



## 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 June 8, 2023

**Meeting was called to order at 7:00 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:** Dennis Gaither, David Burkett, Danny Moreno

#### **Adoption of Agenda:** Tony Bello

1. Motion to approve the agenda.
  - a. Motion to approve by Tony Matthews
  - b. Seconded by Dusty Desteunder
  - c. Motion passed.

#### **Secretary's Report:** Sallie Salter delivered the report.

1. Minutes of the previous regular meeting were issued for approval.
2. Motion to approve the minutes.
  - a. Motion to approve by Steve Phifer
  - b. Seconded by Dusty Desteunder
  - c. Motion passed.

#### **Treasurer's Report:** Jeff Batten absent. Tony Bello delivered the financial report.

1. The Monthly financial report was issued.
2. Tony Matthews mentioned that we need to have a breakdown on what was spent on the community association account.
  - a. Tony Bello will ask Alison Bentz to provide that starting next month.
3. Motion to approve financial report by Steve Phifer
  4. Seconded by Tony Matthews.
    - a. Motion passed.

#### **Fire Department Report:** Chief Tony Matthews

1. Insurance paperwork for Worker's Comp has been completed and resubmitted.
2. No Fire Department meeting last week.
3. Working on the fingerprint process for the State and Federal background checks
4. Structure fire was the only major call this month.
5. Working on the credit card process to streamline according to the Policies and Procedures.

#### **Standing Committee Reports**

1. Executive Committee: Tony Bello

- a. The Executive Committee met on May 31 and all members were present including Alison Bentz that was invited by the president.
- b. Financials were discussed including credit card issues, receipts, line items, etc.
- c. Reminder that any expenditure over \$2,500.00 must have board approval.
- d. We are still paying for the old copier (\$10/quarter) and will cancel the contract.
- e. Credit Cards.
  - i. The Executive Committee recommends that we assign credit cards to all the officers.
    1. This way, we won't have multiple people handling one credit card and will put the accountability on the card owner to submit receipts.
    2. Only card owners have the authority to use their card.
    3. A form with rules and regulations will need to be signed when issued.
  - ii. The current VISA card cannot be used for fuel unless an emergency arises. Chief must contact the treasurer or president within 24 hours of use.
  - iii. New WEX numbers will be issued since there has been an issue with sharing numbers. This will maintain accountability with each card number holder.
  - iv. All receipts must be submitted to the bookkeeper or Treasurer within two weeks of the transaction.
2. Bylaws: Ryan Garcia
  - a. No report due to Ryan's absence.
3. Building and Grounds: Steve Phifer
  - a. No Report.
4. Community Services (*Community Building*): Sallie Salter
  - a. Rentals are a little slow.
  - b. Henry Garcia and Missy Rhodes booked in the next few weeks.
    - i. Since EMS is dissolved, they no longer receive one free rental a year. Henry is using Ryan Garcia's free rental.
  - c. Sallie did get two signatures for the security light notice. Hope to have the rest by the next meeting.
  - d. Some of the adjacent residents of the community building recommended that we get cameras installed. There has been some activity late at night.
5. Ways and Means: Missy Rhodes
  - a. No report due to Missy's absence.

**Old Business:**

1. Security Light on the basketball court.
  - a. Sallie will continue to handle getting signatures.
2. Building and Grounds.
  - a. Carpet Cleaning in the meeting room.
    - i. Steve reached out to the carpet cleaner but had not heard back. He will try again.

**New Business:**

1. Outdoor Sign.
  - a. The board currently pays \$60.00 every year in April to NCDOT.
  - b. There is a county moratorium that no more signs can be added.
  - c. Gray Outdoor Signs is interested in purchasing our permit for \$500 and \$250 per year for land rental.
    1. There was no mention about perpetual land lease or if the rates can increase.
    2. It can only be replaced with the same size sign.
  - d. Sallie recommended that we clean it up and use it for Community Association advertising.
  - e. No motion to move forward.

## 2. Policy and Procedures Amendments

- a. Motion to assign Fire Department officers (Chief, Assistant Chief, Caption, and both Lieutenants) procurement credit cards for purchasing by Steve Phifer
  1. Second by Tony Matthews
  2. Discussion
    - a. Dusty inquired about spending limits.
    - b. Steve Phifer mentioned that his county card has a limit of \$2,500.00 but he can only spend \$300 at a time per day.
    - c. Dusty Desteunder mentioned that his state card has a \$1,500.00 limit. Single use transaction per 24-hour period. Under emergency situations, his office can override that.
    - d. Tony Bello asked the Chief how the credit card currently works with the max cap. Are they aware of the \$2,500.00 limit unless the board approves?
      - i. Chief Matthews mentioned that the card is only used for recurring purchases so he knows in advance approximately how much will be spent.
    - e. Mark Rippeth mentioned that if there is an emergency with one of the fire trucks, payment is required at the time of visit and would not be able to get board approval.
      - i. Tony Bello mentioned that these emergency situations will need to be addressed separately in Policies and Procedures.
    - f. Dusty Desteunder recommends that we provide a \$1,500.00 limit within a 24-hour period for each officer card.
    - g. Steve Phifer recommends that the Chief and Assistant Chief have a \$5,000.00 limit with a \$2,500.00 purchasing limit.
  3. Steve Phifer moved to amend the motion to include a \$1,500.00 limit for Lieutenants and Captain within a 24-hour period and a \$5,000.00 limit for the Chief and Assistant Chief with no 24-hour waiting period.
    - a. Seconded by Dusty Desteunder
    - b. Motion to amend Approved.
  4. Main motion passed.
- b. WEX
  1. Tony Bello mentioned that we need to come up with a process for WEX fuel usage. There has been an issue with members sharing numbers.
  2. Tony Matthews will come up with a list of numbers to assign for authorized users and give to Alison Bentz.

### **Adjournment:**

1. Dusty Desteunder moved to adjourn.
  - a. Seconded by Steve Phifer.
  - b. Motion passed, adjournment 8:53 pm.

Respectively presented by Secretary Sallie Salter.

Approved by: \_\_\_\_\_  
                            Initials  Date