at night

### **Conference Room**

- Organize and clean tables, chairs - 2 x daily
- Empty and reline trash receptacles - 2 x daily
- Vacuum carpet - Daily at PM
- Detail clean of windowsills, doors and frames - Biweekly

### **Admin Hallway**

- Empty and reline trash receptacles - Daily - at night
- Vacuum Carpet - Daily - at night
- Clean Windows - Daily - at night
- Disinfect all light switches - Daily - at night
- Detail clean of windowsills, doors and frames - Biweekly
- Detail Clean of all baseboards, dust ledges and blinds - Biweekly
- Empty paper shredder - As needed

### **AV Equipment room**

- Empty and reline trash Cans - Daily - at night
- Vacuum carpet - Daily - at night
- Clean Countertops - Daily - at night
- Disinfect/wipe light switches - Daily - at night

### **Admin Offices**

- Empty and reline trash cans - Daily - at night
- Vacuum carpet - Daily - at night
- Disinfect/wipe light switches - Daily - at night
- Detail clean of windowsills, doors and frames - Biweekly
- Detail clean of all baseboards - Biweekly



- Dust all window blinds and ledges - Weekly

## **Community Center *(Continued)***

### **Break room**

- Empty and reline trash cans - Daily - at night
- Sweep and mop floors - Daily - at night
- Scrub countertop, table and sink - Daily - at night
- Clean doors, frames, hardware and glass - 1 x week
- Detail clean of microwave, sink, walls and baseboards - Weekly
- Detail clean of refrigerator - Monthly

### **Men's and Ladies Restroom & Vestibule**

- Empty and reline trash cans and female receptacles - 2 x daily
- Check and stock Toilet paper, soap, and paper towels - 4 x daily
- Wipe/ disinfect countertop - 4 x daily
- Clean mirrors, sinks and faucets - 4 x daily
- Sweep and Mop floor - Daily - at night
- Scrub baseboards - Daily - at night
- Clean Toilets and urinals - Daily - at night
- Clean/ disinfect Diaper changing station - Daily - at night
- Wipe down all stainless steel - Daily - at night
- Wipe down paper towel dispenser - 1 x daily - recommend keeping at night
- Clean doors, frame and hardware - Daily - at night
- Check batteries for all dispensers and faucets- report for replacement if required - Daily - at night
- Detail clean of all baseboards, walls, partitions, sinks, toilets and urinals - Daily - at night
- Replace urinal screens - Monthly
- Detailed scrub of walls and floors - Monthly

### **Kid Zone**

- Empty and reline trashcans - - 2 x daily
- Sweep and mop floors - 2 x daily
- Wipe/disinfect countertops and tables - 2 x daily
- Vacuum rugs - Daily - at night
- Clean glass doors, frames and hardware - Daily - at night
- Clean drinking fountain - Daily - at night
- Check and stock paper towels, soap and sanitizer - Daily - at night
- Detailed clean of countertops, sinks, cabinet fronts and trash cans - 3 x weekly
- Wipe down front of TV and dust - 3 x weekly

### **Kid Zone restroom**

- Empty and reline trashcans - 2 x day
- Sweep and mop floors - 2 x day
- Wipe/disinfect countertops and tables
- Check and stock paper towels, soap and sanitizer - 2 x day
- Clean mirror, sinks, toilets and faucets - 2 x day
- Clean/ disinfect diaper changing station - Daily - at night
- Wipe down paper towel dispensers - Daily - at night



- Detail clean of walls, baseboards, sinks - 3 x weekly
- Detailed scrub of floors - Monthly

### **Community Center *(Continued)***

#### **Storage/ Ice Machine room**

- Empty and reline trashcans - Daily - at night
- Sweep and mop floors - Daily - at night
- Detail clean refrigerator/ freezer - Weekly
- Wipe down outside of ice machine - Weekly
- Detailed scrub of sink and faucets - Weekly
- Check and stock paper towels and soap - Weekly

#### **Multipurpose hallway**

- Empty and reline trashcans - Daily - at night
- Organize and clean tables and chairs - Daily - at night
- Sweep and mop floors - Daily - at night
- Clean entry and exit door windows - Daily - at night
- Detail clean of tables and chairs - Biweekly
- Detail clean of all doors, frames and hardware - Biweekly

#### **Exploration Room**

- Room Set up of tables, chairs, clean, tear down, empty trash - As scheduled
- Empty and reline trashcans - 2 x day
- Wipe down countertops - 2 x day
- Sweep and mop floors - 2 x day
- Check and stock paper towels and soap - 2 x day
- Wipe down paper towel dispensers - Daily - at night
- Clean glass panels in doors - Daily - at night
- Detailed clean baseboards, walls, windowsills, sinks, trash cans - Weekly- Monday
- Detail clean of cabinet fronts windows, doors, frames and hardware - Weekly- Monday
- Remove gum and glue from floor - Weekly- Monday

#### **Exploration storage**

- Sweep and mop floors - Monthly
- Dust - Monthly
- Wipe down frames and hardware - Monthly

#### **Discovery room**

- Room Set up of tables, chairs, clean, tear down, empty trash - As scheduled
- Empty and reline trashcans - 2 x week
- Sweep and mop floors - 2 x week
- Wipe down counter tops - 2 x week
- Check and stock paper towels, soap and hand sanitizer - Daily - at night
- Wipe down door handles - Daily - at night
- Wipe down paper towel dispensers - Daily - at night
- Clean glass panels in rooms - Daily - at night
- Detailed clean baseboards, walls, windowsills, sinks, trash cans - Weekly- Monday
- Detail clean of cabinet fronts windows, doors, frames and hardware - Weekly- Monday



