

Quail Hollow - East

Homeowners Association

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

Meeting Minutes
April 22, 2013

Opening:

The Special Board Meeting of Quail Hollow-East Homeowners Association was called to order at 7:46 P.M. on April 22, 2013 in Tigard, OR. by Dick Pacholl.

Board Members Present: Dick Pacholl
James West
Matt Frazer
Jason Albert
William Eichorn

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 Jason Albert.

D. Open Issues

1. Lights in Park

Matt presented an update to the lights for the park issue. He found a solar powered motion sensitive LED light that can be attached to the shed for around \$100. Motion by Dick was made and seconded to have Matt pick up a light for the shed. The vote was taken and passed.

2. Street Trees

Dick updated the board with the actions that have been taken regarding the street trees. The Mayor for the City of Tigard responded to the last letter sent. Basically he indicated the City had taken its authority from the land use agreement the developer made with the county in 1997. The members of the board felt the issue should be dropped as most of the members who received the notices have either complied or been exempted.

3. Neighborhood Watch

Will indicated he has had no contact from any of the members interested in rejuvenating the Neighborhood Watch program. None of the other board members indicated any contacts had been made with them.

E. New Issues

1. Reserves Funding

Prior to 2009 ORS94.595 restricted the use of reserves funding to the replacement of fixed assets. In the 2009 legislative session ORS94.595 was amended to include major repair as well as replacement of fixed assets. The Planned Community Law ORS 94.595 indicates the reserves funding is for major maintenance, repair or replacement of common property which are the fixed assets recorded for the Association (i.e. Playground Equipment etc). The sprinkler system is the largest and most expensive potential asset for the HOA but total replacement of the system is highly unlikely however, major repair to the system is most definitely likely.

The irrigation system is composed of four separate systems, the park system (Tract D), the system at the corner of 121st and Quail Creek Lane (Tract E), the system along 121st between Quail Creek and Hollow Lane (Tract F), and the system at the corner of 121st and Hollow Lane (Tract G). In order to use reserves funding for major repairs needed in the irrigation system, it must be included as a fixed asset. Contact was made with Venture Properties to obtain the initial cost of the four (4) parts of the irrigation system. The cost was found as follows:

- 1). The park system original cost was \$16,458 and was composed of a timer (possibly two as the records were not clear), 600 feet of pipe, and 55 sprinkler heads
- 2). The system at the corner of 121st and Quail Creek Lane (Tract E) original cost was \$1,579 and was composed of a timer, 150 feet of pipe and 14 sprinkler heads
- 3). The system along 121st between Quail Creek and Hollow Lane (Tract F) original cost was \$4,895 and was composed of a timer, 300 feet of pipe and 35 sprinkler heads
- 4). The system at the corner of 121st (Tract G) original cost was \$2,687 and was composed of a timer, 230 feet of pipe and 25 sprinkler heads
- 5). The total original cost was \$25,619.00

R C Maintenance was contacted to obtain a replacement cost. Venture Properties information was verified with the following exceptions: there is no timer at the corner of 121st & Hollow Lane (Tract G) and there are two timers in the park system. Total replacement cost is roughly estimated at approximately \$30,000.00.

Currently the Reserves Account balance is \$29,788.09 composed of cash in the amount of \$26,275.88, interest earned in the amount of \$989.22 and the loan balance in the amount of \$3,512.21. The last Reserves Study determined the replacement cost of the listed fixed assets as \$52,174.15 compared to the original cost of \$41,107.49. Sufficient funds have been contributed to the Reserves to adequately handle any major repair of the fixed assets including the sprinkler system. In addition there are some items within the fixed assets for which contributions have been made, that more than likely will never be replaced such as the monument. Motion by Matt was made and seconded to include the four (4) irrigation systems as fixed assets obtained 1/1/2000 as follows:

- 1). The park system, Tract D, with the original cost in the amount of \$16,458.00, a service life of 25 years, and a current replacement cost estimated at \$19,272.42.
- 2). Tract E system with the original cost in the amount of \$1,579.00, a service life of 25 years, and a current replacement cost estimated at \$1,849.02.
- 3). Tract F system with the original cost in the amount of \$4,895.00, a service life of 25 years, and a current replacement cost estimated at \$5,732.07.
- 4). Tract G system with the original cost in the amount of \$2,687.00, a service life of 25 years, and a current replacement cost estimated at \$3,146.49. The vote was taken and passed.

A guideline was set as to what constitutes a major repair. The guide for what should be included as a fixed asset is lifespan greater than 1 year and cost greater than \$100. Thereby using the cost factor only, the board can set a guide of what qualifies as a major repair as low as \$100. Logic tells us that routine maintenance costs such as replacement of a sprinkler head is not a major repair however, replacement of a timer or repair of a leak can have substantial cost. Motion by Matt was made and seconded to set the minimum dollar cost of a major repair at \$100.00. The vote was taken and passed.

Once funds are transferred to the Reserves they are unusable except for major repair or replacement of assets. Rather than contribute to the Reserves monthly a suggestion has been made to transfer to the savings and review the Reserves funding at the time of the annual reserves study in November. Motion by Dick was made and seconded to discontinue monthly transfers of \$162 to Reserves for Reserves Funding & make monthly transfers of \$162 to Savings and to review the Reserves funding annually in November. The vote was taken and passed.

