

Queens Bay Resort & Condominium
Directors Meeting Minutes
Wednesday January 14, 2026, 1:00pm Arizona Time
Zoom

- I. President Peters called the meeting to order at 1:00 p.m. Arizona time, Vice President Buckner, Secretary/Treasurer Laing, President Peters Director Lacerenza, and Property Manager Vega were present.
- II. President Peters requested a motion to approve the minutes of the directors meeting from December 10, 2025. Director Lacerenza made a motion to approve the minutes. Vice President Buckner seconded the motion. The motion passed unanimously.
- III. Vice President Buckner presented an overview of the policies and associated premiums for the 2026 insurance renewal. The directors expressed their appreciation for Vice President Buckner's work in reducing insurance costs for all owners. President Peters will sign the contract. Once the insurance certificate of coverage is received, updates will be posted on the website and provided to NSC Accounting for inclusion in the closing documents for new owners.
- IV. Property Updates
 - A. The carpet replacement estimates were presented as follows: Benos submitted a bid of \$73,610.98; however, the HOA would be responsible for providing a dumpster and removing landscape rock along the first-floor walkways. Rug Hut submitted a bid of \$56,741.52, with all work included. Western States Flooring (Home Depot) submitted a bid of \$178,983.50. Secretary/Treasurer Laing made a motion to approve the Rug Hut estimate. President Peters seconded the motion. The motion passed unanimously.
 1. A team will select the carpet. Once the carpet is selected, Property Manager Vega will work with Rug Hut to schedule the installation this spring.
 - B. The Site Six Contract has been properly executed – all parties have signed the agreement.
 - C. The Directors and Property Manager reviewed the process for documenting negative interactions or incidents involving guests, owners, or visitors. The HOA maintains Unit Notes in the Google Drive for each condominium to document such situations for future reference in the event of litigation. Unit Notes are also used to store remodel documentation and records of plumbing repairs.
 - D. Current Projects
 1. Roof – the Joint sealing on the parapet walls has been completed. Property Manager Vega updated the directors on the painting of the parapet. Two of the roof areas are painted there are six more to go.
 2. Railings – The south side has been completed. The north side has $\frac{3}{4}$'s of the rails to finish.
 3. The spiral Staircase redesign, President Peters will connect with his contact to obtain an estimate.
 4. Safety - moving the rocks along the curbs and replacing them with pavers and turf will resume when the roof work is completed.
 5. Back Flow Repair in the south tower has been completed.
 6. Guard Shack Camera is not working. Havasu Wiring is coming on January 15, 2026.

7. Wash Area – President Peters will contact the General Manager Sheehy to talk about the wash area.

E. AED's – The directors discussed the recommendations made by the HOA attorney. The attorney advised that an AED owned by the HOA, without proper maintenance and supporting documentation, could expose the association to potential liability. As a result, it was decided that the HOA would remove the AED owned by the community. Having Cintas maintain their two AEDs eliminates this liability risk for the HOA and transfers responsibility to Cintas. The HOA recommends relocating the Cintas maintained AEDs to the lobby and the back patio.

E. Online

Platforms

- GoDaddy-Domain Registration
- WordPress – HOA Website
- Namecheap – SSL Certificate management
- cPanel – SSL integration and management of email forwarding
- Mailchimp – HOA newsletter distribution
- Stripe – Credit card processing (being phased out)
- PipelinePro – Telephone system and owner contact information storage

Responsibilities

- Property Manager Vega – updates the Approved Vendors list and the Pipelinepro owner contact information.
- Secretary/Treasurer Laing – Maintains the website pages and uploads content

V. Financials

A. PNC Banking Transactions

1. Motion:

Treasurer Laing moves that President Peters be authorized to close the two Queens Bay HOA accounts held at PNC Bank, consisting of the Money Market account (operating funds) and the Certificate of Deposit (reserve funds). Upon closure, PNC Bank shall issue two checks payable to Queens Bay HOA, one for each account. The checks will be delivered to the CPA for deposit into the appropriate HOA accounts. Vice President Buckner seconded the motion, the motion passed unanimously.

Second Motion (contingent):

If PNC Bank refuses to close the accounts because President Peters is not listed as an authorized user, Treasurer Laing moves to that President Peters be authorized to be added as an authorized signer on the two Queens Bay HOA accounts at PNC Bank. Once the bank has completed the required paperwork, President Peters is further authorized, during the same visit, or subsequent visit, to close both accounts and proceed in accordance with the directions set forth in the first motion, including issuance of two checks payable to Queens Bay HOA and delivery of the checks to the CPA for deposit. Vice President Buckner seconded the motion, the motion passed unanimously.

B. Past Due Owner Update

1. Delinquent HOA Dues-The directors discussed and approved the next steps for an account that is more than six months past due. Upon expiration of the

30-day period following the certified return-receipt notice, which was January 13, the Treasurer is authorized to forward the required documentation to the HOA attorney to initiate the filing of a lien and the paperwork the attorney will send to the owner.

- C. Secretary/Treasurer Laing did not receive the November month end information. When it is received an update will be sent via email to the directors to keep them informed on our 2025 budget. provided the directors with the October month summary and projections.

VI. Other Topics

- A. Prospective Directors list – One director departed the meeting early, therefore, discussion of the prospective directors was tabled until the February meeting to ensure all officers and directors are present for the discussion.
- B. Owner’s meeting date is February 28 and at the Lake Havasu City library room A & B has been reserved.
1. Agenda Topics
 1. Insurance – Tom Buckner
 2. Property Update – Carlos Vega and Mike Peters
 - a) Completed and on-going projects – exterior carpet, wall painting, sealing the roof parapet, HVAC in the lobby and elevator. Goal is following the RDA.
 3. Financials – Penny Laing

- VII. President Peters requested a motion to adjourn the meeting at 2:00 p.m. Secretary/Treasurer Laing so moved. Director Lacerenza seconded the motion. The motion passed with a unanimous vote.

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

- February 11, 2026
- February 28, 2026 – Owners Meeting Lake Havasu City Library
- March 11, 2026
- April 8, 2026
- May 13, 2026
- June 10, 2026
- July 8, 2026
- August 12, 2026
- September 9, 2026
- October 15, 2026
- November 11, 2026
- December 9, 2026