- Remove gum and glue from floor - Weekly- Monday

## **Community Center *(Continued)***

### **Pioneer room**

- Room Set up of tables, chairs, clean, tear down, empty trash - As scheduled
- Empty and reline trashcans - 2 x weekly
- Sweep and mop floors - 2 x weekly
- Wipe down counter tops - 2 x weekly
- Check and stock paper towels, soap and hand sanitizer - 2 x weekly
- Wipe down paper towel dispensers - Daily - at night
- Clean glass panels in rooms - Daily - at night
- Detailed clean baseboards, walls, windowsills, sinks, trash cans - Weekly- Monday
- Detail clean of cabinet fronts, windows, doors, frames and hardware - Weekly- Monday
- Remove gum and glue from floor - Weekly- Monday
- Wipe down Door Handles - Daily - at night

### **Lobby TV wall**

- Wipe down furniture and vacuum carpet - Daily - at night
- Detail dusting - Weekly

### **Café hallway**

- Sweep and mop floors - 2 x daily
- Empty and reline trash receptacles - 2 x daily
- Clean drinking fountain - 2 x daily
- Clean Tables - 2 x daily
- Clean entry/exit doors, windows and hardware - 2 x daily
- Clean Trash can Lids - Daily - at night
- Detailed scrub of floor and baseboards - Weekly
- Detailed scrub of floor - 2 x weekly
- Detailed polish of floor - Weekly
- Detailed clean of drinking fountain - Weekly
- Detailed clean of doors, frames, windowsills, hardware - Biweekly
- Detailed dusting of tops of vending machines - Biweekly
- Wipe down of emergency signs - Biweekly
- Detailed clean of tables (tops, legs, etc.) - Biweekly

### **Gymnasium Storage**

- Sweep and mop floor - Monthly
- Dust - Monthly
- Wipe doors, Frames and hardware - Monthly

### **Back Stairs**

- Disinfect Handrail - 2 x daily
- Sweep and mop stair treads - Daily
- Detailed dusting, wipe baseboards, wipe walls - Biweekly

## **Community Center *(Continued)***

### **Front Stairs**

- Disinfect handrail - 2 x daily
- Sweep and mop Stair treads - Daily
- Detailed dusting, wipe baseboards, wipe walls - Biweekly

### **Gymnasium**

- Pick up trash near bleacher seating - 4 x daily
- Tack Mop floor as required - 2 x daily
- Clean interior windows, doors and hardware - 2 x daily
- Rack Balls - Daily - at night
- Wipe/ disinfect wall mats - Daily - at night
- Clean interior windowsills - Weekly
- Mop bleacher seating - Weekly
- Detailed dusting, wipe walls - Biweekly



### **Locker room hallway**

- Pick up trash - 4 x daily
- Clean drinking fountain - 4 x daily
- Vacuum floor mat - 4 x daily
- Clean entry/exit doors, windows and hardware - 4 x daily
- Detailed clean of windowsills, walls and bulletin board fronts - Biweekly

### **Family Restroom**

- Empty and reline trash receptacles - 3 x daily
- Check and stock toilet paper, paper towels and soap - 3 x daily
- Wipe/disinfect counter tops - 3 x daily
- Clean Mirrors, sinks and faucets - Daily
- Sweep and mop floors - Daily
- Wipe down partitions - Daily - at night
- Clean Toilets - Daily - at night
- Clean/disinfect diaper changing station - Daily - at night
- Wipe down all stainless steel - Daily - at night
- Wipe down paper towel dispenser - Daily - at night
- Clean doors, frames and hardware - Daily - at night
- Check batteries in all dispensers and faucets- notify if need replace - Daily - at night
- Detail clean of baseboards, walls, partitions, sinks and toilets - Weekly
- Detailed scrub of tile walls and floors - Weekly
- Detailed clean of sanitary disposal - Biweekly



## **Community Center *(Continued)***

### **Women's Locker room**

- Empty and reline trash receptacles - 2 x daily
- Check and stock toilet paper, paper towels and soap - 4 x daily
- Wipe/disinfect counter tops - 4 x daily
- Clean Mirrors, sinks and faucets - 4 x daily
- Sweep and mop floors - Daily - at night
- Clean Toilets - Daily - at night
- Clean/disinfect diaper changing station - Daily - at night
- Wipe down all stainless steel - Daily - at night
- Wipe down paper towel dispenser - Daily - at night
- Clean doors, frames and hardware - Daily - at night
- Check batteries in all dispensers and faucets- notify if need replace - Daily - at night
- Report locks left on locker for MOD to schedule removal - Daily - at night
- Detail clean of baseboards, walls, partitions, sinks and toilets - Daily - at night
- Detailed scrub of tile walls and floors - Daily - at night
- Launder Fabric shower curtains - Weekly
- Check and sweep out spider webs - Weekly
- Clean out sanitary disposal - Weekly
- Clean Locker interiors/ fronts - Biweekly

### **Men's Locker room**

- Empty and reline trash receptacle - 2 x daily
- Check and stock toilet paper, paper towels and soap - 4 x daily
- Wipe /disinfect countertops - 4 x daily
- Clean mirrors, sinks, faucets - 4 x daily
- Sweep and mop floors - Daily - at night
- Wipe down partitions - Daily - at night
- Clean Toilets - Daily - at night
- Clean disinfect diaper station - Daily - at night
- Wipe down all stainless steel - Daily - at night
- Wipe down paper towel dispenser - Daily - at night
- Clean Doors, frame and hardware - Daily - at night
- Wipe/disinfect bench seating - Daily - at night
- Check all Check batteries in all dispensers and faucets notify if need replace - Daily - at night
- Report locks left on locker for MOD to schedule removal - Daily - at night
- Detail clean of baseboards, walls, partitions, sinks and toilets - Weekly
- Launder Fabric shower curtains - Weekly
- Check and sweep out spider webs - Weekly
- Change urinal screens - Weekly
- Clean Locker interiors and fronts - Biweekly



## **Community Center *(Continued)***

### **Locker room entry Foyer**

- Clean Glass doors and Handles - 4 x daily
- Sweep and mop floors - 4 x daily
- Empty and reline trash receptacles - 4 x daily
- Check and sweep out spider webs - Weekly
- Detailed scrub of tile walls and floors - Weekly

