



Meeting Minutes  
April 23, 2003

**Opening:**

The Meeting of Quail Hollow-East Homeowners Association Members was called to order at 7:10 P.M. on April 23, 2003 in Tigard, OR. by Dick Pacholl.

**Board Members 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 read.

**C. Treasurer's Report**

The treasurer's report was approved as read.

**D. Open Issues**

The meeting began with the new directors/officers introducing themselves to the members attending.

1. Procedural Policies

The Board determined a need to develop the duties, responsibilities and procedures for each officer. The Board established the need for a "living" policy manual to house the policies and procedures we develop. The manual will be an ongoing project for the Board of Directors. We should attempt to set policies and procedures concerning the positions of the Officers since the Bylaws are vague and ambiguous.

Each Officer should prepare a sketch of the duties, responsibilities and procedures that they should follow in that position. At the next meeting the Board will organize those sketches into an overall procedural plan. Examples of procedural duties might be that the President will prepare and distribute the agenda for the special meetings at least three days before the meeting. The Secretary will prepare and distribute the meeting minutes within three days of the meeting.

Several methods of communicating with the members are email, mailing notices and word-of-mouth. The website will be used to let the members know what is happening and to

obtain suggestions and ideas from the members. The monthly billing process will also be used to notify members of events, meetings scheduled and meeting agendas.

Establishing collection activity procedures is important. This may encompass liens, fines and penalties. The Board will discuss this in depth at the next special board meeting.

## 2. Assessment Statements and Survey Responses

The response to the survey included with the April billing was about half the members. In their responses they mentioned various complaints including “dog poo,” basketball hoops blocking streets and sidewalks, and safety of the children using the playground equipment. There was also concern expressed regarding the speeding traffic around the park area. Several members made a suggestion to install speed bumps as a solution.

The members of the Board stated concern that speed bumps would be expensive to install and maintain. To be effective they can damage the car. Stop signs at the intersections around the park were suggested as an alternative solution. Discussion was opened to the attending members. Stop signs were well received as a potential solution to the problem. The Board assigned Nadia Summers the task of securing information from the City of Tigard regarding the procedure to put stop signs at six locations marked on a plat map of the subdivision. She is to obtain the cost of the signs and the procedure to request them to be installed.

The Board was notified some playground equipment needed to be repaired. The Board assigned Steve Bintliff the task of examining the equipment and securing information. He inspected the rope mentioned and found it severely frayed however his attempts to remove the rope failed, therefore, although it needs to be replaced, it is temporarily usable. He also found the tire bolts were breaking through and the structure needs staining. He contacted Rainbow, the maker of the equipment in the park. Rainbow performs a safety inspection at a cost of \$75. A suggestion was made to remove the rope and replace it with a baby swing. Steve will have Rainbow do the safety inspection and give estimates for the needed repairs. The Board has tabled the repair decision to the next meeting when that information will be available.

Dick Pacholl met with Mat Stein, the arborist for the City of Tigard to discuss the falling trees in Tract A. Several trees need to be taken down as they are hazardous. It was found the Association has responsibility for the additional area along Gaarde Street. The maintenance contract with Tryon Creek Landscape Inc. will need to be adjusted to include cutting the grass along Gaarde and watering the trees along that street in July and August.

Bids are out for the removal of the trees considered dangerous. When those bids are available, Dick Pacholl will notify the Board members. Dick Pacholl estimates that the cost is between \$1500 and \$3000. A vote will be taken via email at the time the costs are available.

Steve Bintliff reported the website is now live and at [www.quailholloweast.org](http://www.quailholloweast.org). The website consists of the minutes of the prior meetings, some documents and a link for the members to contact the Directors. He reports the host is good, has not had any down time and is easy with which to work. Based on the responses to the survey it appears that most homes have an email address, so emailing the members with a newsletter and/or activities notification will be possible. For those that do not, a mailing list can be used. Nadia Summers expressed concern regarding a report on spending. She was assured financial reports are required to be given at the yearly Board Meeting and the Board will post financials on the website.

A policy for collection needs to be established. It was determined late fees were to be assessed after a specified time. A question was asked if the CC&R’s needed to be amended and the answer was that they would not. Further discussion of penalties resulted in the Board determining penalties were not applicable.

The discussion of how the Association could obtain the form necessary to file a lien on the property of a severely delinquent account resulted in a suggestion from an attendee that Stevens Ness may be contacted. Further discussion resulted in the following motion. Nadia Summers made a motion which was seconded to assess \$50 for 60 day delay, \$100 for 90 day delay, \$200 for 120 day delay. The discussion that followed found most of the Board agreed so the vote was called for and passed unanimously.

The Board decided to send a letter to the members with delinquent accounts demanding the back payment be paid by the 20<sup>th</sup> of May or the Board would take legal action.

3. CC & R's Non-Compliance Issues

Jess Kriegel reported fifteen addresses were violating the CC&R's restriction regarding satellite dishes. Venture Properties, Inc. had approved four of them. He also reported there were other violations but the Association owns a non-cedar fence on the green way. A lively discussion of the satellite dish issue followed and it was determined to be discussed further at the next meeting. A letter of information regarding the satellite dish violations was proposed. The issue was tabled to the next meeting. Additional elements regarding the CC& R's and Bylaw flexibility changes were tabled to the next meeting.

4. Sidewalk/Street Obstructions

The Board discussed the issue of sidewalk and street obstructions. One of the major obstructions is the basketball hoops. Concern for the children that may be playing in the street was expressed. The Board was reminded that Tigard Municipal code prohibits obstruction in the street and sidewalk. It was determined to send a letter in the bill to remind the members of the safety issues of children playing in the streets and the obstruction of the hoops in the street or on the sidewalk.

**E. New Business**

Tracy Miller made a proposal to encourage advance payment of dues with payments being shifted to every three months instead of monthly. Along with this an incentive such as a discount may be given for persons who pay for six months or longer. They tabled this until they establish a billing procedure.

Another proposal was made to have the accounts on the website. They also tabled this until they establish a billing procedure.

**F. Agenda for Next Meeting**

1. All tabled items during this meeting
2. Advanced payments - proposed discounts - 3 months instead of monthly

**Adjournment:**

Meeting was adjourned at 8:56 P.M. in Tigard, OR. by Dick Pacholl. The next Special Board meeting will be at 7:00 P.M. on May 8, 2003 in Tigard, OR.

Minutes submitted by: Jess Kriegel, Secretary