

Queens Grant REC board meeting minutes 11/22/2019

In attendance : Kim Quinn, Kristine Perry, Gary Ange, the following attended via conference call: Victor Santoro, Ron Brown, Kristi Lanier (for Sallie Dickinson), and Jim Hepner

A quorum was established with Kim Quinn, Kristine Perry, Victor Santoro and Ron Brown voting. Both Jim Hepner and Kristi Lanier (sitting in for Sallie Dickinson) attended as part of new board orientation (their terms on the QGRA will begin January 1, 2020).

James Matthis(by phone) reviewed the profit and loss statement for June through October 2019. Water is the biggest expense out of line with our budget. The other item of difference is the insurance expense it is being reported as an accrued expense in the past it was reported as a cash expense.

The overall bottom line is a positive number as of Oct. 31.

James also explained the new billing. All members will be invoiced \$250.00 for the month of December. Beginning Jan. 1 2020 the billing will be \$899.00 the billing dates will be: Jan. 1, Apr 1, Jul 1 and Oct 1.

In addition James discussed his proposal for his Tide First services as of Jan 1. The proposed contract is for \$1325/mo. Tide First will be sending a written contract for the board to review. In addition to Tide First the board will need to employ a CPA to file our tax returns and audit our books. The audit will be required by the the state per pending legislation that requires any HOA with more than \$150,000/ year in income to be audited. Once a contract has been submitted the board will then vote to employ Tide First for 2020.

Kim proposed to have any accounts over 90 days past due sent to our attorney by Tide First to begin lien proceedings. No one opposed.

The proposed 2020 QGRA BOD meeting scheduled was presented to the group via email no one opposed the dates. The 2020 meeting dates are as follows: Jan 17, Mar 20, May 15, Jul 17, Sep 18, Oct 2 and Oct 17 (QGRA annual meeting).

Discussion of site manager candidates was presented by Kim and Gary. To date they had interviewed 4 individuals for the position. All four are a good fit for the community however two are outside of our budget constraints and the other cannot begin until September 2020. The forth candidate, Susan Griffin, is willing and qualified to take on the position at a rate of \$50,000/year. Within this yearly rate she is willing to take on some duties for the Soundside and the HOA examples to include attending board meetings, taking meeting minutes and handling owners calls. She is aware that she will need to be available for on-call emergencies and will keep regular hours on site. The start date for this position if she is hired would be January 1.

Victor Santoro made a motion to open an internal request for applicants (this would be done via an email blast to all current QG homeowners). These applications are due no later than December 2nd. If no candidate is selected from this pool the position will be offered to Susan Griffin with a start date of January 1, 2020. Ron seconded the motion and all were in favor none opposed.

Gary Ange gave an update on the bulkhead. Bids have gone out for the work and are due back no later than December 5. In addition to reviewing bids the board will need to vote to add QGRA to the CAMA permit. Kim suggested the board meet via a conference call no later

that December 15 to review the bids and vote to offer the bid to the contractor of the board's choosing.

Due to the recent resignation of Bonnie Moore the QGRA BOD has an opening that will need to be filled. Kim requests that names be supplied and submitted to him of any individual homeowner that is interested in filling Bonnie's term. The term is until 2022.

The current WWTP operator (Allen Rhue) has submitted his resignation effective 12/31/19. Gary Ange proposed a one year contract with Pump Solutions in Hampstead at a rate of \$2430/month. This rate includes a back up operator (which is required by the state) and is an increase of \$730 from our current budget. In addition to providing operator services they can do repairs as needed. Ron Brown made a motion to proceed immediately in offering Pump Solutions a one year contract Kristine Perry seconded the motion. All in favor none opposed.

A question to Kim Quinn about the use of Sanderson Landscape service through the next year his response was there was no plan to change to another company.

Victor made a motion to conclude the meeting.