



15685 SW 116th Avenue #311
King City, OR 97224

Meeting Minutes
August 7, 2012

Opening:

The Special Board Meeting of Quail Hollow-East Homeowners Association was called to order at 8:09 P.M. on August 7, 2012 in Tigard, OR. by Mike Gadbery.

Board Members Present: Mike Gadbery
Matt Frazer
Stephanie Mitchell
Wayne Kephart
Leilani Arellano

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 approved as read by Stephanie Mitchell.

D. No Open Issues

E. New Issues

1. Landscape Contract

Because of complaints regarding a lack of color at the entrances to the HOA, R C Maintenance without charge put some flowers among the perennials. They indicated complaints reflected on their reputation. Bids for the new landscaping contract were obtained. Ten Landscaping companies (other than R C Maintenance) were contacted to obtain bids for the HOA landscaping contract which expired July 31, 2012. Five companies responded they do not do commercial work. Four companies responded and obtained the specifications of the current contract, the last did not respond at all. The bids ranged from \$1900 per month to an average of \$2000 per month. A request by R C Maintenance has been made to increase the annual amount to \$14,700 payable at \$1225/mo plus the gas surcharge related to gas prices in excess of \$4/gal. The new contract includes putting flowers at the entrances of the subdivision in the spring next year. Motion by Matt was made and seconded to renew R C Maintenance contract with requested increase. The vote was taken and passed unanimously.

2. 2012 Block Party

The current budget for the Block Party is \$1500. Contact with Events Unlimited (formerly Clowns Unlimited) found the cost of a scaled down number of tables, chairs, one specialty machine, a 1.5 hr roving clown (not sure if face painting or balloon animals) and the 5 in 1 bouncer is \$747.50. Elimination of the clown reduces this cost by \$190. The clown is less enjoyed than having both cotton candy and snow cones. Motion by Mike was made and seconded to remove the clown. The vote was taken and passed unanimously.

Only one specialty machine is included at a cost of \$85. Motion by Matt was made and seconded to have only the cotton candy machine. The vote was taken and passed unanimously. The number of tables and chairs have been reduced from years past. A suggestion was made to ask members to bring chairs and/or tables. The bouncer cost is \$265 and all the kids enjoy it.

Minimum food cost estimate for KFC chicken, Hot Dogs w/buns, Pizzas, water, ice for snow cones or floss for cotton candy, potato chips, beverages etc amounts to approximately \$500. This may not be sufficient if we have a good turn out which we should expect. KFC Chicken last year cost \$130 for five 20 piece buckets and we got a discount however we can not count on that this year. Last year we had ten pizzas from Pizza Caboose because of a buy one get one free coupon offer however there has not been such an offer this year. The manager has been contacted to obtain a deal and has offered a 15% discount. The cost of five extra large pizzas is approx \$140 but maybe a deal can be worked out to get more at a better discount. The hamburger patties have never been very good so stick with just grilled hot dogs, sufficient hot dogs and buns with trimmings such as mustard, ketchup, onions and chili cost approx \$75. The beans & 'lil smokies cost is under \$10. Recently 48 cans soda pop were obtained for \$13.32 therefore per can cost was about \$0.28. An additional 20 cans will cost about \$7. Water costs about \$0.15 per bottle therefore 100 bottles run about \$15. By using Matt's five gallon dispensers for lemonade we can get by for another \$7.

Bingo prize money of \$300 has been used in the past. A suggestion to reduce the cost of Bingo by requesting prize donations from local area businesses was summarily dismissed. Money prizes are preferred but to reduce costs the total for the Bingo prizes is reduced to \$250. Gerald has agreed to be the caller again this year.

3. Website Financial Reports

For a month or so we have known the report formats on the website were incorrect. The report data has been corrected. Concern about the format of the reports has stalled the upload of corrected reports to the website. Three formats of the Profit & Loss Report have been supplied. Motion by Mike was made and seconded to use format one which is a detailed listing of the income and expenses. The vote was taken and passed unanimously. Three formats of the Budget vs Actual were supplied. Motion by Matt to use format two which is a display of the profit and loss compared to the budget with differences shown in dollar amounts. The vote was taken and passed unanimously. Last but not least is the Balance Sheet with three formats displayed. Motion by Mike was made and seconded to use format three which is a display listing all of the fixed assets and collapsing the reserves. The vote was taken and passed unanimously.

F. Adjournment:

Meeting was adjourned at 9:24 P.M. in Tigard, OR. by Mike Gadbery.

Minutes submitted by: Matt Frazer, Secretary