



Meeting Minutes  
March 19, 2003

**Opening:**

The Special Board meeting of Quail Hollow-East Homeowners Association was called to order at 7:00 PM on March 19, 2003 in Tigard, OR. by Dick Pacholl.

**Present:** Dick Pacholl  
Steve Bintliff  
Tracy Miller  
Jess Kriegel  
Nadia Summers

**A. Approval of Agenda**

The agenda was unanimously approved as distributed.

**B. Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed.

**C. Open Issues**

1. Venture Properties was unable to turn over the books this date as they were not up to date or accurate.
  - a. Eidee, assistant to Kelly Ritz of Venture Properties, will drop the books off to Pacholl on Thursday 3/20/2003.
  - b. Venture Properties will retain a copy and continue to work on books to bring up to date and make accurate.
  - c. Discrepancies can be addressed with Venture Properties at a later date.
2. Post Office Box to be obtained
  - a. Corporation needs a legal address
  - b. Eliminates confusion to maintain a constant address
3. Insurance - Liability insurance renewal due 3/24/2003
  - a. Lot 26 not sold - sale pending to close sometime in April, 2003
  - b. Eidee will notify with actual date of closing
  - c. Eidee can be reached at 503 387-7624
4. Banking - Julie Lyon 503 401-7371
  - a. Transfer of funds
  - b. US Bank current bank account
    - 1). Determine how to transfer account
    - 2). How many signatories allowed

3). Order checks with 2 signatures required

**D. New Business**

1. Propose use of Quickbooks for record keeping
  - a. Software - Quickbooks and MS Office to be donated to HOA by Pacholl
  - b. Motion made and seconded to purchase a Notebook from Fry's
  - c. Discussion
    - 1). Record keeping must conform to requirements of IRS
    - 2). Records should be kept in format easy to be transferred
    - 3). Notebook portable and easy to transfer
  - d. Discussion closed
  - e. Vote called for and passed unanimously
    - 1). Pacholl will purchase to be reimbursed by HOA
    - 2). Pacholl donates wife's time to do initial data entry to Quickbooks to alleviate overwhelming the Treasurer
2. Purchase of supplies
  - a. Paper and windowed envelopes needed for mailings to members
  - b. Stamps needed for mailings
  - c. Motion made and seconded to purchase necessary supplies
  - d. Discussion
    - 1). Supplies are needed to initiate activities
  - e. Discussion closed
  - f. Vote called for and passed unanimously
    - 1). Pacholl to purchase paper, windowed envelopes and stamps
3. Community Action Training Seminar
  - a. Determine to send anyone to the training scheduled 4/12 and 5/17
  - b. How many to send and who
  - c. Who pays the fee
  - d. Discussion
    - 1). Materials available in the Library
    - 2). Seminar very expensive
    - 3). Items included in training not directed at our needs
  - e. Discussion closed
  - f. Vote called for and failed
    - 1). No one being sent to training session
    - 2). Materials from the library to be used instead
4. Article IX requires the HOA to have a seal
  - a. Subparagraph 2 describes the seal
  - b. HOA name is Quail Hollow East Homeowners Association
  - c. HOA was incorporated in 1999
  - d. HOA was incorporated in State of Oregon
  - e. Motion made and seconded to purchase a seal
  - f. Discussion
    - 1). Seal needed to use in some contract situations
  - g. Discussion closed
  - h. Vote called for and passed unanimously
    - 1). Nadia Summers directed to purchase seal
    - 2). Nadia directed to check on correct name of HOA
5. CC&R's require Unified Sewerage Agency to maintain tracts B, C, & G
  - a. Homeowners concern regarding falling trees needs to be addressed with USA

- b. USA representative needs to appear at a special meeting to be held in April with the homeowners to discuss the problem
- c. Steve Bintliff asked to contact concerned party at USA regarding falling trees
- 6. Landscaping
  - a. Obtain bid from Pro Grass and Tryon Creek Landscaping
  - b. Information establishes Pro Grass charged HOA in 2002 \$6300 annually for maintenance plus \$1000 for planting flower 2x a year plus \$610 for bark dust on common areas for a total cost of \$\$7910.
  - c. Obtain bid for clean up and rock coverage of the ditch in front of tracts E & F from Tryon Creek
  - d. Discussion
    - 1). Bids needed from Prograss and Tryon Creek
    - 2). Want to compare like bids
  - e. Discussion closed
  - f. Action required - bids to be obtained for Board to consider
- 7. Web Page
  - a. Cost of maintenance of a web page
  - b. Location of same
  - c. Maintained by Steve
  - d. Discussion
    - 1). Allows homeowners to check website for information
    - 2). Repository for records
  - e. Action - Steve to investigate
- 8. Set a board meeting in April with notification to the members
  - a. Agenda to include:
    - 1). Landscaping bids with Stacy Werner from Tryon Creek present to answer any questions from either the Board or the homeowners
    - 2). Neighborhood Watch
      - i. Tracy will call police
    - 3). Representative from Unified Sewerage to discuss the falling trees and what will be done
      - i. Who is responsible?
    - 4). Web Page cost
      - i. Present information regarding the website
    - 5). Any new business concerns of the homeowners
- 9. Kids playing in street - not Assoc Issue
- 10. Association Garage Sale

**E. Agenda for Next Meeting**

**Adjournment:**

Meeting was adjourned at 9:00 PM by Dick Pacholl. The next Special Board meeting will be at 7:00 PM on March 25, 2003 in Tigard, OR.

Minutes submitted by: Jess Kriegel, Secretary