

**Queens Bay Resort & Condominium  
Directors Meeting Minutes  
Wednesday July 9, 2025, 1:00pm Arizona Time  
Zoom**

- I. President Kaufmann called the meeting to order at 1:00 p.m. Arizona time, Vice President Peters, Secretary/Treasurer Laing, Director Buckner, and Property Manager Vega, were present. Director Mims was absent.
- II. President Kaufmann made a motion to approve the minutes of the June 11, 2025, directors meeting. Secretary/Treasurer Laing seconded the motion. The motion passed unanimously.
- III. Property Updates
  - A. Pool Fence rust removal, restoration and repainting was completed. Cost was \$289.35 and 20 staff hours. 12 for the ground's person and 8 for the property manager.
  - B. The directors reviewed the bid for the valve replacement from Craig's plumbing for \$8,705.19. Secretary/Treasurer Laing made a motion to approve the bid and authorize Craig's Plumbing to complete the work, unless a lower bid is received on or before July 16. President Kaufmann seconded the motion. The motion passed unanimously.
  - C. Property Manager Vega reported on the testing completed following the Culligan service Technician's correction of the computer control module. The water pressure remained unchanged before and after the valve to the water softener system was closed, indicating that the softener system appears to be the core issue. The search continues for a suitable public location to install a water pressure gauge.
  - D. The cleaning of the tile floor and carpet has been completed.
  - E. The hallway carpet installation in the tower hallways has begun. The carpet is darker and will mask the stains and other wear patterns that are hard to mask with a lighter colored carpet.
- IV. Financials
  - A. Banking Transactions
    1. Secretary/Treasurer Laing made a motion to close all of the bank accounts at Arizona Financial Credit Union, reserve and operating funds, and deposit the funds into the corresponding Foothills Bank Operating and reserve bank accounts. President Kaufmann seconded the motion. The motion passed unanimously.
    2. Secretary/Treasurer Laing made a motion to authorize Foothills Bank to give President Heather Kaufmann, Vice President Michael Peters and NSC CPA Andrew Campbell electronic access to all of Queens Bay Homeowners Associations Bank Accounts, including both the reserve and general operating funds for the purpose of financial oversight and management. President Kaufmann seconded the motion. The motion passed unanimously.
    3. Secretary/Treasurer Laing made a motion to authorize President Heather Kaufmann, Vice President Michael Peters and NSC CPA Andrew Campbell as signers for Queens Bay Homeowners Associations bank accounts at Foothills Bank, PNC Bank and National Bank of Arizona. President Kaufmann seconded the motion. The motion passed unanimously.

4. Secretary/Treasurer made a motion to remove Bob Mims as an authorized signer at Foothills Bank, PNC Bank and National Bank of Arizona as he resigned as an officer for Queens Bay Homeowners Associations. President Kaufmann seconded the motion. The motion passed unanimously.
  - B. Secretary/Treasurer made a motion to approve the Queens Bay Homeowners Associations Reserve Fund Management Policy. President Kaufmann seconded the motion. The motion passed unanimously.
  - C. FY26 Budget Planning based on the Reserve Study which will begin on January 1, 2026
    1. Metal Components painting Asset 1019 – Carlos will secure estimates on painting the railings for the directors to review. Possibly start this project in fiscal year 2025.
  - D. Secretary/Treasurer Laing provided the directors with the May month summary and projections. There is room available in this year's budget, and we could explore painting the metal components, asset 1019.
- V. President Kaufman requested a motion to adjourn the meeting at 1:28 p.m. Secretary/Treasurer Laing so moved. Director Buckner 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 13
- September 10
- October 8