

Meeting Minutes

Board of Directors

Meeting Date: October 28, 2015

Call to Order:

A regular monthly meeting of the board of Directors, of the Highlands at Queens Creek HOA, Inc., was held in the Pool/Club House at 524 Aberdineshire Ct. Hubert, NC. The meeting was called to order at 6:30 pm with Pat Jacques, President; Bill Getsy, Vice President; Karie Owens, Treasurer; and Cindy Sales, Secretary in attendance.

New Business:

-The fence behind Moray Court septic field is missing 64 feet of chain link fence. Do we repair or ignore? For the time being, since there are no issues and we have limited funds, the missing fence will not be replaced.

-Hunting is not allowed on HOA grounds. Pat will contact the Onslow County Wildlife Officer to figure out if there is anything we can post "No Hunting Allowed" signs.

-Septic fields need to have rods with reflectors inserted over the air vents of the field. There is a concern due to four wheelers driving over the fields. Bill Getsy will take care of this since he mows the fields in the spring.

-Pat presented a photo of the locked gate to be installed at the back gate. Bill Treweek will give the HOA \$6,000 towards the repair of both gates. Pat Jacques will work with Bill Treweek to get the back gate installed. Pat would like to have the back in place by Thanksgiving. Then he will work to address the repairs needed the front gate.

-A list of items repaired and or replaced needs to be created so we can have better tracking. Karie Owens will work on this.

-The annual HOA Homeowners meeting is set for January 23, 2016.

-A job description for each of the Officers of the HOA BOD needs to be done.

Open Issues:

-Bear Creek Volunteer Fire Department services our community. They are on "probation" per the state, and the consequences of this may include significantly higher insurance premiums for homeowners. Bill Getsy informed BOD that the county was working on keeping the fire dept operational. A merger with Swansboro is being considered by the Swansboro Board of Commissioners.

-Damage to the left brick "pillar" at the "front" gate by Queens Haven Rd, as one drives out of the community, was noticed on 9/15/15. Bill Getsy is investigating to see if one of the construction trucks caused the damage. Trusses were delivered recently.

-Speed Bumps: There is no date of completion set.

-Bill Getsy informed BOD that he would bring an updated Highlands map to Homeowner Meeting on 9/22/15. This is still pending.

-Karie informed BOD that she had initiated a request to Precision East to get an estimate of costs associated with replacement of off-site septic systems in writing in order to determine adequate amount for that portion of homeowner dues should the need arise for funding of such in the future. The estimate has been received but some clarifications were requested.

-Bill has not yet been able to contact Gordon Robinson (also employed by Bill Treweek/NIG) about possibly taking over as HOA attorney.

-Repairs that still need to be addressed:

- Install new door to pool house closet (was damaged May 2015 during break-in)
- Leak at pool house
- Damage to walls in pool house due to investigation of leak

Completed Items:

-Karie Owens, Treasurer, requested that Bill Getsy, Vice President, inquire with Bill Treweek/Northern Investors Group (NIG) about the Highlands' HOA property tax invoice that should have been received in August. Currently, it is being mailed to NIG at 737 Chadwick Shores Dr, Sneads Ferry, NC 28460. Karie will have the mailing address changed for next year.

-Karie informed BOD that she has requested (three times) an itemized invoice from JonPaul Sabbah, the HOA's attorney, since July 2015. The invoice was from May 2015.

-Karie informed BOD that twice she has contacted Veterans Lawn Services about no-shows. It was decided that Bill would speak to the owner to let him know we will no longer require his services. It was also decided that Hitman Landscaping, LLC, would be hired on an "as needed" basis for the rest of the season for the same areas and same amount of \$500.00 per completion.

-Bill Getsy asked to be reimbursed for his last receipts (for handicap sign and paper towels) given to Karie Owens at the last board meeting on 8/19/15. A copy of the reimbursement form was provided, signed by both Karie Owens and Patrick Jacques on 8/22/15 in the amount of \$44.33 and indicated Check #1385. Karie recalled giving the check to Bill Getsy on the same evening, 8/22/15. She claims she recalled this because it was the same night as a going away/block party on Inverness Dr of which Bill and Karie were both attendees. However, there is no proof that Bill ever received the check. Karie will investigate and determine if a new check needs to be cut and a stop payment put on check #1385.

-Bill Getsy provided an invoice for a new reinforced door (to replace door to pool house closet, damaged during break-in from May 2015), paid for by NIG. The total was \$188.16. A check (#1388, incorrectly dated for 9/15/15) was cut for that amount, made out to NIG, and given to Bill Getsy for delivery.

-BOD discussed the meeting scheduled for the Home Owners on September 22. Gate closing will be the big issue. Agenda will be short. Account summary, gate discussion and vote. No other business will be discussed.

Meeting adjourned at 7:54 pm

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cindy Sales".

Cindy Sales, secretary

November 5, 2015