



## Broad & Gales Creek Community Association, Inc.

3010 Hwy 24, Newport, NC 28570

Phone: 252-222-3700

<http://broadandgalescreekca.org/>

Tony Bello, President  
Steve Phifer, Vice President

Sallie Salter, Secretary  
Jeff Batten, Treasurer

### Minutes of the Regular Monthly Meeting May 11, 2023

Meeting was called to order at 7:01 pm

#### Board Members Present:

Tony Matthews, Steve Phifer, ~~Dusty Desteunder~~, ~~Sallie Salter~~, Jeff Batten, Tony Bello, Missy Rhodes, Ryan Garcia, Mark Rippeth

Community Members Present: N/A

#### Adoption of Agenda: Tony Bello

1. Motion to approve the agenda.
  - a. Motion to approve by Jeff Batten
  - b. Seconded by Missy Rhodes
  - c. Motion passed.

**Secretary's Report:** Sallie Salter not present, Tony Bello delivered the report.

2. Minutes of the previous regular meeting were issued for approval.
3. Motion to approve the minutes.
  - a. Motion to approve by Missy Rhodes
  - b. Seconded by Tony Matthews
  - c. Motion passed.

#### Treasurer's Report: Jeff Batten

- a. The Monthly financial report was issued.
- b. Financially doing good with capital funds and reserve funds.
- c. A payment on Engine 1 fire truck loans was just made and one more balloon payment and it will be paid off. Approximately \$78,000.00 balance due in April.
- d. \$4,200.00 is the amount currently in the Community Association Account.
- e. Jeff Batten has a list of transactions that do not have receipts. He has instructed Alison Bentz, bookkeeper, to not pay off any balances with transactions that do not have a receipt.
  - i. WEX
    1. Chief Matthews will need to document a memorandum of missing receipts.
  - ii. VISA
    1. Chief Matthews will need to investigate, identify, and recover missing receipts.
  - iii. Lowe's
    1. Currently missing 9 receipts.
  - iv. Ace Marine
    1. Unsigned receipt was delivered to Alison Bentz. It is now taken care of.
2. Motion to approve financial report by Steve Phifer
3. Seconded by Missy Rhodes.

- a. Motion passed.

**Fire Department Report: Chief Tony Matthews**

1. Budget process is complete with no issues. Everything is now in the hands of the county commissioners.
2. No volunteer applications submitted over the past month.
3. Working on procedures for background checks for volunteers.
  - a. Waiting on the Chief's number from the SBI that is needed to process the background checks.
  - b. Looking into purchasing fingerprint scanners instead of fingerprint cards.
    - i. Steve Phifer offered to help with that process.
4. SCBAs were tested due to an incident that recently occurred. Everything checked out good. An invoice will be delivered soon.
5. Regarding receipts, the Chief will submit them electronically every two weeks.
6. A new strip mall will be developed on Nine Mile Rd.
  - a. Ryan Garcia mentioned that those plans have been scrapped and it will now be subdivided.
  - b. A campground is going up adjacent to that location.
7. Ballantine Grove Subdivision is building Phase II and Planning for Phase III.
8. Pearson Circle Subdivision now has 911 addresses in place.
9. Broad Creek Middle School is constructing a new cafeteria and classrooms.
10. A new therapy center will be constructed soon across from the Fire Department.
11. Working on insurance and workers compensation rosters. This is an annual process.

**Standing Committee Reports**

1. Executive Committee: Tony Bello
  - a. The Executive Committee met on April 20 to approve the "Hold Harmless Agreement" from Jeremy Farish to install the HVAC mini split unit at the Community Building since he does not carry liability insurance. The committee approved the agreement and Jeremy installed the unit with no issues.
  - b. Vendors that approved that provide services will be required to provide W-9 and proof of insurance.
2. Bylaws: Ryan Garcia
  - a. Policy and Procedure amendments will be presented during new business.
3. Building and Grounds: Steve Phifer
  - a. County EMS notified Steve that the new AC is not working.
    - i. Jeremy Farish checked it out and determined that the filter was clogged and needed to be changed.
    - ii. Steve notified Stephen Rea that they need to replace the filters monthly.
4. Community Services (*Community Building*): Sallie Salter
  - a. Rentals are going well. Most of the upcoming weekends are booked.
  - b. Working on cleaning out old materials.
  - c. Chief Matthews sent volunteers to empty trash and the next day; someone filled it up with personal trash.
5. Ways and Means: Missy Rhodes
  - a. Missy has joined "Women of Carteret County" to advocate for the association.
    - i. Several connections with local business owners have been made and meet bi-monthly.

**Old Business:**

1. Security Light on the basketball court.
  - a. Tony Bello drafted paperwork for the immediate residents to approve.

- b. If any neighbors complain about the light to Carteret Craven Electric, they will cut service, but we are still locked in for a year to pay.
  - c. Sallie will handle getting signatures.
2. Building and Grounds.
- a. Carpet Cleaning in the meeting room.
    - i. Steve reached out to the carpet cleaner but has not heard back.
  - b. Door replacement on the door closest to the playground and the door by the office.
    - i. This can be completed under building and grounds maintenance and no vote needed.

**New Business:**

- 1. Policy and Procedures Amendments
  - a. Contracted Services
    - 1. For tax purposes, Form W-9 must be obtained by all service-related vendors before any payment can be issued.
    - 2. If contracted services need to be made, proof of liability insurance is also required before any work can be started.
  - b. Fiscal Policy
    - 1. Any purchase over \$2,500.00 requires Board approval.
    - 2. All purchases must be verified with an invoice or receipt.
    - 3. Payment cannot be submitted without an invoice and or receipt.
    - 4. If a purchase is made with a credit card, that portion of the bill cannot be paid without the receipt.
      - a. The Fire Department Visa Card is set up to be paid in full each month. If the balance is not paid in full, a finance charge (27%) and a late fee is incurred.
    - 5. All invoices and/or receipts must be approved by the Fire Chief, Board Treasurer, or Board President with a signature and line item before submitting to the bookkeeper and Treasurer.
      - a. Invoices and/or receipts must be submitted to the bookkeeper and Treasurer no later than two weeks of receipt/invoice date.
      - b. Invoices and/or receipts may be sent via email to the bookkeeper, however, the body of the email must clearly state that the expenses are approved.
  - c. Human Resources
    - 1. HR Duties of the Bookkeeper/New Hire Specialist as approved by the board.
      - a. Distribute North Carolina required notices for employment to each new hire.
      - b. E-Verify each new hire social security number.
      - c. Upload Form I-9 of each new hire within three days of the start date to the Department of Homeland Security, US Citizenship & Immigration Services.
      - d. Retain personnel files and records of each employee and/or volunteer.
      - e. Post updated Labor Law Posters annually in a common area of the fire department.
    - 2. New Hire Process
      - a. The following documents must be delivered to the Bookkeeper/New Hire Specialist, as approved by the board, before the start date.
        - i. Employment Application
        - ii. Signed Employment Eligibility Form I-9 with a starting date.
          - 1. Must be verified with a physical ID and signed by the Fire Chief at the bottom of Section 2.
  - d. Contracts on File
    - 1. The Board Secretary will retain original signed copies of all current Fire Department contracts that require financial obligations.

