

# *Queens Grant Recreation*

---

Meeting Minutes 10-21-2017

Call to Order; 9:00am.

Opening Remarks, Introductions and Welcome; Chuck Esserwein – Chairman, Queens Grant Recreation Association.

Determination of Quorum: Chuck Esserwein.

Motion to Waive Notice of Meeting.

Approve Previous Meeting Minutes: Chuck Esserwein.

- April 8, 2017 – Quarterly BOD Meeting.

Formal Presentation to REC Board Regarding Transfer of Marina Seawall Section Back to R&Q; Chuck Esserwein.

Motion by Bonnie and 2<sup>nd</sup> by Raymond

Discussion of Marina, Seawall Repairs, New Home Construction and Related Topics: Kim Quinn.

6-8 weeks away from finalizing all the sea wall repairs

Estimated 30 years before additional maintenance should be needed on new walls.

Amendment out to update all the bedroom assignments. Once approved the permit can be transferred to the Rec associate

90% through cleaning up permitting items

Anticipate all the WWTP permits to be transferred to Rec in 2018

Two storm water basins that are not state approvable: rains more than a half inch you have 24 hours to inspect and document (Gary to send the document).

Setting up Shannon as Property Manager (need to add storm water basin inspection to Shannon's responsibilities)

2 TH with Cos, one sold, other 4 are in sheet rock stage with one under contract, getting ready to start 4 more units this week, if get one more on contract then they will start the final building by the pool, raised the prices last few units will be 525K. Kim will be putting some of those will be rentals so we need to consider how to start charging dues on both the Rec and TH association  
Problem with getting traffic into the property: Realtor has code and Construction code, Realtor code to change every 30 days

Status of Waste Water Treatment Plant JVA: Chuck Esserwein & Kim Quinn.

- Open Issues Regarding Dissolution of the JVA:
  - Rebuilding the Lift Station.
  - Transfer of Permit(s) to REC.
  - Other (?).

Chuck to work with Jake to get a stipend to allow Allen to oversee the Lift station repair  
Proposal for the (State regulator, Helen is anxiously awaiting us to correct this)

Generator needs to be repaired or replaced

Repair is 10K Replacement is 22K, Lease agreement is 750\$ per month

# *Queens Grant Recreation*

---

50K in the escrow for the Lift station repair, Kim agreed anything left over we could use against the generator costs

Motion: Either repair or replace ASAP, the board to be presented with costs including maintenance contract with reported unit versus replacement, Motion by Billy, 2<sup>nd</sup> by Raymond Annual contract on Full Service through contract agreement and Alan do the more general maintenance on a 90 day basis.

Alan to write a letter to the state updating them on our progress and Jake to operate on an ASAP basis to get this fixed.

Break (10 Minutes)

Management Report – Jake Davis, Association Manager.

- Summary of Transition from MEA to PMC.
  - As of 10-20 just got final financials, supposed to have complete 2<sup>nd</sup> week of August from MEA, Premier is currently working through reconciliation.
- Open Items from Transition, Specifically Financial Data and the Proposed Resolution(s).
- Expenditures for Computer and Related Equipment for the WWTP Operator; Chuck Esserwein
  - Motion to set aside 500\$, made by Ron and 2<sup>nd</sup> by Raymond
- Proposal and Discussion Regarding a New Emergency Power Generator for WWTP; Jake Davis. – Discussion on item. BOD does not feel it is financially responsible to lease the equipment and wants to do a new generator or rebuild. Raymond motioned to have existing rebuilt and begin a maintenance program.
  - Allen Rhue – generator runs weekly for testing.
  - Motioned to have generator repaired or replaced but need to know the quarterly contract price on new/vs used (annual) – all in favor.
- Proposal and Discussion Regarding Addition of an Air Conditioning Unit to the WWTP Electronics Building; Jake Davis. – Jake to get more information and more prices. Look at fan and efficiency vs HVAC.
- Financial Status/Plans.
- Proposed 2017-2018 Operating Budget w/ Projected Year-End, if Possible.
- Discussion as Necessary.

Break (10 Minutes)

Repair and Maintenance Report: Shannon Curtis, Maintenance Supervisor.

- Pool Support Wall and Decking.
- Gaye Avenue Canal Seawall Including Dock/Pavers.
- Storm Water Drainage/Parking Lot.
- Pool Repairs.
- Clubhouse Ramp & Stairway Rebuilding.
- Hot Tub Repairs.
- Additional Security Camera(s)
- Playground.

# *Queens Grant Recreation*

---

- Need to Dredge Tower Court Canal! (Appears to be a CAMA Requirement because of Silt Runoff from Pool and Parking Lot Damage.)
  - Need Jake to report back to the Rec Board on the need to dredge
- Other.

Break (10 Minutes)

Discussion Regarding Changing the Gate Code(s) and Possibilities of Restricting Codes to Specific Times, Dates, Users, etc.; Chuck Esserwein and Shannon Curtis. – Gate codes: Need to post realtor code on gate – change every 30/60/90 days so it doesn't stay active. Chuck agrees- and recommends it. There is also a keyed switch for a realtor who can put a key in and open the gate during open houses. – Chuck will get it ordered and installed in November/December. No objections.

Discussion of Previously Approved Financial Audit and Reaffirmation of Audit Committee; Chuck Esserwein.

Discussion of Proposed Creation of On-Site Property Manager/Maintenance Supervisor; Chuck Esserwein.

- Discussed and made edits to job description
- Need Jake to advise on how to manage Shannon for a long term solution with the goal of giving him some freedom to operate and clear job responsibility

Break (10 Minutes)

Presentation and Discussion with Jim Cornelius Regarding Requirements for a Successful Open House; Jim Cornelius.

Schedule/Confirm Upcoming Meetings:

- Board Meetings:
  - FY2017-2 – January 20, 2018 (Proposed)
    - Date looks good, would like all board members to be here for Jan meeting face to face
  - FY2017-3 – April 7, 2018 (Proposed)
    - Date looks good.
- Annual Homeowners Meeting – May 5, 2018 (Proposed).
  - Consider what we are doing for the food/entertainment (?)
- JAKE—What is the requirement for attendance at the meetings for Premiere? Board recommending Jake attend all board meetings and Annual meeting.

Old Business.

New Business. – Renters need to be made aware of not going over dunes. Need to add signage?

Adjournment.

- Motion to adjourn Ron, 2<sup>nd</sup> by Raymond.