2. Checking, Savings & Reserves Account Bundle

Currently these accounts are not tied together in the manner that would allow for the total amount within the bank to determine fees therefore a maintenance of \$5,000 is required in the checking account to avoid fees, however by changing the account group type the total maintained within Chase would be used to determine fees and that total would be \$25,000. By making this change the amount held in the checking account could be significantly reduced without concern for charges. The maximum interest payable on the checking account is 0.01% whereas the interest paid on the Savings Account is 0.04% and it increases dependent on balance. Currently the checking account interest earnings amount to less than \$1 per year. By changing the type of account bundle and transferring majority of funds to the savings a significant increase of interest earned could be realized. Motion by Matt was made and seconded to have the Treasurer change the bundle type and transfer unused funds in checking to savings in order to increase the interest earnings. The vote was taken and passed.

3. Reserves Loan to Operating

With the change of the type of bank bundle, there is no need to make payments to the Reserves account for the Loan made to Operations in 2010 since the checking account does not require a maintenance balance average of \$5,000. Consideration of early repayment of the loan was deferred until November 2013.

4. Increase Reserves Interest Income

Interest rate currently paid on reserves account is 0.15%. A Chase Certificate of Deposit for a 36 month period is a minimum of 0.35% with potential of Special CD at 0.4% first 3 year period (does not require renewal but requires \$10,000.00 amount). The reserves money can only be used for major repairs or replacement therefore it is basically untouchable. 36 Month interest earnings on \$10,000 in current savings account is \$4.50 whereas 36 Month interest earnings on \$10,000 in normal CD is \$105 or the special CD is \$120. Motion by Matt was made and seconded to move \$20,000.00 to a Special 3 year Certificate of Deposit (also to be bundled with the current accounts) to increase the interest earnings. The vote was taken and passed.

5. Community Garden

A member has suggested the HOA sponsor a community garden. The common area locations suggested by the member is part of the grass area in the park or along 121st in front of the subdivision. These common area locations suggested are the only locations where water is available. Motion by Matt not to consider sponsoring a community garden. The park is not appropriate as it is a play ground for the children. Along 121st would cause the front of the subdivision to possibly become unattractive. The vote was taken and passed.

6. Lawn Care Policy Update

In 2010 the section of the CC&Rs regarding Lawn Maintenance was amended. In order to properly state the current CC&Rs authorization the Lawn Care Policy needs to be updated as attached. Motion by Dick was made and seconded to accept the updated Lawn Care Policy. The vote was taken and passed.

7. 2013 Events

a. Garage Sale

The HOA has historically provided the advertising for the annual garage sale set in June. Feedback from members was positive regarding the garage sale. The 2013 Estimated Budget contained funding in the amount of \$50 for the garage sale. Motion by Will was made and seconded to continue to provide advertising for the annual garage sale not to exceed \$50. The vote was taken and passed.

In order to set an appropriate date for the garage consideration of the last weekend in June which is about 2 weeks after school lets out and is a week before the 4th of July. Sunday has not seen a tremendous amount of participation. Someone needs to set out the signs in front of development and at 122nd/124th to alert potential buyers to participation in cul-de-sac. Motion by Dick was made and seconded to set the annual garage sale on Friday June 28th and Saturday June 29th only and Dick will set out and pick up the signs Friday & Saturday. The vote was taken and passed.

b. Block Party

The cost of the Block Party is budgeted at \$1,700.00. Last year donations were made to allow for the block party to be held however, the number of seating accommodations were reduced below what was needed. True cost of the block party with adequate seating is approx \$1800.00. The Accounts Manager has in the past obtained discounts and donations from participating businesses and will do so again if the Block Party is held. The Block Party brings neighbors together to get acquainted. New members have all indicated the Block Party allowed them to become acquainted with their new neighborhood neighbors. Motion by James was made and seconded to hold the block party this year. The vote was taken and passed.

Approximately a third of the Association members attend the block party but everyone is welcome to attend. We have tried setting Saturday but found Sunday to be better attended. Last year it was held after school started to see if this increased participation however it did not seem to make a difference. The weather in August is more consistent than September. A coordinator is needed for setup of the park activities. Brenda Kephart has volunteered to act as onsite coordinator of the setup but is available only 8/18 or 8/25. Motion by Dick was made and seconded to set the block party to be held Sunday August 25, 2013 with Brenda Kephart acting as the setup coordinator. The vote was taken and passed.

8. Income Receipt and Expense Disbursement Procedure

The Association membership needs to be aware of the procedure for handling the Association income/expense. Security of the Association funds is important. Currently an Accounts Manager is contracted at the rate of \$162/mo with contracted responsibilities. Procedure is needed for Board members regarding disbursements to insure as much security of funds as possible. Attached Procedure includes Accounts Manager responsibilities and security measures for Board members. Motion by Dick was made and seconded to accept Income Receipts and Expense Disbursement Procedure. The vote was taken and passed.

9. Meetings Procedure

The bylaws establish three types of meetings to handle Association business, however, the membership is welcome to attend all except the Executive meetings as per the bylaws and privacy concerns. In the past meetings have been held as required in January, sometimes in February if a new Board has been elected, generally in May, sometime during the summer months, in September and occasionally in November.

Formal written notice was only required for meetings designated as Member Meetings. Updated bylaws now require meetings scheduled to be included in the monthly newsletter. Information regarding meeting topics also needs to be included in the monthly newsletter. