

**Queens Bay Resort & Condominium
Directors Meeting Minutes
Wednesday December 6, 2023, 1:00pm Arizona Time
Zoom**

- I. President Pederson called the meeting to order at 1:00 p.m. Arizona time. Vice President Peters, Secretary/Treasurer Laing, Director H. Pederson, Director Sarnecky, Directors elect Bob Mims, Kenneth Meyers Jr and James Wick were present. Property Manager Starkey was absent.
- II. President Pederson asked for a motion to approve the minutes from the October 25, 2023 Directors Meeting. Howard Pederson made a motion to approve the minutes. Mike Peters seconded the motion. The motion passed with a unanimous vote.
- III. Treasurer Laing provided an update for the September Month end.
 - A. The treasurer reviewed the financial health of the HOA as of September Month end.
 - B. The treasurer reviewed the adjustments made to the FY24 Budget. The adjustments are a result of quotes and/or confirmed invoices for the line items.
- IV. President Pederson reviewed the Insurance Renewal process. Currently, the HOA received a quote for the policy for insuring the staff and Directors/Officers. This quote came in less than the broker anticipated.
 - A. The insurance broker provided an update on the property insurance providers who have declined to extend an offer for coverage. The most common reason for turning done coverage is due to the number of short-term rentals, the CC&R's allows for 0 days minimum for rentals.
- V. Report from Property Manager
 - A. Roof Update – The property manager has implemented a monthly inspection of the Roof. A tear was discovered, and the property manager has reached out to the designated roofer to determine if the fix is covered under the warranty of the roofer (who had a 10-year warranty) or the Product provider Dura Last
 - B. The Directors reviewed the staff checklist for common area items. Staff are being crossed trained to ensure these checks are being done consistently.
 - C. Back Flow Bids from Craig Fire Protection to replace the 4" backflow valve in the north stairwell and the bid from Cintas to replace the back flow bid out by the trash. Both valves are passing the inspection but are showing signs of wear. The ideal time to perform these fixes is early spring. The property manager will reach out to these organizations to update their bids and will present the updated bids to the new directors in 2024.
 - D. The stack valves for several of the stacks are showing signs of wear. In addition to these valves, a water regulator on the incoming line has a leak, which was discovered during one of our staff's daily checks. Bids to replace the regulator are currently being given. The water to the building will need to be shut down and at that time the stack valves will be replaced. The goal is to complete this before December month end.
 - E. The past records for tracking the Black Pipe replacement have not been consistent. At the beginning, a board member was tracking the process. But when a board member leaves, it doesn't guarantee the job(s) this individual did will be picked up by another

board member. The tracking will be done by the property manager moving forward. The property manager is updating the original tracking list to the best of our knowledge.

1. The current process for pipe replacement is to “go after” the pipes during any type of remodel and bill the HOA. The directors will continue to re-visit the process and keep the owners updated.
- F. The fire alarm system needs modernization to meet the new government guidelines. The existing system is obsolete and replacement parts are difficult to impossible to obtain. Western Alarm provided work estimates which the directors reviewed. A motion was made by Dan Sarneky to move forward with the Western Alarm Estimate 3 for \$40,800. Mike Peters seconded the motion. The motion passed with a unanimous vote.
- G. The HOA Property Manager and staff are performing the 7 page list of Elevator Modernization work by others, which was provided by TKE Elevators, the HOA’s current service provider. Having our staff perform these tasks will reduce the cost. The directors were given the 7-page list. The property manager will reach out to TKE and Otis elevator companies to provide a written work estimate for the south elevator.
- H. It was brought to the Directors attention that the parking lot rules does not specifically state the updated registration must be attached to the owner’s property parked in the Queens Bay lot. The directors reviewed the wording changes for rule 9 and rule 11. A motion was made by Dan Sarnecky to approve the wording change for the parking lot rules 9 the current registration *attached to their property* and rule 11 *must display a current up to date license on their property*. Mike Peters seconded the motion. The motion passed with a unanimous vote. The directors also approved if an owner is fined due to the non-compliance of a renter to our parking lot rules, the renter(s) noncompliant property will be towed off the property. This is an existing rule enacted by past directors. No new rules were added.
- I. The directors determined a storage container cannot be located on a ground floor patio. Howard Pederson made a motion to not allow storage on the ground floor condos or any balconies. Mike Peters seconded the motion. The motion passed with a unanimous vote.
- VI. A motion was made by Michele Pederson to move to a closed meeting. Mike Peters seconded the motion. The motion passed with a unanimous vote.
- VII. Dan Sarnecky made a motion to adjourn the meeting. Mike Peters seconded the motion. Meeting Adjourned at 2:09p.m. Arizona Time

The next three Directors Meetings – Start times will be 1:00 p.m. Arizona Time

- January 10
- February 14
- March 13