

**Queens Bay Resort & Condominium
Directors Meeting Minutes
Wednesday August 2, 2023, 1:00pm Arizona Time
Zoom**

- I. President Pederson called the meeting to order at 1:02 p.m. Arizona time. Vice President Peters, Secretary/Treasurer Laing, Director H. Pederson, and Property Manager Starkey were present. Director Sarnecky was absent.
- II. President Pederson asked for a motion to approve the minutes from the July 2023 Directors Meeting, Howard Pederson made A motion to approve the minutes. Penny Laing seconded the motion. The motion passed with a unanimous vote.
- III. The HOA has three openings. We have included in our June/July newsletter a call for candidates. We have two applications for the three open positions. A reminder will be included in the August newsletter.
- IV. Treasurer Laing provided an update for the June Month end.
 - A. There were nine owners who were late for July dues. President Pederson reached out to all owners. Three owners are continuing to pay the incorrect amount. The owners are working to correct their auto pay and are sending in checks for the differences.
 - B. Treasurer Laing is projecting a deficit of \$22,226, based on June month. The primary reasons are an increase in utilities, black pipe replacement and the underfunding of the HOA's staffing. Directors and Property Manager are continuing to monitor expenses and ensure the HOA will meet their obligation. The team is finding cost cutting options through multiple measures but still ensuring the upkeep of the property.
 - C. The Treasurer reviewed the FY24 budget proposal with three different HOA Dues increases. Gas is expected to increase by 13% and Electricity is expected to increase by 13.6%, this is for residential, a HOA may see a larger percentage, we are budgeting a 20% increase for both. Water and sewer are very hard to secure projection from the city, we are budgeting for a 25% increase for water and sewer. The current insurance provider is estimating an 18% - 25% increase. The team will be asking for bids from other providers. The team will need to budget for a minimum of an 18% increase. The building is aging and maintenance projects that have been delayed we will no longer be able to ignore.
 - a. The management team is requesting a minimum of three quotes, for.
 - i. elevator upgrades
 - ii. electrical upgrades for elevator
 - iii. The fire alarm system is outdated and will need to be upgraded.
 - iv. Back Flow Valve replacement
 - D. The treasurer made a motion to recommend an increase in the HOA dues to a maximum \$450 a month, this is a 36% increase. Howard Pederson seconded the motion. The motion passed with approval by all.

- V. Report from Property Manager Property Manager Robert Starkey
- A. The new “check in” method for our guests has been received with positive feedback. Four guests have used the “arrived” text check-in method successfully. The check-in notices are sent to the Property Manager and the Security Officer on duty. Communication is established to ensure a smooth process for our owners and their guests. This process uses the CRM software which tracks and records text and voice messages.
 - B. The guard house has been repaired. The counter inside the building was dilapidated, there was a large hole in the wall from the old swamp cooler and a hole in the ceiling. The counter was repaired with existing tile the HOA had on site. The holes were repaired with drywall and a fresh coat of paint. The repair of the holes will help reduce the electrical cost to heat and cool the building for our staff. This is also the first thing our guests see when they arrive and will ensure a good impression for all.
 - C. Currently there is no black pipe being worked on. The following is home warranty work being done by the home warranty insurance provided contractors. ServiceMaster is performing repairs in 106; Pruitt Plumbing is working in 103 and Riverside Air & Repair is working in 118.
 - D. Staff have been assigned specific duties. With ownership of duties being assigned to specific positions, it helps the whole team. All staff are encouraged to act if they see a need.
 - E. The team has been talking with our pet owners who have expressed interest in having a specific “dog run” for dog duties. These owners have also expressed an interest in helping fund the project. Robert will continue to research costs and sponsorship before proceeding. The HOA cannot spend the money at this time but welcomes the idea of interested parties sponsoring the project.
 - F. Owner Bill is finding longer gold screws for the plates for the chairs. The palm trees have been trimmed. This is an annual expense which is essential for maintaining the property’s landscape.
 - G. There was a beehive which was removed from the site. The bees had built it within a water control box.
 - H. Parking Lot Resealing is still in place for October. Robert is in communication with the owner.
 - I. Back Flow Bids to replace both valves on the south side is \$5,120. The goal is to try to schedule this after the new budget is in place in January. Robert will follow up.
- VI. Vice President Peters will pursue bids on the new vision or demolition for the fountain. The goal is to determine which is more cost effective for the HOA to pursue.
- VII. Howard Pederson made a motion to adjourn the meeting. Penny Laing seconded the motion. Meeting Adjourned at 2:16 p.m. Arizona Time

Remaining Directors Meetings – Start times will be 1:00 p.m. Arizona Time

- September 20

- October 25
- November 15
- December 6