



Meeting Minutes
March 25, 2003

Opening:

The Special Board meeting of Quail Hollow-East Homeowners Association was called to order at 7:00 PM on March 25, 2003 in Tigard, OR by Dick Pacholl.

Present: Steve Bintliff
Nadia Summers
Dick Pacholl
Jess Kriegel had to work
Tracy Miller was ill.

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. Insurance
 - a. Contact with John Lokting of State Farm
 - b. Liability Insurance valid for 30 days following renewal date - time for funds transfer
 - c. Directors can be added after Lot 26 closes
 - d. Have 30 days from 3/24 - still covered until then.
 - e. Motion made and seconded to pursue insurance and bonding on Board of Directors
 - f. Discussion
 - 1). Security for the membership
 - 2). Safety for the directors
 - g. Discussion closed
 - h. Vote called for and passed unanimously
2. Bank forms have been signed and transmitted to the bank
 - a. Ordered duplicate style checks requiring 2 signatures beginning at 3001 to clearly separate our checks from those used by Venture Properties
 - b. Ordered Deposit Slips

- c. Any 2 of the 5 Board members are authorized to write checks.
- 3. Mailed Corporation Division Forms
 - a. Copies are in Records
- 4. Records
 - a. We have received only part of the records
 - b. Have requested still missing records as follows:
 - 1). Receipts for Jan 2001 thru August 2001
 - 2). Receipts for Jan 2003 and March 2003
 - 3). Cancelled checks for Sept 2002 thru present
 - 4). All bank statements
 - 5). 2002 Tax Return
 - c. Have requested a readable copy of the CC & R's
 - d. Records in extremely poor condition
 - 1). Deposits not always accurate
 - 2). Returned checks had no action taken
 - 3). Items noted as being paid with incorrect check numbers and incorrect dates
 - 4). City of Tigard was paid twice for water
 - 5). Deposits made to wrong HOA and then check made to Quail HOA but no indication of whose account should be credited
 - 6). Escrow payments not shown as paid
 - 7). Deposit slips with no account information
 - 8). Check deposited and paid by bank at wrong amount - indication of any action
 - 9). Missing checks - no indication of why
 - e. Have talked to Venture Properties repeatedly to correct the missing records.
 - f. Motion made and seconded to write a letter stating that they should provide the records by 3/28, or pay for us to obtain records from the bank.
 - g. Discussion
 - 1). Diane (*Dick's secretary*) will write letter. (*Copy will be sent to all Board members for input before mailing*)
 - 2). It will be sent certified mail, cc: Don Morissette
 - 3). All Board members will sign it.
 - h. Discussion closed
 - i. Vote called for and passed unanimously
- 5. Post Office Keys
 - a. Have obtained the additional post office keys
 - b. Keys to:
 - 1). Dick
 - 2). Tracy
 - 3). Nadia
- 6.

D. New Business

- 1. Pro-Rate Issue
 - a. Article 19B of the CC & R's indicates that the dues begin the first of the month following closing.

- 1). A “One time” Special assessment equal to 2 months regular dues in addition to regular dues are to be collected at escrow when property is closed.
- 2). A pro-rate share of the month may be collected at closing
- b. The escrow officers handled the pro-rated dues in many different ways
 - 1). Some did not charge the pro-rate
 - 2). Some charged too much in the pro-rate
 - 3). Some did not charge enough
 - 4). Examples
 - i. Two buyers closed on the same day and one was charged \$0.82 while the other was charged \$8.88
 - ii. Two buyers closed 12 days apart and were charged the same amount
- c. Options for the Board to consider
 - 1). Ignore the whole thing
 - 2). Correct the pro-rate to be consistent giving credit to those over charged and collect from those under charged
 - 3). Eliminate the pro-rate giving credit to all that were charged a pro-rate
- d. Motion made and seconded to eliminate the pro-rate and give credit to all that were charged.
- e. Discussion
 - 1). Some paid no pro-rate - Some did
 - 2). Forget about both - cleanest
 - 3). Wipe out pro-rate - give them credit. Go after people who owe.
 - i. This may cause problems as we are asking people who owe as little as \$0.82 to pay up.
 - ii. Difficult to ask people to pay when error caused by escrow officer
 - 4). Wipe out the pro-rate - give credit to those who overpaid. Do nothing with people who owe.
 - 5). To wipe out pro-rate from period of closing until the end of the month
 - 6). *Clarification: All pro-rate payments made will be credited to maker so first dues become payable the first of the month following closing*
- f. Discussion closed
- g. Vote called for and passed unanimously
2. Special Assessments
 - a. Article 19B describes a “One time” special assessment equal to two (2) months dues to be contributed by the purchaser.
 - 1). Based on this article of the CC&R’s, this assessment could be contributed by any purchaser of a home in the sub-division
 - 2). The Board may include this assessment for those that purchased from other than Morissette
 - b. Other HOA have an initial assessment regardless of from whom the property is purchased
 - c. The designation “one time” refers to each purchaser not each Lot

