

**Queens Bay Resort & Condominium  
Directors Meeting Minutes  
Wednesday November 13, 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, Director Peters and Property Manager Starkey and Vega were present. Director Meyers was absent.
- II. Approval of the Minutes from October 9, 2024, Directors Meeting  
President Kaufmann asked for a motion to approve the minutes from the October 9, 2024, Directors meeting. President Kaufmann made a motion to approve the minutes. Director Peters seconded the motion. The motion passed with a unanimous vote.
- III. Property
  - A. Pool
    1. Shelter Extension quote is on hold until after the lobby is repaired.
  - B. Water Pressure
    1. The water softener shut off valve repair is on the plumber's radar to replace.
  - C. Lobby
    1. The plumbing break is fixed. The directors have requested a quote from Craig's Plumbing to reroute the pipes out from under the lobby flooring and create an access panel in the parking lot for these pipes. If a future issue comes up, we can address it without digging up the lobby. We are in talks with the insurance provider to cover this cost to avoid a future claim because there are additional pipes that are the same age.
    2. All six units on the south side south side were affected and two additional units outside of the hallway (126 and 127), one unit on the north side (116) . The three additional units (stack 33) had water damage that is pending a cause but added to our claim. We will do our best to communicate to all owners as much information as we have.
    3. The flooring is being reviewed by the owner committee. Director Peters is part of this committee and he or Char Steinhoff will provide updates as needed to the Directors
    4. Painting the ceiling on hold until the hole in the lobby floor is repaired.
    5. Storage of furniture will be in a storage container that will be delivered by Friday November 15. Any electronics or items that need extra care when stored will be placed in Treasurer Laing's Condo.
    6. Fire Alarm Box, Gary from Western Alarm will be contacted for a potential move of the box to an outside wall, rather than the middle of the lobby. The flooring repairs may encompass this area, and it is an opportunity to move it to a better location.
    7. Electrical wiring that is located in the floor will be repaired. This includes the electricity for the handicap door.
    8. The piano owner will be contacted to store the piano.
    9. Motorized Curtain fix will be done when we have a lift on site.
  - D. Sliding Glass door is a cosmetic crack. The owner is responsible for this area of their unit. Secretary Laing will provide an update to the owner.
  - E. Front Entry is on hold until after the lobby is repaired.

- F. Palm Tree near 130-131 needs to be removed due to its potential for compromising the foundation and an owner's patio by the roots. The tree will be removed but cut up high enough to be able to carve a totem type design after the lobby is fixed and if there are funds available.
- G. The proposal for Elevator Modernization was received. Treasurer Laing will add the cost to the Building and Grounds maintenance spreadsheet. The company gave us a 3-month extension on the quote which will give us time to repair the lobby.
- H. The proposal for the inspections and other services provided by Cintas was reviewed. Everything is covered except for the AED inspection. Robert will cancel the inspections Craig's plumbing will take over those inspections. Cintas will continue to inspect the AED's and Property Manager will add to the staff duties to monthly check the safety light.
- I. Pillar repairs by the trash enclosure are on hold until after the lobby is fixed.
- J. Holiday Decorations no purchases will be made by the HOA
- K. Extra Patio Chairs no purchases will be made by the HOA

IV. Owner List Question from an Owner

- A. The HOA will not distribute the HOA list of owners contact information. Owners may create their own lists, but it cannot be posted in any public space or on the HOA website.

V. Review of Financial Records

- A. Treasurer Laing reviewed the September 2024 month end records. We continue to work on ways to be frugal, but still meet the expectations of the owners. We are in unknown territory until the insurance claims and repairs are completed for the Lobby flood.
- B. A motion was made to maintain the dues at the 2025 rate by Treasurer Laing. Director Mims seconded the motion. The motion passed with a unanimous vote.
- C. The directors reviewed the draft of the 2025 budget. We have until 30 days before the owners' meeting to approve the final budget.
- D. President Kaufmann made a motion to approve the purchase of a laptop computer and a mouse, the final cost was \$610.95 for Mr. Vega. Director Peters seconded the motion. The motion passed with a unanimous vote.
- E. Treasurer Laing updated the directors on the reserve study process. Site visit is tentatively scheduled for November 21. This expense will be reported under the accounting line item along with the expenses from the CPA for copying the requested invoices. This line item will be over budget, but it is because of the study and the extra work to gather the documents together.

VI. Other topics

- A. The directors were reminded to send a copy of their driver's license by Friday the 15<sup>th</sup>.

- VII. President Kaufman requested a motion to adjourn the meeting at 2:12 p.m. Vice President Mims so moved Director Peters 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

- December 11

- January 8<sup>th</sup>
- February 12
- February 15 or February 22– Owners Meeting – 10:00am Queens Bay Lobby