



Meeting Minutes
May 22, 2003

Opening:

The Meeting of Quail Hollow-East Homeowners Association Members was called to order at 7:06 P.M. on May 22, 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 summarized.

C. Treasurer's Report

The treasurer's report was approved as read.

D. Open Issues

1. Speed Bumps vs Stop Signs
Mike Mills from the City of Tigard spoke to the group about stop signs and speed bumps. Options were given such as a circle island to slow traffic. City would survey with 60% approval required to install speed bumps. The City will perform a study of the traffic. The issue was tabled until the findings of the traffic study. A letter was written to Morissette requesting that the construction vehicles not be routed through our subdivision.
2. Playground Equipment Report
Steve Bintliff contacted Rainbow to obtain the safety inspection. Further action tabled until receipt of inspection results.
3. Falling Trees
The hazardous trees have been taken down. The arborist informed Dick Pacholl that all the trees are expected to die in the next 5 years and planting new trees is advised. Further action is being tabled for future determination.
4. Billing System

Motion to establish billing/payment system:

A. Purpose - To establish a billing and payment system that will:

1. Reduce the cost of the monthly billing system.
2. Reduce the workload of the Treasurer.

B. Definitions

1. The *Due Date* is defined as the first day of the month for which the assessment is being charged as described in Section 19 (B) of the Declaration of Covenants, Conditions and Restrictions.
2. The *Cut-Off Date* is defined as the last day of the month the statement will show activity.

C. Billing/Payment System Proposed

1. Effective July 1, 2003 assessment statements will not be mailed to members with zero or credit balances.
 - a. Assessment statements will be mailed on or about the last day of the month.
 - b. The assessment statement will display the activity on the account during the month thru the 25th of the month and the balance due as the balance of the account on that date.
 - c. The assessment statement will state payment is due by the 10th of the month to encourage early payment.
 - d. Included with the statements mailed will be a copy of the monthly newsletter and a notice of any regular Board of Directors meeting scheduled during the coming month.
 - e. For those with zero or credit balances the monthly newsletter will be available on the website.
 - f. Notices of Regular Board of Directors meetings will be mailed to all members regardless of account balance.
2. The *Cut-Off Date* will be the 25th of the month.
3. All payments received by the *Cut-Off Date* will be processed prior to preparation of the statement.
4. The number of required trips to the post office would be a maximum of 2 and 1 to the bank per month.
5. Effective July 1, 2003 members with current accounts who pay the assessment charges for a year in advance will be given a 10% discount currently amounting to \$30. The effect and purpose of this section is:
 - a. To have accounts paid in advance sufficiently to reduce workload and costs.
 - b. To eliminate mailing statements for the year thereby reducing costs.
 - c. To eliminate processing payments for the year thereby reducing workload.

D. The annual payment discount policy will remain in effect unless repealed by the Board of Directors.

If this motion passes the billing policy is as follows:



Billing and Payment System Policy

WHEREAS, Article VI of the Bylaws of the Quail Hollow-East Homeowners Association grants power to the Board of Directors to conduct Association business, and Section 19 of the Covenants, Conditions and Restrictions grants the authority to levy assessments against owners. Because the Association's economic well-being relies on the timely payment of assessments and other allowable charges, it is the Board's duty to use its best efforts to collect funds owed to the Association.

LET IT BE RESOLVED THAT these collection procedures shall be followed:

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Recorded in the Book of Minutes: May 22, 2003

Date: _____

President, Board of Directors
Quail Hollow-East Homeowners Association

The motion was discussed. A bi-monthly billing was suggested. The discussion was closed and a vote called for. The motion passed unanimously.

E. New Business

1. Fourth of July Events

The Kiddie Bike Parade will be held on July 4th. Lisa Dean accepted the task of coordinating the event. The issue of fireworks was discussed and it was decided this was an individual responsibility.

2. Potluck Picnic

A committee will be needed and the appointment of that committee will be handled by email/mail.

3. Subdivision Garage Sale

Teri Eldien was appointed to coordinate the subdivision garage sale to be held the later part of July or early part of August.

F. Adjournment:

Meeting was adjourned at 8:45 P.M. in Tigard, OR. by Dick Pacholl. The next meeting was not scheduled.

Minutes submitted by: Jess Kriegel, Secretary