- d. Discussion
 - e. There are 3 properties that have sold w/4 purchasers. All homes went through 1st Amer. Title. It looks like 1st Amer. Title has been improperly charging this fee.
 - f. Tabled until Special Board Meeting April 23rd
3. Corrected Bylaws
- a. The typographical errors (HomeHome) have been removed from the Bylaws
 - b. Article III section 2 removed the redundant phrase “Special Meetings” so that the section addresses “Special Association Meetings” as it was intended
 - c. Article VI section 1 subsection g - Corrected reference in CC & R’s from 16A to 19C
 - 1). There is no 16A and 16 refers to Sight Distance at Intersections
 - 2). 19C refers to Default Payment Assessments as described in the Bylaws
 - d. Article VII section 6 line 1 corrected “*if*” to “*of*” so that the sentence describes the duties of the Secretary as “... the minutes *of* all meetings...” instead of “... the minutes *if* all meetings...”
 - e. Motion to accept the corrected Bylaws made and seconded.
 - f. Discussion
 - 1). Typographical errors make Bylaws appear insignificant
 - 2). References need to be accurate.
 - g. Discussion closed
 - h. Vote called for and passed unanimously.
4. Logo for Letterhead & Billing Statements
- a. Logo Options sheet gives 15 options
 - b. Motion made and seconded to accept example logo9a as the official logo.
 - c. Discussion
 - 1). The logo is in BMP format so can be put on any word processing program
 - 2). Quickbooks has ability to put logo on billing statements
 - 3). No pre-printed paper necessary
 - d. Discussion closed
 - e. Vote called for and passed unanimously
5. Pictures
- a. Maintenance - bark dust needed & Clean-up areas
 - b. Falling Trees - Tract C & Sidewalk Clutter
 - c. Fences and Satellite Dishes
 - d. Tabled to next meeting
6. Quickbooks Statement Example
- a. First billing - all charges and payments shown
 - b. Additional letter with response form suggested to obtain correction information from the members
 - c. Subsequent billings
 - 1). current month data only or
 - 2). full record??
 - d. Motion made and seconded to have first billing with full history and subsequent billings current month data only

- e. Discussion
 - 1). Would send out with first billing, a payment history of the homeowner since their closing date.
 - 2). Explanation letter regarding poor records and form for reporting payments not shown on history to be included
- f. Discussion closed
- g. Vote called for and passed unanimously
- 7. Liens against property
 - a. Where dues are in the rears
 - 1). How far in the rears
 - 2). How soon should file
 - 3). Other action to be taken
 - b. Where property up for sale
 - c. Notice to homeowner selling property to be aware of CC&R's 19B regarding the special assessment on the new owner and regular dues to be paid
 - d. Motion made and seconded to file liens when homes in arrears and to file liens on every house up for sale.
 - e. Discussion
 - 1). All 81 properties have liens on them presently
 - 2). We would then need to record a lien on properties to begin the collection process.
 - f. Discussion closed
 - g. Vote called for and passed unanimously
- 8. Reimbursement request form
 - a. Article IV section 4 indicates reimbursement of actual expenditures incurred in performance of duties needs approval from the Board
 - b. Motion made and seconded to use example form with proper logo.
 - c. Discussion
 - 1). Documentation of such approval appears necessary
 - 2). Documentation of the purpose of the expenditure
 - d. Discussion closed
 - e. Vote called for and passed unanimously
 - f. Motion made and seconded to required unanimous Board approval of all expenditures in excess of \$200
 - g. Discussion
 - 1). Responsibility of the Board to maintain control of spending
 - 2). Board is protector of the homeowners rights
 - h. Discussion closed
 - i. Vote called for and passed unanimously that all 5 Board members need to approve any reimbursements over \$200
- 9. Landscaping Maintenance
 - a. Prograss has been requested to give a bid for the landscaping maintenance
 - b. Tryon Creek Landscaping has been requested to give a bid for the landscaping maintenance
 - 1). Additional bids have been requested for the clean-up of Tracts B, C & G
 - 2). Additional bid has been requested for the clean-up of the ditch in front of the sub-division

- 3). Stacy Werner of Tryon Creek Landscaping has been asked to meet with the Board to answer any questions
- c. Prior payments to Prograss annually exceeded the \$525/mo as Prograss billed for Barkdust, Planting flowers and other activities separately. Average monthly charge based on info available appears to exceed \$650/mo
- d. Tabled to next meeting
- 10. Interest Assessment on past due accounts
 - a. Interest is required on accounts past due over 30 days at the rate of 2% above the Bank of America prime rate
 - b. Because records are incorrect suggest no interest be applied on first billing
 - c. Motion made and seconded to not included interest on first billing
 - d. Discussion
 - 1). We don't have some records
 - 2). We agree that we need to get all accounts current
 - 3). We agree that 1st notice should state the interest policy, giving homeowners the opportunity to pay up or dispute the past due status
 - 4). In some cases, we may not have the ability to decide whether some H.O. are current.
 - e. Discussion closed
 - f. Vote called for and passed unanimously that interest calculation will not appear on first billing and if past due paid in full will not be charged
- 11. Meeting process issues
- E. Agenda for Next Meeting**
 - 1. Landscaping
 - 2. Special Assessments
 - 3. Pictures
 - 4. Records
 - 5. Interest
 - 6. Website

Adjournment:

Meeting was adjourned at 10:00 PM by Dick Pacholl. The next Special Board meeting will be at 7:00 PM on April 3, 2003 in Tigard, OR.

Minutes submitted by: Steve Bintliff, Vice President