

QUEEN'S GRANT RECREATION BOARD MEETING:

June 15, 2018

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Kim opened the meeting and established a quorum.

Board Members present: Kim Quinn, Billy Sutton, Ron Brown, Victor Santoro, Bonnie Moore, Kristine Perry

Board Members absent: Austin Harris

Additional Attendees: Chuck Esserwein, Scott Catapano, Bill McLean, Gary Ange

Declarations require updating to allow for compliance with State requirements to ensure the fiscal responsibilities are atop of priorities for the QG Association. Circle Q. Equity, Inc. has provided legal service for the update of the declarations (all associations) required to complete the transfer of the WWTP *only from R&Q, Inc. to Queens Grant Recreation Association*. Once complete the entire Recreation Association vote of greater than 67% is required to pass. This will allow for the declaration to pass and compliance with the required NCDEQ statutory regulations. Voting still outstanding.

Tour of the WWTP, led by Allen Rhue, highlights below:

- Tank Area Landscaping has been lacking it will now be addressed each month in growing season.
- Grass or Bushes on the exposed area by the lift station are needed Sanderson Landscaping will handle.
- No parking by lift-station (rock area is not for personal parking and needs to remain accessible) Needs a note from Premier to all owners. (JAKE)
- Grease in lift station is a big nuisance. Owners need to collect grease and NOT put it down the drain. Needs a note from Premier to all owners. (JAKE)
- This is also true for flushable wipes. Needs note from Premier to all owners. (JAKE)
- WWTP Building considerations:
 - Do we have adequate surge protection? Allen to report back to the board on this matter
 - Do we have adequate "backup inventory" for preventative maintenance? Allen to report back to the board
 - Do we have any deficiencies in the building that need to be addressed? Allen to report back to the board
 - ~1.2M to replace the system with a life expectancy of ~30 years.
 - What is the LP tank refill frequency?
 - Boat Trailers are improperly parked on the WWTP repair area
 - The repair area is required by the state and cannot be "compacted" therefore driving on the area and parking is not allowed.
 - To protect the area, we need to rope it off so that parking is not allowed. Note, if we rope it off, guest/tenant parking will become challenging. Even with the new area to be cleaned there will not be adequate parking for guests/tenants. Sanderson Landscaping will begin clean up.

- Boat Storage Area and Boat Ramp
 - The area is overgrown and cluttered with some old trailers and other equipment that is not necessary (Gary having Sanderson move the equipment to clear more area)
 - Can gain more room for trailer parking by clearing out some of the over-growth.
 - Need to have old trailers and those not workable cleaned up and removed.
 - The boat ramp has a significant drop off and is not at the correct angle.
 - The board should consider several bids to repair the boat ramp.

- Mike Tomjack of Carolina Swim led a Pool Discussion
 - Carolina Swim has a primary specialty in community maintenance since 2002 with a high customer retention
 - Has oversight for Turtle Cove
 - Mike over saw the pool repairs and participated in the re-inspection of the pool in May
 - Mike provided an overview of the issues he observed (list below is not comprehensive)
 - Parastolic pump feeding chlorine plugged in directly to outlet therefore not connected at all to water flow.
 - Drains (Pool and Hot Tub)—both exceeded the velocity of the drain. (both repaired prior to re-inspection but this was and could be a huge liability)
 - Drain line on the Hot Tub has been discontinued
 - Fence Barrier should be reviewed, could need a latching gate for compliance due to access to the pool from the clubhouse.
 - Caroline Swim has provided a proposal to take over the pool maintenance. Due to pool experience and expertise, Ron Brown and Victor were requested to review.
 - Both Ron and Victor recommended the proposal to include restroom oversight as well.
 - Need to confirm if pool permit is seasonal or annual? Gary to pull permit copy and advise.
 - **MOTION by Ron Brown: Revise the proposal to reflect an annualized proposal with the pool opening the Monday before Easter and closing the Sunday after Thanksgiving. Motion 2nd by Billy Sutton, no objections.**
 - **MOTION by Billy Sutton: Engage Carolina Swim effective immediately for 12- 18 month contract for pool and restroom, subject to contract review, leaving the contract review to the discretion of the President, Kim Quinn. Motion 2nd by Ron Brown, no objections.**
 - Carolina Swim agreed to start service on Monday, June 18th while working to revise the proposal.
 - Pool Schedule needs to be discussed at another meeting.

- Dock Behind Building 8
 - Dock is unsafe and needs attention as it is a potential liability.
 - Three bids being obtained to address safety concerns. Gary Ange collected bids to share with board for further action.

- TRASH
 - Gary is working on trash service with the town, will report back ASAP.

- STAFF

- Recommended that we consider and explore a part time Property Manager Tues-Sat 10-3pm.
- Board would like Ken to stay on until 6/30/18. A severance package due to his 30 year service will be as follows:
 1. Ken will be paid for 30 weeks at his average weekly salary.
 2. He will continue to receive \$135 a month for insurance until 12/31/18.
 3. He will keep the QGRA cell phone through 1/25/19.
 4. He will be paid \$200 per month, as a retainer, for 2019.
 5. He will be paid \$15.00 per hour if called to the QG community for services needed.
 Victor to discuss with Ken
- ***MOTION by Billy Sutton: Provide Alan Rue with a spending limit as follows: \$1500.00 limit for parts – maintenance and \$2500.00 limit for emergency. 2nd by Kristine Perry, no objections.***
- Other Business
 - Post Premier's 24hr. Need a note from Premier to all owners. (JAKE)
 - Recommended that we consider and explore a part time Property Manager Tues-Sat 10-3pm.
 - Create a list of preferred vendors.
 - Kim has purchased a lap top for the clubhouse.
 - Dismantle the camera system but leave the camera up.
 - Empty lot between D and E: What do we do with this lot? Easement is not valid as it was not signed by an officer of the company.
- Rec Board Meeting July 6th at 2pm.
- Meeting Adjourned