### **Game room**

- Empty and reline trash receptacles - 4 x daily
- Sweep and mop floors - 4 x daily
- Clean glass doors - 4 x daily
- Clean door handles - Daily - at night
- Tack mop floor - Biweekly
- Clean interior glass and windowsills - Biweekly
- Detailed wipe of walls and baseboards - Monthly

### **Fitness Hallway- 2nd**

- Vacuum Carpet - 2 x daily
- Pick up debris - 2 x daily
- Wipe/disinfect handrails - 2 x daily
- Clean mirrors - Daily - at night
- Clean water Fountain - Daily - at night
- Check and stock paper towels, equipment spray and hand sanitizer - Daily - at night
- Wipe down paper towel dispensers - Daily - at night
- Wipe down elevator doors and inside of elevator - Weekly
- Detailed dusting - Weekly
- Wipe baseboards - Weekly
- Clean windowsills, signage, fire alarm devices and extinguisher - Monthly

### **Free Weight Area -2nd**

- Empty and reline trash receptacles - 2 x daily
- Pick up debris - 4 x daily
- Check and stock Paper Towels, equipment spray and hand sanitizer - 4 x daily
- Clean mirrors - Daily - at night
- Vacuum Carpet - Daily - at night
- Mop Rubber floor - Daily - at night
- Clean water fountain - Daily - at night
- Wipe down paper towel dispensers - Daily - at night
- Disinfect handrail - Weekly
- Detail dusting - Weekly
- Wipe baseboards - Weekly
- Detailed clean of drinking fountain - Monthly
- Clean all windowsills, signage, alarm devices and extinguishers - Monthly
- Detailed clean of all equipment - Biweekly
- Dust all ceiling fan blades - Monthly

# Desert Oasis

COMMERCIAL CLEANERS

- Empty and reline all trash receptacles - 2 x daily
- Pick up debris - 4 x daily
- Check and stock Paper Towels, equipment spray and hand sanitizer - 4 x daily

## **Community Center *(Continued)***

### **Cardio Mezzanine- 2nd**

- Disinfect handrail - 2 x daily
- Vacuum carpet including entry to fitness room - Daily - at night
- Wipe down paper towel dispensers - Daily - at night
- Wipe down Cubbies and countertop - Daily - at night
- Vacuum under treadmills/equipment - Biweekly
- Wipe railing base and wall baseboard - Biweekly
- Wipe emergency signs - Monthly
- Clean all windowsills, signage, alarm devices and extinguishers - Monthly
- Dust all ceiling fans - Monthly

### **Group Fitness- 2nd**

- Empty and reline all trash receptacles - 2 x daily
- Pick up debris - 2 x daily
- Check and stock Paper Towels, equipment spray and hand sanitizer - 2 x daily
- Wipe and sanitize ballet rail - Daily - at night
- Wipe glass door panels, frames and hardware - Daily - at night
- Clean all windowsills, signage, alarm devices and extinguishers - Monthly
- Dust all ceiling fans - Monthly

### **Pool/ Water park/BBQ**

- Empty and reline trash receptacles - 2 x daily
- Clean trash cans and lids - 2 x daily

### **Pool Restrooms**

- Check and stock toilet paper, paper towels and soap - 4 x daily
- Empty and reline trash receptacles - 2 x daily
- Sweep and mop floors - 4 x daily
- Clean and disinfect counters, mirrors, sinks, toilets, urinals and diaper stations - Daily- every 2 hrs
- Clean and disinfect faucets, paper towels dispensers, stainless steel - Daily- every 2 hrs
- Clean and disinfect doors, frames, hardware and partitions - Daily- every 2 hrs
- Detail scrub of wall, baseboard and floor tile - 2 x weekly





## Civic Bldg

### All 1st floor areas:

- Sweep and mop hard floor surfaces - 6 x weekly / M-F nightly; Sat anytime
- Civic Bldg Includes: Welcome desk, lobby, Meeting rooms, Community room, Lounge, Kitchen, Business Center, Fitness rooms Game/ Craft rooms, corridors, foyers, and Terrace and Main Entrance
- Vacuum all carpet areas - 6 x weekly / M-F nightly; Sat anytime
- Empty and reline trash receptacles - 6 x weekly / M-F nightly; Sat anytime
- Clean and disinfect all sinks, faucets and countertops - 6 x weekly / M-F nightly; Sat anytime
- Spot clean all entry glass and ledges - 6 x weekly / M-F nightly; Sat anytime
- Spot clean elevator doors and interior elevator panels - 6 x weekly / M-F nightly; Sat anytime
- Spot clean sink and faucet - 6 x weekly / M-F nightly; Sat anytime
- Clean ice machine drain in kitchen - 6 x weekly / M-F nightly; Sat anytime
- Spot clean microwave - 6 x weekly / M-F nightly; Sat anytime
- Vacuum tracks of elevator doors and sliding glass doors in meeting rooms - Weekly
- Wipe and disinfect all stair railings and door handles 6 x weekly / M-F nightly; Sat anytime
- Roll recycle totes to East curb - Weekly
- Clean baseboard & dust ledges, blinds and lights - Weekly
- Scrub refrigerator - Monthly
- Towel Service - Take dirty linen / replace w/ clean - As needed



### All 2nd level areas inclusive of: Lobby and common corridors, HOA Lobby, Office, Meeting rooms, Breakroom, Open cubicle area, stairwells

- Sweep and mop all hard floor surfaces Vacuum all carpeted areas - 5 x weekly
- Empty and reline trash receptacles - 5 x weekly
- Clean and disinfect all sinks, faucets and countertops - 5 x weekly
- Spot clean all entry glass and ledges - 5 x weekly
- Spot clean elevator doors - 5 x weekly
- Spot clean sink and faucet - 5 x weekly
- Spot clean microwave - Weekly
- Clean baseboards, dust ledges and blinds - Weekly
- Vacuum tracks of elevator doors - Weekly
- Scrub refrigerator - Monthly
- Towel Service - Take dirty linen / replace w/ clean As needed

