



Meeting Minutes
April 17, 2003

Opening:

The Special Board meeting of Quail Hollow-East Homeowners Association was called to order at 7:15 PM on April 17, 2003 in Tigard, OR. by Dick Pacholl.

Present: Dick Pacholl
Steve Bintliff
Tracy Miller
Jess Kriegel
Nadia Summers indicated she would not be participating until April 23rd meeting due to scheduling conflicts.

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 read.

C. Approval of Treasurer's Report

The treasurer's report was unanimously approved as read.

D. Summary of Board Activities since Turnover Meeting of March 12, 2003

1. The Board obtained bids from three landscaping companies including Progress for the maintenance of the Common Areas and selected Tryon Creek Landscaping to perform the maintenance since their bid was the lowest
2. Four additional landscaping projects were given to Tryon Creek Landscaping
 - a. Cleanup of the north end of Tract G
 - b. Installation of plants in south end of Tract G
 - c. Cleanup of barkdusted landscape area in Tract C
 - d. Cleanup fill and grade area at east side of Tract A
3. Prepared a website for the members to view activities, read meeting minutes, read financial reports, communicate with the Board, make suggestions, file complaints etc.
4. Established a permanent mailing address for Quail Hollow-East Homeowners Association

5. Has attempted to accurately determine the status of the homeowners' accounts and set up a record keeping system so the homeowner's accounts will be maintained accurately in the future.
6. Corrected the Bylaws for the Association to remove typographical errors
7. Eliminated the pro-rated charges to the members because so many were not accurate thereby giving the homeowners credit for the amount they paid in pro-rate at the time of closing
8. Investigated issues of safety that have been brought to the attention of the Board and initiated action to correct these safety issues.

E. Open Issues

1. Dress Rehearsal for April 23rd Meeting
 - a. Current meeting being conducted as a dry run
2. Post Office Keys
 - a. Tabled until next special meeting
3. Contact with Clean Water regarding falling trees in Tract A
 - a. Report update from Steve Bintliff
 - b. Nothing new to report.
 - c. Dick asked if Steve wanted help in making contacts
 - d. Steve identified two (2) issues
 - 1). Who is responsible for trees?
 - 2). What is wrong with the trees?
 - e. Dick will make contact with arborist regarding what is wrong with trees and what needs to be done.
4. Neighborhood Watch
 - a. Report from Tracy Miller
 - 1). Tracy made contact with Jim Wolf
 - 2). He will attend a meeting for discussion of program
 - i. Need Coordinator and block captains
 - ii. Suggested poll for interest level
 - b. Proposed to put request for volunteers with next billing statement and ask for volunteers at next meeting.
 - c. Determined coordinator and block captains should be other than Board members
 - d. Consensus was to ask for volunteers in both next meeting on April 23rd and in the next billing statement.
5. Unanimous Board Votes
 - a. When should issues require unanimous decision?
 - b. What type of issues should require unanimous decision?
 - c. Discussion
 - 1). Consensus that no unanimous vote will be required - majority rules
6. Develop a mission statement
 - a. What is the mission of the Board of Directors for the Association?
 - b. What should be included in the mission statement?
 - c. Proposed Mission Statement
 - 1). The mission of the Quail Hollow-East Homeowners Association is to oversee the maintenance of the Common Areas to insure they provide a safe and healthy recreation area for the members of the homeowners association, to be a vehicle through which projects

requested by the homeowners will be performed, to collect the assessments from all the homeowners and to operate the corporation in a businesslike manner.

- d. Motion was made and seconded to accept the proposed mission statement as written.
- e. Vote was called for and passed unanimously.

