



Broad & Gales Creek Community Association, Inc.

3010 Hwy 24, Newport, NC 28570

Phone: 252-247-2715

<http://broadandgalescreekca.org/>

Robert Lewis, President
Tony Bello, Vice President

Sallie Salter, Secretary
Melinda Ward, Treasurer

Minutes of the Regular Monthly Meeting December 12, 2019

Meeting was called to order at 19:05.

Board Members Present:

Robert Lewis, Tony Matthews, Tony Bello, Jeff Batten, Melinda Ward, Robert Lewis, Steve Phifer, Sallie Salter, and Tonya Winters.

Community Members Present:

Ashley Cox, Mark Rippeth, Matt Low

Nominations:

1. Melinda nominated Robert to remain president.
 - a. Tonya seconded
 - b. Motion carries
2. Dusty nominated Tony Bello for Vice-President
 - a. Melinda seconded
 - b. Motion carries
3. Dusty nominated Sallie for secretary
 - a. Tony Bello seconded
 - b. Motion carries
4. Nominations for treasurer
 - a. Tony Bello nominated Melinda for treasurer
 - b. Dusty nominated Jeff Batten for treasurer
 - c. Melinda is elected treasurer by secret ballot.

Secretary's Report:

1. December Report and July Report recently sent via email. T
2. Tony Bello distributed the previous minutes.
3. The report was reviewed.
4. Steve Phifer moved to accept the minutes.
5. Motion was seconded by Melinda.
6. The motion to approve the secretary's report passed.

Treasurer's Report:

1. Chief Melinda Ward gave the Treasurer's Report and distributed financial reports.

2. CPA has not provided an updated report
3. Tony Matthews presented information that according to state guidelines, only the chief and the board president is permitted to open bills for mail. There has been bills missing for payment. Tony Bello has requested to get a copy of said guidelines.
4. Tony Matthews also brought up that the water company was billing for EMS and Fire into one bill. Melinda said that EMS has been reimbursing half of the water bill.
5. Jeff Batten brought up that the bylaws states that an annual audit is to be conducted annually. Since there has been no audit conducted over the past several years, Robert appointed Jeff Batten to work with Melinda to research auditors and/or reviews to satisfy the requirement. Rogers CPA firm in Morehead City verbally quoted \$5,000 to the county that he could conduct the audit. The county has requested all books, receipts, invoices, QuickBooks reports, according to the contract.
6. Tony Matthews moved to accept the Treasurer's report
7. Jeff Batten seconded.
8. Motion carries

Fire Department Report:

1. Chief Tony Matthews reported
2. Santa Saturday weather permitting
3. Ashley Cox was voted as new Assistant Chief
4. Matt Low was voted in as second Lieutenant

EMS Report:

1. Children's Christmas party on 12/13
2. Adult Christmas party last weekend and went well
3. EMS has been very busy with call and managed to take care of everything.

Building and Grounds Report:

1. Mark Rippeth had nothing to report.
2. Septic Tank and AC filters need to be changed.
3. Visual inspections of community building and fire building
4. Point of contact for all building and grounds issues.
5. Mark has provided a list of needs both properties
6. New building and grounds chair to be appointed.
7. Robert Lewis appointed Tony Matthews and Jeff Batten will be points of contacts for Fire Building
8. Robert Lewis appointed Tony Bello, Steve Phifer, and Tony Bello to be points of contact for the community building
9. Cemetery Committee chair will be the point of contact for cemetery.
10. Fire tax money has been used to maintain community building in the past. According to Tony Matthews, best practices would not include using tax money for community building maintenance and upkeep, even though a portion is used for fire department storage. When the community building was donated, a requirement was that it must be under the community association/fire department. Robert is checking the deed to determine the name.

Committee Reports:

1. Cemetery Committee has not met since Frieda has not communicated with the board.
2. Tabled to the cemetery committee until communications have been established with Frieda.

Old Business:

1. Clarification of Payment of bills

- a. According to Tony Matthews, prior board approval stated that bills for Fire Department are not to be collected by EMS. Some bills have been missing.
 - b. Dusty proposed that Tony Matthews or Ashley Cox shall initial all Fire Department mail, Robert or Tony Bello shall initial all Community Association mail, and Melinda shall initial all EMS mail.
 - c. Monthly Bills
 - d. 3 electric bills, water bill, pest control, waste management, credit card bill for Fire, Lowes credit card, Kittrell's.
 - e. Fire department receipts are reconciled by Tony Matthews before sending to Melinda to pay the bill.
 - f. Robert is still working to communicate with the superintendent on base concerning the playground equipment.
2. Robert brought up that the front cemetery was not mowed 2019. Mark said that another bid was accepted by the board so he did not cut anymore but could not be verified in previous minutes. No clarification was evident as to whether or not Mark was supposed to cut the front cemetery since no contract was developed. The board will research previous minutes to determine what was passed. Discussion came up about ownership of the cemeteries. It was initially donated by the Salter family as long as the community association has kept it up.

New Business:

1. No New business

Adjournment:

1. Steve Phifer moved to Adjourn.
2. Jeff Batten seconded the motion
3. Motion passed.
4. Meeting Adjourned at 20:52.

Respectively presented by Secretary Sallie Salter

Approved by: _____
Initials _____
Date