### Restrooms: (5) each: 2 on first floor, 2 on second floor and 1 in Office area

- Empty and reline trash receptacles - 6 x week / M-F nightly; Sat anytime
- Sweep and mop floors - 6 x week / M-F nightly; Sat anytime
- Clean counters, sinks, faucets and mirrors - 6 x week / M-F nightly; Sat anytime
- Clean toilets and urinals - 6 x week / M-F nightly; Sat anytime
- Clean disinfect diaper station - 6 x week / M-F nightly; Sat anytime
- Wipe down all stainless steel and paper towel dispensers - 6 x week / M-F nightly; Sat anytime
- Stock Toilet paper, paper towels and soap - 6 x week / M-F nightly; Sat anytime
- Wipe down partitions - Weekly
- Detailed clean of wall, floor and baseboard tiles - Weekly



- Replace urinal screens - Weekly

## **Civic Bldg *(Continued)***

### **Outside perimeter**

- Empty and reline trash receptacles - Daily - at night
- Office area- 2nd / Daisy Mountain
- Room Clean and sanitize Offices between tenants - As needed

### **MCSO Offices**

- Empty all trash receptacles - 3 x week
- Sweep and mop floors - 3 x week
- Clean counters, sinks faucets and mirrors - 3 x week
- Clean toilets and urinals - 3 x week
- Stock Toilet paper, paper towels and soap - 3 x week
- Dust all window blinds and ledges - Weekly
- Clean Baseboards - Weekly
- Detailed clean of floors and baseboards - Weekly
- Clean glass entry door and sills - Weekly

## **Community park**

### **Adventure Playground**

- Opening Services: Unlock, pick up trash/ debris and clean - Daily

### **Discovery Playground**

- Opening Services: Unlock, pick up trash/ debris and clean - Daily

### **Skate Park**

- Opening Services: Unlock, pick up trash/ debris and clean - Daily

### **Liberty Bell Park**

- Opening Services: Unlock, pick up trash/ debris and clean - Daily

### **All restrooms- all Parks**

- Closing services: Lock Restrooms - Daily

**Resolution 2026-R-02**

*PROFESSIONAL CLEANING AND JANITORIAL SERVICES CONTRACT*

Anthem Community Council, Inc.  
3701 W. Anthem Way, Suite #201  
Anthem, Arizona 85086

**WHEREAS**, the undersigned, representing the Board of Directors ("Board") of Anthem Community Council, Inc., ("Council") an Arizona nonprofit corporation, is authorized and charged to administer the Council's affairs; and

**WHEREAS**, the Council is charged with maintaining community assets at a level that preserves property values and maintains community standards; and

**WHEREAS**, the Council is responsible for the cleanliness and care of all Council owned facilities; and

**WHEREAS**, staff published a Request for Proposal (RFP) package outlining the scope of work and specifications and advertised it in multiple ways and locations; and

**WHEREAS**, five vendors submitted responses to the RFP; and

**WHEREAS**, Desert Oasis Commercial Cleaning submitted the most responsive bid; and

**WHEREAS**, staff desires to enter into a two-year agreement with Desert Oasis.

**NOW THEREFORE BE IT RESOLVED**, that the Board hereby directs staff to enter into an agreement with Desert Oasis Commercial Cleaning for 2026 and 2027 based on the terms and conditions outlined in Exhibit A.

**FURTHER**, staff is authorized to take all necessary steps to implement this Agreement

ADOPTED this 28<sup>th</sup> day of January 2026.

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Dino Cotton, Chair

ATTEST

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Laura Hartman, Secretary

## **Exhibit A**

# Action Brief

## ACC Board of Directors

### Open Session Agenda Number **9B**

<b>CONTACT</b>	Aaron Baker, Executive Director Scott Newell, Director of Aquatics and Programs
<b>MEETING DATE</b>	January 28, 2026
<b>AGENDA ITEM</b>	Resolution 2026-R-03-Community Center Pool Coping Stone Contract
<b>RECOMMENDATION</b>	Adopt Resolution 2026-R-03

#### LINKAGE TO STRATEGIC PRIORITIES

- Operational Excellence - Manage community resources with care and pride.
- Fiscal Stewardship - Maintain an assessment rate with low volatility.

#### BUDGETARY IMPLICATIONS

<b>Fiscal Impact</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Amount</b>	\$359,000	
<b>Duration</b>	<input checked="" type="checkbox"/> One-time <input type="checkbox"/> On-going <input type="checkbox"/> Other _____	
<b>Fund Source</b>	<input type="checkbox"/> Operations <input checked="" type="checkbox"/> Reserve <input type="checkbox"/> Enhancement <input type="checkbox"/> Other _____	
<b>Budgeted expense</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Exceeds budgeted amount</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Notes</b>	While these items exceed the current reserve budget, staff believes that the overall reserve will still be under budget for 2026.	
<b>Long-term Impact</b>		
<b>Impact on Reserves</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Notes</b>	Will need to increase future reserve replacement cost estimates	
<b>Impact on Annual Assessments</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Notes</b>		

#### PREVIOUS BOARD ACTION/ACTIVITY

N/A	N/A
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#### ISSUE SUMMARY/DESCRIPTION

Most pools have coping around the perimeter. Coping is the protective, decorative cap at the edge of a pool. In the included images, there are white stones along the pool edge with slots in them. These stones are part of the gutter system and are essential for proper water circulation and pool safety.

Many of the coping stones surrounding the Community Center Lap Pool and Water Park are original from 1999/early 2000. Some have been replaced over the years which is why there are varying colors of the stones currently at the pool. In both 2024 and 2025, staff examined the condition of the coping stones and decided to delay the project. However, based on the current condition of most of the coping stones in both pools, it is time to replace all the coping stones around both pools.