F. New Business

- 1. Assignments of Activities
 - a. Jess volunteered his wife's services regarding non-compliance issues
 - 1). Jess and Rosemary will make list of non-compliant homes for report at next meeting
 - b. Steve to check out playground equipment safety
 - 1). Steve determined that new rope is needed
 - 2). Rope to be removed pending replacement
 - 3). Addition of a belted swing for smaller children to be investigated
 - 4). Maintenance and repair to be arranged
 - 5). Authorized inspection fee of \$75 to Rainbow
 - 6). Report back with costs of repair and maintenance
 - c. Dick to check out Lien process
 - 1). Obtained County Recording information
 - i. Printout obtained from county website
 - ii. Format and recording requirements were specified
 - iii. Recording a document that is indexed in Lien Records the recording fee for the first page of the document is \$16 and each additional page is \$5.
 - iv. Unknown how many pages are in Lien document but charge could run \$25 per lien
 - v. Cost would be added to assessment bill as a collection cost
 - d. Dick contacted City of Tigard regarding schedule for widening 121st
 - 1). Mike Mills was contacted - 121st not considered for widening at this time - at least 2 to 3 years in the future
 - 2). Our responsibility to make ditch area appearance acceptable
 - 3). Utility to put underground but stops just short of our property line - utility must replace things as found
 - e. Dick contacted City of Tigard regarding safety fence around Tract G bioswale
 - 1). High water in bioswale 2' plus and of concern for safety and liability
 - 2). Erik Hand was contacted and will investigate - sounded like they may have responsibility for cost
 - 3). Will follow-up before next meeting
 - f. Dick contacted Tax Assessor regarding possible taxation of Common Areas
 - 1). Tracts A through H are tax exempt however the address the county has is the original developer in California
 - 2). Notification of annexation of easement was sent to California
 - 3). Letter was sent to Tax Department to correct the address for Tracts A through H.
- 2. What to do about Dog "Poo"?
 - a. Options

- 1). Remind homeowners of leash law and responsibility to clean up after dog in next billing
- 2). Put up “pooper-scooper” signs in park and other Common Areas
- b. Motion was made and seconded for signs to be placed in park and other Common Areas each spring
 - 1). Vote called for and passed unanimously
 - 2). Reminder in billing newsletter also to be done
3. Responses to Board Survey of homeowners
 - a. Suggestions such as speed bumps were made
 - 1). Motion was made and seconded to investigate speed bumps and additional stop signs
 - 2). Discussion
 - i. 4 way stop signs around park area may slow down traffic
 - ii. Additional stop signs where Whistler’s Walk enters Quail Hollow-East may deter use of our area as short cut
 - 3). Discussion closed
 - 4). Vote called for and passed unanimously
 - b. Additional playground equipment was requested
 - 1). Suggestion for a concrete slab to be placed in the park for basketball court-badminton court-volleyball court-hopscotch multipurpose use
 - 2). Further investigation of cost and placement determined needed
 - 3). Suggestion tabled for further information to be obtained
4. Bank charges and Account Requirements
 - a. U. S. Bank charges for every transaction in the amount of .10 per \$100 for deposits
 - b. Over \$300 in bank charges for the past 3 years
 - c. An interest bearing Reserve account is necessary
 - d. Motion was made and seconded to move accounts to Washington Mutual
 - e. Discussion
 - 1). Need to change banks
 - 2). Only bank that has no charge for deposit activity is Washington Mutual
 - i. Can obtain Money Market account for operating account as well as for Reserves account
 - ii. Creative way to earn more interest by use of certificates of deposit for long term money remaining in bank
 - f. Discussion closed
 - g. Vote called for and passed unanimously
5. Landscaping Proposal along 121st submitted by Tryon Creek
 - a. To spray weeds at 4 corners - each street entry - approx 20' long
 - b. Till in compost to improve soil
 - c. Install plants that can be moved if street widened
 - d. Install 2-3" barkmulch in these areas and a 2' strip along entire sidewalk to separate remaining bioswale area
 - e. Cost of project \$2,735.00
 - f. Motion was made and seconded to accept Tryon Creek proposal for ditch cleanup
 - g. Discussion
 - 1). Street entrances would give better appearance for subdivision

- 2). Entire length of property along 121st would be nicer appearing
- h. Discussion closed
- i. Vote called for and passed unanimously
- 6. Set the date for the next Regular Meeting of the Board for the notice to the Homeowners
 - a. Tabled until next meeting
 - b. To be set in June
- 7. Set the date for the next Special Meeting of the Board after the April 23rd meeting
 - a. Next Special Meeting of the Board set for Thursday May 8, 2003

G. Agenda for Next Meeting

- 1. Introduction of the Board of Directors Officers
- 2. Procedural Policies
- 3. Assessment Statements and Survey Responses
- 4. CC & R's Non-Compliance Issues
- 5. Sidewalk/Street Obstructions

Adjournment:

Meeting was adjourned at 8:35 PM by Dick Pacholl. The next Special Board meeting will be at 7:00 PM on May 8, 2003 in Tigard, OR.

Minutes submitted by: Jess Kriegel, Secretary