

Queens Bay Resort & Condominium
Directors Meeting Minutes
Wednesday August 14, 2024, 1:00pm Arizona Time
Zoom

- I. President Kaufmann called the meeting to order at 1:00 p.m. Arizona time Vice President Mims, Secretary/Treasurer Laing, Directors Peters, and Property Manager Starkey were present. Director Meyers was absent.
- II. Approval of the Minutes from July 10, 2024, Directors Meeting
President Kaufmann asked for a motion to approve the minutes from the July 10, 2024, Directors meeting. President Kaufmann made a motion to approve the minutes. Vice President Mims seconded the motion. The motion passed with a unanimous vote.
- III. Property
 - A. EV Charging Stations
 1. Dr. Salvino will connect with President Kaufmann about the cost to install an EV Station. Property manager Starkey reviewed the option of installing a coin operated power station. This system would allow individuals to pay as they use the power.
 2. Vice President Mims made a motion to purchase one-coin operated power supply with a single end cord. President Kaufmann seconded the motion. The motion passed with a unanimous vote.
 - B. Guidelines for Remodels/Construction
 1. The directors and property manager reviewed the letter which includes requiring a permit from the city.
 2. Property Manager will update the application by fine tuning the area where a permit should be applied for and upload it to the website.
 - C. Water leaks inside walls vs water leaks outside of the walls. When is the HOA responsible.
 1. The HOA is responsible if it is determined the common area pipe that serves the entire complex failed. The complex is not responsible if for an example the homeowners washing machine, toilet or tub overflows. If the leak is due to the pipe failure and not human error and it is a pipe that serves the complex within the common area walls, the HOA is responsible.
 - D. Site Six Contract
 1. The contract covers the investigation of a leak to determine if the leak is a result of a pipe failure and overseeing the repair
 2. Site Six has been overseeing the repair of the pipe leaks for the HOA. Any workers used must be licensed and insured or a documented employee of a business that provides the license and insurance.
 - E. The Directors reviewed the Camera Policy and discussed the new features and the benefits and ease of use for the property manager. No additional cameras will be added to the system. A few of the cameras will be moved around to areas where the team feels coverage is needed.
 - F. The pool heater has been installed.
 1. There will be a need for a new pool pump, which will be purchased in September. Property manager Starkey will obtain a bid or provide the cost for the pump at the September meeting.

2. Property Manager Starkey will secure a bid for the electrical outlet in the pool house, along with the electrical outlets in the 4 elevator mechanical rooms and present to the board at the September meeting.
 - G. The spa heater has been chosen and will be purchased by October 1 for installation.
 - H. Property Manager Starkey will secure bids for the elevator mechanical room door to meet code by the September meeting
 - I. Fire Sprinkler cage in the elevator have been installed. This was done to meet the new code.
 - J. Water Pressure issues have been resolved.
 - K. The directors reviewed the quotes for the front steps and patio cool coating. There were three bids received.
 1. President Kaufmann asked for a motion to approve the quote from Curb Appeal to begin this project after Labor Day Weekend. Director Peters made a motion to approve the Curb Appeal bid. Treasurer Laing seconded the motion. The motion passed with a unanimous vote.
 - L. The directors reviewed the quotes for the replacement of the cast iron pipes in the south tower's stairwell. Two bids were received.
 1. President Kaufmann asked for a motion to approve the quote from Craigs Plumbing. Secretary Laing made a motion to approve the bid. President Kaufmann seconded the motion. The motion passed with a unanimous vote.
 - M. Property Manager Starkey will have proposal from at least 3 companies for performing the Elevator Maintenance by the September meeting
 - N. Property Manager Starkey will request for a proposal for the minimum elevator modernization for one elevator.
 - O. Property Manager Starkey will have a proposal for the work currently being done by Cintas by the September meeting.
- IV. Queens Bay Resort Homeowners Association Staff Handbook
- A. President Kaufmann collaborated with Property Manager Starkey and Secretary Laing to create a staff handbook. The purpose of the handbook is to create a formalized guide for staff, directors and owners to understand the responsibilities of the staff.
 - B. President Kaufmann asked for a motion to approve the staff handbook. Secretary Laing made a motion to approve the handbook. Vice President Mims seconded the motion. The motion passed with a unanimous vote.
- V. Review of Financial Records
- A. Treasurer Laing reviewed the June 2024 month end records. The HOA has a reserve balance of \$309,249 dollars. The operating balance is \$494,791. The directors will be transferring \$100,000 from the operating checking account to the reserve account and opening a certificate of deposit. After this action is complete, the reserve deficit will be reduced by \$177,300. The HOA has not transferred money into the reserve account for almost 10 years. The CPA indicated we are on the right course in correcting our deficit and we are showing good progress in reducing the deficit.
 - B. The treasurer spent time going over the creation of the HOA budget with the CPA and is fine tuning the data entry to meet his recommendation. Currently, the treasurer is waiting on the city to disclose the pricing for water and sewer for 2025 to determine if the dues will remain the same or be increased.

- VI. There were no other topics
- VII. President Kaufman requested a motion to adjourn the meeting at 2:22 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

- September 11
- October 9
- November 13