# Action Brief

## ACC Board of Directors

#### Project details

##### *Lap Pool*

Over 477 linear feet of coping to be removed and replaced with custom stones. Use of a bobcat/ skid-steer would be needed for removal and a large dumpster would be required for disposal. The pool would be closed 3-4 weeks. Lap pool would be done first.



2026 Anthem Lap Pool



Phoenix Swim Club, Phoenix, AZ  
(example of the finished product)

##### *Water Park*

Over 430 linear feet of coping. Similar construction process as the Lap Pool. Project would start at the same time as the Lap Pool and run 5-6 weeks.



Anthem Water Park 2024



Anthem Water Park 2024

There is significant lead time to fabricate these custom coping stones. Although the project may be approved in January, fabrication is not expected to be complete until October with installation to start no sooner than November 9, 2026.

**Action Brief**  
**ACC Board of Directors**

**Comparison Table**

	<b>Reserve Amount</b>	<b>Proposal Amount</b>
<b>Water Park</b>	\$83,584	\$172,000
<b>Lap Pool</b>	\$81,113	\$187,000
<b>Total</b>	<i>\$164,697</i>	<i>\$359,000</i>

As mentioned in previous communications, there is only one manufacturer who fabricates and installs these coping stones. Over the years, staff has investigated alternative systems, but it would cost 3-10 times the cost of this project to install new coping and a drainage system.

**RECOMMENDED MOTION**

I move to adopt Resolution 2026-R-03

**ATTACHMENTS**

- Resolution 2026-R-03 with Exhibits

**Resolution 2026-R-03**

*COMMUNITY CENTER POOL COPING STONE CONTRACT*

Anthem Community Council, Inc.  
3701 W. Anthem Way, Suite #201  
Anthem, Arizona 85086

**WHEREAS**, the undersigned, representing the Board of Directors ("Board") of Anthem Community Council, Inc., ("Council") an Arizona nonprofit corporation, is authorized and charged to administer the Council's affairs; and

**WHEREAS**, the Council is charged with maintaining community assets at a level that preserves property values and maintains community standards; and

**WHEREAS**, the coping stone surrounding the lap pool and water park at the Community Center need to be replaced; and

**WHEREAS**, the ACC generally competitively bids projects; and

**WHEREAS**, the ACC procurement policy allows for deviation from this practice and requires a finding that the alternative course of action is in the best interest of the ACC; and

**WHEREAS**, Rimflow Inc. installed the current system and is the sole provider of the current coping stones; and

**WHEREAS**, installing an alternative system would cost more than replacing the existing.

**NOW THEREFORE BE IT RESOLVED**, that the Board hereby directs staff to enter into an agreement with Rimflow Inc. with a not to exceed of \$359,000, details attached hereto as Exhibit A; and

**FURTHER**, the Board finds that it is in the best interest of the ACC to enter into this agreement without going through a competitive procurement process based on the fact that Rimflow is the sole provider of the needed materials; and

**FURTHER**, staff is authorized to take all necessary steps to implement this Agreement.

ADOPTED this 28<sup>th</sup> day of January 2026.

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Dino Cotton, Chair

ATTEST

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Laura Hartman, Secretary

## **Exhibit A**

RIMFLOW INC.  
 140 COMMODORE CIRCLE  
 PORT JEFF STATION, NY  
 11776



DATE	PROPOSAL NO.
Dec. 08, 2025	U RF-2086A8U

QUOTE TO:
Mr. Ben Gargano <b>ANTHEM COMMUNITY CENTER</b> 41130 W. Anthem Way Phoenix, AZ 85086

**UPDATED  
 PROPOSAL "A"**

Lap Pool

JOB NAME
<b>Old Coping Removal @ Big Splash</b> Anthem Comm. Ctr. Phoenix, AZ

QTY.	DESCRIPTION	
	Removal of 477 +/- lineal feet of existing coping. Clean/remove and prep existing mortar as needed Dumpster/Bobcat & pallet jack by others.	<b>\$21,000.00</b>
	Apply waterproofing membrane to trench.	<b>\$24,000.00</b>
	Inspect trench for leaks (*needed repairs Extra)	
	Fabricate & Install new <b>RIMFLOW</b> Coping for 477 +/- lineal delivered. Install new foam backer rod & sealant @ deck. 35% deposit, 25% progress	<b>\$131,000.00</b>
	Payment for crew start up, balance upon completion. Price includes delivery, crew lodging.	<b>\$ 11,000.00</b>
<b>TOTAL AMOUNT PROPOSED AT THIS TIME</b>		<b>\$187,000.00</b>

Very truly yours,  
**RIMFLOW INC.**

By: Ira Paul Costell  
 (e-signature)

Ira Paul Costell  
 President

Thank you for your order!  
 We appreciate your business 📄

**RIMFLOW INC.**  
 140 COMMODORE CIRCLE  
 PORT JEFF STATION, NY  
 11776 P: 631/928-8420



DATE	PROPOSAL NO.
Feb.19, 2025	RF-2086A9

QUOTE TO:
Mr. Ben Gargano <b>ANTHEM COMMUNITY CENTER</b> 41130 W. Anthem Way Phoenix, AZ 85086

**UPDATED  
 PROPOSAL "B"**

Water Park

JOB NAME
<b>Old Coping Removal @ Big Splash</b> Anthem Comm. Ctr. Phoenix, AZ

QTY.	DESCRIPTION	
	Removal of 430 +/- lineal feet of existing coping. Clean/remove and prep existing mortar as needed Dumpster/Bobcat provided by others.	<b>\$20,000.00</b>
	Apply waterproofing membrane to trench.	<b>\$23,000.00</b>
	Inspect trench for leaks (*needed repairs Extra)	
	Fabricate & Install new <b>RIMFLOW</b> Coping for 430+/- lineal delivered. Install new foam backer	<b>\$118,000.00</b>
	Rod & sealant @ deck. 35% deposit, 25% progress Payments, balance upon completion. Price includes delivery, crew lodging.	<b>\$ 11,000.00</b>
<b>TOTAL AMOUNT PROPOSED AT THIS TIME</b>		<b>\$172,000.00</b>

