



Meeting Minutes
February 21, 2006

Opening:

The Special Board meeting of Quail Hollow-East Homeowners Association was called to order at 7:36 P.M. on February 21, 2006 in Tigard, OR. by David Casias.

Present: David Casias
Ray Noetzel
John Lambert
Gerald Pitts
Judy Boyle

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. Treasurer's Report

The treasurer's report was read by Gerald Pitts and approved as read.

D. No Open Issues

E. New Issues

1. Washington Mutual Bank Documents and Insurance/Bonding Informational
New Board of Directors documents were signed for Washington Mutual Bank. West Coast Insurance has invoiced for the liability and bonding insurance. The amount is the same as last year for the liability and the bonding only increased by \$1.00.
2. Quickbooks Upgrade
Recently notice was given that some features used in the record keeping and notices to members were to be unavailable unless the software was upgraded to the 2006 version. Currently the software used is the 2003 version. Motion by David was made and seconded to upgrade the Quickbooks version by purchase from Costco at a cost of \$148.50. The vote was taken and passed unanimously.
3. Assistant Authority Procedure
During previous years the President was spouse of the assistant and had \$200 purchase authority for buying supplies such as stamps, envelopes etc. The assistant is no longer related to the President but still must make certain supplies are available. It is not feasible to schedule a meeting each time supplies are needed therefore a procedure must be established by which supplies can be purchased. Motion by David was made and seconded to grant assistant \$200 purchase authority with email notification to board members at time of purchase with reimbursement as has been past procedure. The vote was taken and passed unanimously.
4. Director email responses
Responses to emails submitted to the Directors have been responded to by one person with copies submitted to the other board members. Motion by David was made and seconded to assign the task of responding to director emails to the assistant with copies of the response sent to the board members. The vote was taken and passed unanimously.
5. Playground Equipment
Consideration needs to be made to replace the park playground equipment. Catalogue requests have been made to companies advertising on the internet. Additional information has been requested by some of these companies. Motion by David was made and seconded to assign himself the task of obtaining further information regarding the replacement of the playground equipment. The vote was taken and passed unanimously.

6. Fence Maintenance
The fence along 121st needs to be stained in order to extend its life expectancy. Permission must be obtained from the homeowners whose property is bordered by the fence to enter their property to stain the fence on both sides. In addition it is important to determine what other fences belonging to the association must be maintained in like manner. The assistant was assigned the task of finding what other fences should be maintained. Motion by David was made and seconded to assign the assistant the task of contacting the handyman Rick to get an estimate for staining the fences along 121st and any other good neighbor fences belonging to the association and authorize such contract for a maximum budget of \$2000 or less. The vote was taken and passed unanimously.
7. 2006 Events
The annual garage sale and block party were determined to be the 2006 sponsored events. Motion by David was made and seconded to hold the garage sale the weekend of June 23 thru 25, 2006 and authorize a budget of \$100 for the advertising etc and to assign the assistant to handle the advertising and the vice president to set out and collect the signs during the event. The vote was taken and passed unanimously.
Motion by David was made and seconded to hold the annual block party on August 12, 2006 and authorize a budget of \$2500 to cover the expenses with the assistant to make the reservations for the equipment. The vote was taken and passed unanimously.
8. Dangerous trees in the cul-de-sac
There are several dead trees behind the bioswale area in tract C that are hazardous and need to be taken down. Motion by David was made and seconded to assign the assistant the task of obtaining estimates to take the trees down and authorize contract for a maximum of \$500. The vote was taken and passed unanimously.
9. Additional trees for the cul-de-sac bioswale
Some of the trees that were put in tract C bioswale area have not matured as they should have and additional trees are needed. Motion by David was made and seconded to have the landscaper give an estimate for additional trees with at least 50% being willow trees and authorize a maximum of \$500 for this project. The vote was taken and passed unanimously.
10. Neighborhood Watch Coordinator
Judy Boyle has volunteered as the Neighborhood Watch Coordinator. Motion by David was made and seconded to assign Judy to continue as the Neighborhood Watch Coordinator. The vote was taken and passed unanimously.
11. HOA Correspondence Envelopes
In the past plain windowed envelopes in 500 count quantities have been purchased. Blank return address labels then have been purchased and printed then affixed to the envelopes. The cost of 500 envelopes has been approximately \$30 with an additional label cost of about \$30. A lot of time is then expended to put the labels on the envelopes. It is nearly time to make a purchase of envelopes and labels. A company was found on the internet that would print the return address on the envelope for a reasonable additional cost thereby eliminating the labels. Motion by David was made and seconded to purchase 2000 pre-printed window envelopes from Action Envelope. The vote was taken and passed unanimously.

F. Adjournment:

Meeting was adjourned at 8:39 P.M. in Tigard, OR. by David Casias. The next meeting was set for May 9, 2006.

Minutes submitted by: John Lambert, Secretary