



Meeting Minutes
April 3, 2003

Opening:

The Special Board meeting of Quail Hollow-East Homeowners Association was called to order at 7:00 PM on April 3, 2003 in Tigard, OR by Dick Pacholl.

Present: Jess Kriegel
Steve Bintliff
Dick Pacholl
Tracy Miller participated by proxy
Nadia Summers had guests so was unable to participate

Stacy Werner of Tryon Creek Landscaping

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. Landscaping Maintenance
 - a. Stacy Werner presented Tryon Creek Landscaping bid. The bid included Lawn Care, Bed Care & Pruning, Irrigation Start-Up and Shut-down, Backflow testing once a year with a base price of \$520 per month. Additional requests included Annual planting 2 times per year in 3 areas and barkdust in bed areas once a year raising the monthly price to \$764.
 - b. Concern was expressed regarding use of chemicals during the period mid-June through August due to potential hazard to children. Stacy indicated he would put in specifications to workers not to use chemicals during that period.
 - c. Tryon Creek was requested to separate the barkdust from the base contract so it could be handled independently with them to which Stacy agreed.
 - d. Additional project bids were obtained from Tryon Creek.
 - 1) Item I. Clean-up of North end of Tract "G" approximately same depth as current mulch area to get rid of blackberries and weeds and installation of bark mulch at a cost of \$125.

- 2) Item II. Installation of plants in South end of Tract "G" open area with Spring Bouquet Viburnum, Goldflame Spirea and Hamlin Dwarf Fountain Grass proposed at a cost of \$575.
 - 3) Item III. Clean-up of barkdusted landscape area in Tract "C" that has been neglected with new mulch installed at a cost of \$225.
 - 4) Item IV. Clean-up, fill and grade area at East side of Tract "A" and install mulch at a cost of \$180.
- e. Bids were also obtained from Prograss and Grounds Maintenance of Oregon, Inc.
- 1) Prograss bid base at \$525/mo. The Board noted that although the contract called for removal of debris and cuttings, most recent activity demonstrated Prograss failed to perform the service they specified in their contract and bid.
 - 2) Grounds Maintenance of Oregon, Inc bid the base at \$22,000.
- f. A motion was made and seconded to accept the base contract plus the annual plantings and barkdust to be paid separately with Tryon Creek.
- 1) Discussion
 - i. Steve indicated he believed the Board had given due diligence to consider other bids
 - ii. Prograss failure to provide service in past limited consideration that they would in the future.
 - 2) Discussion closed.
 - 3) Vote called for and passed unanimously
- g. A motion was made and seconded to accept the special projects bids for Items I, II, III and IV.
- 1) Discussion
 - i. It is low cost.
 - ii. Balances appearance of the area
 - iii. Review of Tract "C" later
 - iv. Review later for addition planting in Tract "A" & "B"
 - 2) Discussion closed.
 - 3) Vote called for and passed unanimously.
- h. A motion to wait on further action regarding the ditch was made and seconded.
- 1) Discussion
 - i. City of Tigard has plans to widen 121st and the time frame is unknown.
 - ii. Requested Stacy Werner provide options regarding the ditch area
 - 2) Discussion closed
 - 3) Vote called for and passed unanimously.
2. The records requested from Venture Properties were received by Dick Pacholl on April 3, 2003 with a letter from Edie Landers. The letter was read in which Dick Pacholl was accused of becoming impolite. The Board agreed the letter and author of same were not in proper conduct. Letter listed enclosures. Records still incomplete.
3. Interest was billed on April Statement for those behind. Legally the Association is required to send an accurate billing which includes the interest accrued. Upon

receipt of the member responses the Board will consider each individual case and interest charge may be forgiven.

D. New Business

1. Article VII Section I of the Bylaws gives board authority to appoint an Assistant Secretary/Treasurer by resolution. Tracy Miller (by proxy) recommended the Board ask Diann Pacholl to help out as an assistant in a non-voting position.
 - a. Tracy's recommendation was accepted as a motion and it was seconded.
 - 1) Discussion
 - i. Steve indicated the job was already being done by Diann
 - 2) Discussion closed
 - 3) Vote called for and passed unanimously
2. Website for the Association
 - a. Tracy Miller made a motion (by proxy) to pay for a website free from advertisements the motion was seconded.
 - b. Motion specified to give Steve authority to establish domain and hosting
 - 1) Discussion
 - i. The website would be most efficient for transmitting legally required access to the Association financial records and notices
 - ii. The website being paid for would be virus free
 - iii. Persons who do not have a computer could access at the library as long as is spam free
 - iv. Repository for meeting minutes
 - v. Allows for two-way communication
 - vi. Discussion of website vs domain
 - i) Domain access via WWW
 - ii) Cost for domain would be \$70 first year (paying for 2 years at that time) and \$35 per year thereafter
 - iii) Selection of name such as Quail HollowEast.org
 - 2) Discussion Closed
 - 3) Vote called for and passed unanimously
3. Covenants, Conditions and Restrictions changed
 - a. Look toward City codes to address issues
 - b. Issue tabled for further discussion

E. Agenda for Next Meeting

1. Need to develop Policy Manual
2. Meet to discuss how meeting proceedings (dress rehearsal) to be conducted
3. Parliamentary Procedure

Adjournment:

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

Minutes submitted by: Jess Kriegel, Secretary