Very truly yours,  
**RIMFLOW INC.**

By: Ira Paul Costell  
 (e-signature)

Ira Paul Costell  
 President

Thank you for your order!  
 We appreciate your business

# Information Brief ACC Board of Directors

anthem  
community council

## Open Session Agenda Number 9C

<b>CONTACT</b>	Aaron Baker, Executive Director Jonathan Ebertshauser and Michelle Taylor, Legal Counsel
<b>MEETING DATE</b>	January 28, 2026
<b>AGENDA ITEM</b>	Review of Bylaws and Code of Conduct Discussion

### **LINKAGE TO STRATEGIC PRIORITIES (check all that apply to the agenda item)**

- Organizational Leadership – Ensure a well-trained and professional board and staff
- Operational Excellence - Manage community resources with care and pride.

### **PREVIOUS BOARD ACTION/ACTIVITY**

November 19, 2025	Director Barbee requested that staff bring information to modify the council bylaws and/or the code of conduct in January. Treasurer Duckworth agreed that it should be a future agenda item.
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### **ISSUE SUMMARY/DESCRIPTION**

At the November 19, 2025 meeting during the discussion about background checks, Director Mark Barbee and Treasurer Dave Duckworth requested an agenda item for discussion only focused on the council bylaws, code of conduct and how to amend them. Depending on the outcome of the discussion, there may be future agenda items for possible action.

### **ATTACHMENTS**

- Memo for CHDB



Condo | HOA | Defense | Business

1846 E. Innovation Park Dr.  
Oro Valley, AZ 85755  
t 520.744.9480 / f 520.744.9402

1400 E. Southern Ave., Suite 400  
Tempe, AZ 85282-5691  
t 480.427.2800 / f 480.427.2801

1550 Plaza West Dr.  
Prescott, AZ 86303-0001  
t 928.443.0775 / f 928.445.220

## MEMORANDUM

michelle.taylor@chdblaw.com  
t 480-427-2857

DATE: January 21, 2026  
TO: ANTHEM.0001  
FROM: Michelle Taylor  
RE: Bylaws and Code of Conduct

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We have been asked to provide guidance on the Anthem Community Council's ("ACC") Bylaws and Code of Conduct for the Board of Directors ("Board"). Specifically, we have been asked to explain what the Bylaws and Code of Conduct currently state as to Board qualifications, expectations, and polices; what action the Board may take in response to violations of either the Bylaws or Code of Conduct; and how to amend either governing document.

### **The Code of Conduct**

The ACC Board's Code of Conduct is currently set forth in Part 3, Section 3.1.2 of the Board Policy Manual, updated June 1, 2020. All members of the Board are subject to and required to abide by the provisions outlined in the Code of Conduct. Specifically, within ten (10) days upon election to the Board, each Director is required to sign and provide to the Executive Director a statement which affirms that said Director has: (a) received a copy of Code of Conduct; (2) read and understands the Code of Conduct; and (c) agreed to comply with the Code of Conduct.

Part 3, Sections 3.1.2.1-20 list the specific tenets of the Code of Conduct that Director shall comply with once on the Board. It is worth noting that the tenets of the Code of Conduct are policies of the Board that Directors are required to comply with once they have been elected to the Board – they are not qualifications that a candidate must meet to run for the Board. Board eligibility qualifications are provided for in the Bylaws (see below for further analysis).

THIS MEMORANDUM IS CONFIDENTIAL AND MAY BE PROTECTED BY THE ATTORNEY-CLIENT PRIVILEGE. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, OR AN AGENT OF THE INTENDED RECIPIENT, EXAMINATION OR DISSEMINATION OF ITS MESSAGE IS PROHIBITED. IF YOU HAVE RECEIVED THIS MEMORANDUM IN ERROR, PLEASE NOTIFY THE SENDER IMMEDIATELY BY CALLING 1-800-743-9324 AND RETURN THE MEMORANDUM TO THE SENDER VIA THE U.S. MAIL.

This firm may act as a debt collector. Any information obtained will be used for that purpose.

*Board Action in Response to a Violation*

In the event a Director violates any of the tenets set forth in Part 3, Sections 3.1.2.1-20, Part 3, Section 3.1.2.21 describes the Board's authority and the action the Board may take in response as follows:

21. Violation of Code of Conduct. If the Board (Director or Directors) has reasonable cause to believe a Director has violated a tenet of this policy, it shall inform that Director at a Council open meeting of the basis for such belief and afford that Director an opportunity to explain the alleged failure to comply. After hearing the Director's response, the Board can take the following actions as it deems appropriate:

- a. The Board can take immediate action as defined in Section M below; or
- b. The Board can form a Hearing Board, which shall be comprised of designated Board Directors and, if the Board so chooses, the Council attorney.
- c. Any Board Director who violates this Code of Conduct agrees that the Board may pursue all legal remedies against him/her, following a hearing before the Hearing Board. Such Board Director may be required to pay the attorney's fees incurred by the Board in any enforcement effort. The Hearing Board shall conduct its investigation and make recommendations for response via a report of its findings to the full Board of Directors at an open meeting within 30 days of the Hearing Board's formation.
- d. Sanctions. After pursuing one of the options, above, including conducting further investigation as warranted by the circumstances, if the Board determines the Director has failed to comply with this Code of Conduct, it shall take appropriate action, in open session, which may include the following:
  - i. The Board may wish to make a formal statement acknowledging the violation and resulting actions.
  - ii. Acknowledgement of the violation will be included on the Council web site for a 30 day time frame.
  - iii. The Board may issue a letter of warning to the Interested Director.
  - iv. Other action as deemed appropriate by the Board, including public censure, suspension from the Board, legal action, or removal from the Board.

