



Meeting Minutes  
April 10, 2003

**Opening:**

The Special Board meeting of Quail Hollow-East Homeowners Association was called to order at 7:10 PM on April 10, 2003 in Tigard, OR. by Dick Pacholl.

**Present:** Dick Pacholl  
Steve Bintliff  
Jess Kriegel  
Tracy Miller was hospitalized  
Nadia Summers indicated she would not be participating until April 23<sup>rd</sup> Meeting due to scheduling conflicts.

**A. Approval of Agenda**

The agenda was unanimously approved as distributed.

**B. Approval of Minutes**

Reading of the minutes of the previous meeting was waived.

**C. Approval of Treasurer's Report**

Reading of the treasurer's report was waived.

**D. Open Issues**

1. Post Office Keys - Nadia not present so issue tabled to next meeting.
2. Contact with Clean Water regarding falling trees in Tract A
  - a. Report from Steve Bintliff
    - 1). Information was received that Tigard annexed Tract A
      - i. Further clarification of that statement is being obtained
      - ii. Tigard says tree problem now belongs to the Association
    - 2). Steve Bintliff will continue investigation to obtain information and proposals of what needs to be done
3. Neighborhood Watch
  - a. Report from Tracy Miller
  - b. Tabled to next meeting

**E. New Business**

1. Dress Rehearsal for April 23<sup>rd</sup> Meeting
  - a. Discussion
    - 1). Rather than set a dress rehearsal it was proposed that next meeting be a dry run (i.e. run meeting to Parliamentary Order)
    - 2). Proposal was accepted
2. Parliamentary Procedure
  - a. Use of Parliamentary procedure requires
    - 1). Motion to be made and seconded
    - 2). Discussion of the motion particulars
    - 3). Discussion closure
    - 4). Vote called for and recording of the vote
  - b. Formality need not be stiff
  - c. Tabled to next meeting
3. Develop a Policy, Rules and Procedures Manual
  - a. In the past four (4) meetings the following policies have been made
    - 1). Liability Insurance and Bonding on the Board members to be carried
    - 2). Address of the Association to be Post Office Box
    - 3). Bitmap for Association Logo to be on statements and letterhead
    - 4). After first billing, billings will have current month activity only
    - 5). Liens will be recorded for accounts in arrears
    - 6). Liens will be recorded on homes for sale
    - 7). Website will be maintained to give members access to information
  - b. Specifics need to be determined in some instances (i.e. when will liens be recorded?)
  - c. What rules need to be made?
  - d. Motion was made and seconded to initiate an active manual to be divided into sections comprising policies and procedures with other sections to be added as needed
    - 1). Discussion
      - i. The idea of an ongoing “How To” book and policies manual to be kept in website and document form
      - ii. Shows legislative intents when policies are devised
    - 2). Discussion closed
  - e. Vote called for and passed unanimously
4. Interest Assessments
  - a. What criteria to be used to forgive?
  - b. When should forgiveness be considered
  - c. Is this a “one time” forgiveness
  - d. Motion was made and seconded to consider interest assessments on a case by case basis.
    - 1). Discussion
      - i. The consensus was to have liberal forgiveness
      - ii. Purpose of the interest was to get people’s attention not extract money
      - iii. Case by case consideration with no criteria specified at this time
    - 2). Discussion closed
  - e. Vote called for and passed unanimously

5. Unanimous Board Votes
  - a. When should issues require unanimous decision?
  - b. What type of issues should require unanimous decision?
  - c. Tabled until next meeting or all board members present
6. Reimbursement of Expenses
  - a. Submission of out of pocket expenses by Pacholl
  - b. Motion was made and seconded to reimburse Pacholl for out of pocket expenses as submitted with corresponding receipts detailing expenses.
  - c. Vote called for and passed unanimously
7. Develop a mission statement
  - a. What is the mission of the Board of Directors of the Association?
  - b. What should be included in the mission statement?
  - c. Discussion
    - 1). Purpose to set the group focus
    - 2). Each Board member to write a mission statement to be used to assemble a group mission statement.

**F. Agenda for Next Meeting**

1. All tabled items from this meeting
2. Assignments of activities
  - a. Jess volunteering his wife's services regarding non-compliance issues
  - b. Steve to check out playground equipment safety
  - c. Dick to check out Lien process
3. What to do about Dog "Poo"?
4. Responses to Board Survey of homeowners
  - a. Suggestions such as speed bumps
  - b. Concerns such as playground equipment

**Adjournment:**

Meeting was adjourned at 7:50 PM by Dick Pacholl. The next Special Board meeting will be at 7:00 PM on April 17, 2003 in Tigard, OR.

Minutes submitted by: Jess Kriegel, Secretary