

**Queens Bay Resort & Condominium
Directors Meeting Minutes
Wednesday July 10, 2024, 1:00pm Arizona Time
Zoom**

- I. President Kaufmann called the meeting to order at 1:01 p.m. Arizona time Vice President Mims, Secretary/Treasurer Laing, Directors Meyers, and Peters, Owner Karen Miron, and Property Manager Starkey were present.
- II. Approval of the Minutes from June 12, 2024, Directors Meeting
President Kaufmann asked for a motion to approve the minutes from the June 12, 2024, Directors meeting. President Kaufmann made a motion to approve the minutes. Secretary Laing seconded the motion. The motion passed with a unanimous vote.
- III. Secretary Laing reviewed the candidate application with changed.
 - A. The application begins with section 1, the expectations for the directors. It provides a link to the Code of Conduct, the time commitment for the position and basic knowledge of what some of the duties they are expected to contribute too. Section 2 is the candidate application. Added to this section is a request for the individual to provide skills or projects the candidate has or is willing to help complete. Also added the understanding that the application and resume will be provided to all members. I also added the line for the telephone number of the application.
 - B. The July/August newsletter will contain a link to the application with a deadline date to submit the application by August 30.
 - C. The candidate's application and resume who meet the minimum requirements will be forwarded to the owners and in September the link for the electronic voting will be sent. Property Manager Starkey will ensure the HOA's contact list is as current as possible.
- IV. Property Project Updates Property Manager Starkey
 - A. Maintenance and Systems
 1. New Camera System – the servers from Coram.ai have arrived and are set up. All existing cameras are now on the servers and are responding perfectly.
 2. Sprinkler system backflow valves in towers 1 and 2 were replaced on July 9 and 10, 2024
 3. Pool heater installation – The PUR-15-2001 pool heater has arrived. The bill has been received, but not paid. Carlos plans to rework the plumbing in-house. A certified electrician will look into a GFI showing charring to determine and fix the cause.
 4. The spa heater quote previously approved at \$2,000 was misquoted to the team. The current model costs \$2,700. The property manager will reach out for an additional quote to ensure we are getting the best price.
 - B. Staff and Security
 1. New staff assignments were given to staff. With the heat and the workload, we need equal cooperation from all team members to share the load. Tasks are de-cobwebbing walls, ceiling, rails and associated stairwells (both towers and outside wings) wiping down handrails with germ swipe, cleaning doors.
 - a) Northside
 - (1) George: 4th and 5th Floors
 - (2) Kathy: 2nd and 3rd Floors

- (3) Robert: 1st Floor
- b) Southside
 - (1) Stuart: 4th and 5th Floors
 - (2) Jamie ; 2nd and 3rd Floors
 - (3) Robert: 1st Floor

- 2. Kathy is out with COVID-19. She can return to work on Sunday per isolation regulations. Queens Bay combines sick/personal time as PTO. We are offering her the ability to use her PTO.
- 3. New Security Team Member is Stuart. He started on June 28th, providing coverage on July 4th and 5th from 3pm to 11pm. George covered July 6 from 3pm to 11pm. Both Stuart and George split the coverage on July 7th. No issues were reported during the holiday except for a full parking lot and many holiday renters on the property.

C. Financial and Vendor Updates

- 1. Mesquite Janitorial is going out of business in August with everything discounted approximately 30% off. Currently, we only buy marble floor cleaner through them, but Carlos suggests exploring other bulk purchases options to keep supplies on hand. She can still deliver to Lake Havasu if we order through her despite having no storefront.
- 2. TKE Elevator Company Fuse invoice is firm on their \$893. Property manager suggests accepting Western Alarm's offer to pay half since TKE feels it was the Alarm company which caused the fuse to blow.

D. Electrical and Safety

- 1. Property Manager is requesting quotes to fix the tripping GFCI issue with the pool landscaping, replacing the standard outlets in the 4 elevator mechanical rooms per the modernization requirement and the charring outlet in the pool house.

E. Security and Access controls

- 1. There have been no trespassing incidents since changing the gate codes. The new camera system will help capture any future incidents.

V. Plumbing Inspections – 4 year

- A. The inspections were started to ensure plumbing fixtures and equipment inside owners' units are in good condition and free of leaks. It also requires any water heater over 7 years old must be replaced. The fee for the first time it was implemented was \$75. The second time it was \$100. This is a fee from the plumbing company directly to the homeowner to have their fixtures, water heater and any turn off valves checked, along with the garbage disposal. A form is filled out and provided to the HOA. The HOA sends out a link to the form sent to each of you. The homeowner contacts their plumber and has their condo inspected. The HOA has no ability to enforce the homeowner take this action or to resolve any of the problems listed in the report.
- B. Each director was polled on whether to continue requiring this. Kaufmann, Mimm, Meyers, Peters and Laing all agreed to discontinue the Plumbing Maintenance Program. The directors recommend we use the newsletter to communicate the 10-step checklist for opening your condo which includes checking for leaks and continue to recommend the water detection devices. This will be sent in the fall for the winter guests and the spring for the summer guests. At the same time, the list on how to mothball the condo if they will not be using it for a period of time.

VI. Review of Financial Records

- A. Treasurer Laing reviewed the May 2024 month end records. The HOA has a reserve balance of \$309,093 dollars. The operating balance is \$487,469. This includes \$9,276 from owners who are late with their due's payments. All of the owners have been contacted and the majority of them have paid. We continue to have had three individuals use our on-line option with the convenience fee included. We have a positive balance of \$52,409. In comparison, last year at this time, we had a deficit of over \$57,000. We have had unexpected infrastructure repairs and maintenance of \$31,347.32. There has been \$1,894 in black pipe repair work done to date. Last year at this time, we had \$24,432 in repairs.
- B. The treasurer has begun researching the proposed increases for utilities and insurance and provided the directors with the website used.

VII. There were no other topics

VIII. President Kaufman requested a motion to adjourn the meeting at 1:50 p.m. Vice President Mimms so moved. Secretary Laing seconded the motion. The motion passed with a unanimous vote.

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

- August 14
- September 11
- October 9