*How to Amend*

To amend the Code of Conduct, the Board would simply need to adopt a resolution approved by a majority of quorum of the Board.

### **The Bylaws**

As mentioned above, Article IV, Section 4.3 of the Bylaws identify the qualifications that both a Board candidate must meet to be eligible to run for the Board and an elected Director must maintain while on the Board. Those qualifications are as follows:

1. Each Director shall be natural person of at least 18 years of age.
2. Each Director shall be either: (1) an Owner of a Residential Lot, or (2) a person residing in a Residential Lot with the Owner who has the written consent of the Owner to serve as a director.
3. No Owner, resident, or occupant representing the same Lot may serve on the Council Board at the same time, and no Person simultaneously may hold two or more director positions on the Council Board.
4. Each Director shall not be delinquent in an assessment or other charge due the Council or an Association.
5. Each Director shall not otherwise be deemed by the Board to be in violation of the Council Documents or an Association Declaration.
6. Each Director shall complete such training requirements as the Council Board may establish.
7. Each Director shall execute, agree to and adhere to the Conflict of Interest policy in place at the time a candidate runs for office, is seated, or sits as a director of the council.
8. Each Director shall not have three consecutive unexcused absences from ACC Board meetings. *See* Article IV, Section 4.5.

### **Board Action in Response to a Violation**

Any Director who, at any time, ceases to meet any of the qualifications set forth above for a period in excess of thirty (30) consecutive days may be removed from the Board with a two-thirds (2/3rds) vote of the Board at a meeting where a quorum or more of the Directors are present. The Director whose qualification is before the Board shall not be eligible to vote or participate in the deliberations. If present at the Board's meeting to consider the matter, the Director whose qualification is before the Board shall not count toward the quorum requirement or the vote on the matter of the Director's qualification to serve.

### **How to Amend**

The ACC's amendment provisions are set forth in Article VII, Section 7.6 of the Bylaws which provides that the Bylaws may be amended "upon Council Board resolution approved by a two-thirds majority of the directors."<sup>1</sup> Upon a resolution by the Board to amend the Bylaws, "[a]ny procedural challenge to an amendment must be made within 90 days of the effective date of such amendment, or such amendment shall be presumed to have been validly adopted."

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<sup>1</sup> Article VII, Section 7.6 contains amendment provisions considering the Community Developer's involvement if it owns property described in the Community Covenant for Anthem. However, the Community Developer no longer owns any such property and therefore does not need to be considered for the Board to amend the Bylaws moving forward.

**Action Brief**  
**ACC Board of Directors**

<b>CONTACT</b>	Dee Nortman, Director of Finance
<b>MEETING DATE</b>	January 28, 2026
<b>AGENDA ITEM</b>	Resolution 2026-R-04 Property Fund
<b>RECOMMENDATION</b>	Adopt Resolution 2026-R-04 Property Fund

**LINKAGE TO STRATEGIC PRIORITIES**

- Operational Excellence - Manage community resources with care and pride.
- Fiscal Stewardship - Maintain an assessment rate with low volatility.

**BUDGETARY IMPLICATIONS**

<b>Fiscal Impact</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Notes</b>		

**PREVIOUS BOARD ACTION/ACTIVITY**

November 19, 2025	Report from the Finance Committee with recommendation for a Property Fund to be brought before the Board in January.
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**ISSUE SUMMARY/DESCRIPTION**

At the November 18, 2025 Finance Committee meeting, Director of Finance Dee Nortman proposed transferring capitalized property and related depreciation from the Operating Fund to a newly established Property Fund. The Finance Committee unanimously supported this recommendation. Executive Director Baker advised that the proposal would be presented to the Board for consideration in January.

Establishing a Property Fund would enable residents and Board members to more easily review operating financial results without the complexity of non-cash depreciation expenses. This approach would enhance transparency and understanding of ongoing operations while maintaining property assets and related depreciation in a separate fund within the financial statements and annual audit. Additionally, it promotes greater awareness of asset management and helps smooth operating fund financial results.

Establishing the Property Fund will require additional accounting procedures, which will be managed by the Anthem finance staff. However, there are no new costs associated with the creation or ongoing maintenance of the Property Fund. If approved, all property assets and related depreciation will be transferred to the Property Fund effective December 31, 2025.

**SUGGESTED MOTION**

I move to adopt Resolution 2026-R-04-Property Fund

**ATTACHMENTS**

- Resolution 2026-R-04-Property Fund

**Resolution 2026-R-04**

*PROPERTY FUND*

Anthem Community Council, Inc.  
3701 W. Anthem Way, Suite #201  
Anthem, Arizona 85086

**WHEREAS**, the undersigned, representing the Board of Directors ("Board") of Anthem Community Council, Inc. ("Council"), an Arizona nonprofit corporation, is authorized and charged to administer the Council's affairs; and

**WHEREAS**, this resolution supersedes and replaces any previously approved resolutions regarding the same matter; and

**WHEREAS**, accounting best practices recommend maintaining community assets and related depreciation in a separate Property Fund; and

**WHEREAS**, the Council recognizes its responsibility to manage community resources with pride and to demonstrate strong fiscal stewardship; and

**WHEREAS**, establishing a dedicated Property Fund demonstrates the Council's commitment to fiscal responsibility; and

**WHEREAS**, the Council acknowledges that implementing and maintaining a Property Fund will enhance financial reporting transparency and promote greater awareness of asset management.

**NOW, THEREFORE, BE IT RESOLVED**, that the Anthem Community Council, Inc. hereby establishes a Property Fund to account for fixed assets and related depreciation expenses outside of the operating fund.

**FURTHER**, the Board shall review the Property Fund during annual budget planning and as needed.

**FURTHER**, that the Board authorizes Staff to take all steps necessary to implement this Resolution.

ADOPTED this 28<sup>th</sup> day of January 2026.

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Dino Cotton, Chair

ATTEST

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Laura Hartman, Secretary

# Information Brief

## ACC Board of Directors

### Open Session Agenda Number 9E

<b>CONTACT</b>	Aaron Baker, Executive Director
<b>MEETING DATE</b>	January 28, 2026
<b>AGENDA ITEM</b>	Review of ACC 2026 Strategic Pillars and Priorities

#### LINKAGE TO STRATEGIC PRIORITIES

- Organizational Leadership – Ensure a well-trained and professional board and staff
- Regional Growth – Proactively engage with regional growth to uphold Anthem’s interests
- Operational Excellence - Manage community resources with care and pride.
- Fiscal Stewardship – Maintain an assessment rate with low volatility

#### PREVIOUS BOARD ACTION/ACTIVITY

November 19, 2025	As part of the review of accomplishments for the 2025 Strategic Pillars and Priorities, Executive Director Baker will provide ACC Strategic Pillars and Priorities for consideration.
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#### ISSUE SUMMARY/DESCRIPTION

At the November 19, 2025 meeting, Executive Director Baker provided a year end update on the ACC Strategic Pillars and Priorities and proposed 2026 updates to distribute to the Board.

Attached is an updated infographic showing the updated priorities under the four Strategic Pillars.

At the mid-year mark, staff and the Board will review the four Strategic Pillars and start discussing possible 2027 Pillars.

#### ATTACHMENTS

- ACC 2026 Strategic Pillars Infographic

# The Anthem Way

As employees of the Anthem Community Council, we pledge to



## ACC Strategic Pillars 2026



### Organizational Leadership

**Ensure a well-trained and professional board and staff**

- Enhance current employee performance management system to better align goals, accountability, and compensation
- Expand opportunities for employee professional development
- Implement additional ways to recognize employees who embody the Anthem Way Values
- Continue to invest in customer service training programs, leveraging the momentum and success achieved in 2025 to further enhance our service delivery excellence.



### Regional Growth

**Proactively engage with regional growth to uphold Anthem's interests**

- Continue to evaluate and implement Board-approved Amenities Committee recommendations
- Continue to evaluate and implement Board-approved Growth Committee recommendations



### Operational Excellence

**Manage community resources with care and pride**

- Collaborate with legal counsel to update and restructure Board Policy Manual
- Continue to partner with the public agencies that serve Anthem
- Use new technology to improve communication with all Anthem residents and gather community input
- Optimize current procurement processes and practices to ensure consistent application and maximum value for the ACC.



### Fiscal Stewardship

**Maintain an assessment rate with low volatility**

- **Operate and maintain facilities and assets to the high Anthem standard**
- Implement a comprehensive physical asset management system
- Implement the Board-approved Facilities Master Plan process
- **Create exceptional value for residents through thoughtfully curated programs, events, and services**
- Maximize community impact by optimizing existing programs while developing new initiatives that effectively utilize ACC resources, create revenue streams, and respond to community interests and needs
- **Proactively identify and manage risk**
- Continue upgrading our information systems to enhance security, streamline operations, and improve ease of use

# Information Brief

## ACC Board of Directors

### Open Session Agenda Number 10

<b>CONTACT:</b>	Aaron Baker, Executive Director
<b>AGENDA ITEM:</b>	Future Board Agenda Items

#### LINKAGE TO STRATEGIC PRIORITIES

- Manage community resources with care and pride.

#### PREVIOUS BOARD ACTION/ACTIVITY

None	
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#### ISSUE SUMMARY/DESCRIPTION

This agenda item allows board members to discuss future agenda items. In order for an item to be added to a future agenda, the support of two board members is required per the ACC Board Policy Manual.

#### *Section 4 – Meetings and Meeting Conduct*

#### **3.4.1 Council Board Meeting Agenda Formation**

1. The Board authorizes the CEO to set the agenda for Board meetings, whether executive, special, or regular meetings.
2. To add an agenda item not already included by the CEO requires notification to the CEO in writing by two Board members, with copies to the full Board. Such items must be provided to the CEO five days in advance of the meeting. If provided after the agenda has been published, the CEO will publish an amended agenda in accordance with posting requirements in the bylaws.
3. The CEO shall provide a copy of the agenda to the presiding Council President prior to publication for review and discussion.
4. By majority vote, the Board shall adopt the agenda at the start of each meeting; at such time, items can be removed from or added to the agenda if supported by a majority of the Board. Once the agenda has been adopted, changes can only be made if approved by a 2/3 majority of the Directors present.

#### ATTACHMENTS

- None

The Anthem Community Council embraces and supports transparency with open discussion and public comment. There are several opportunities for public comment. The “Open Discussion” portion of the Board agenda provides an opportunity for residents to bring to the attention of the Board of Directors matters concerning the Anthem Community Council that are not on the evening agenda. The public also may speak on a specific agenda item when called upon by the Chair.

Residents’ Code of Conduct for Council Meetings

- Residents must not interrupt anyone who validly has the floor or otherwise disrupt the meeting.
- Once welcomed, please state your name and whether you are a Parkside, Country Club or Village resident.
- **Speaking time is up to 3 minutes**, at the discretion of the Board Chair.
- Residents must refrain from engaging in personal oral attacks on Board members, other residents, staff, guest speakers or vendors.
- Residents must refrain from using other residents’ names when speaking and must address all remarks to the Board Chair.
- Residents may not speak more than twice on any issue, subject to the discretion of the Chair.
- Residents must obey all orders made by Chair, including an order to step down/cease discussion.
- Residents must at all times behave with common courtesy and civility, and refrain from the use of abusive, rude, threatening or crude language.

**Resident Question/Comment**

If you wish to speak or submit a question/comment, complete and submit this form to Gay Johnson, gjohnson@anthemcouncil.com, by noon before the day of the meeting.

I wish to speak during:

- Open Discussion
- Agenda Topic | Agenda Item #/Topic \_\_\_\_\_
- I acknowledge that I will have three minutes to state my questions/comments.**

The following must be completed. **Highlighted sections are required.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Topic:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_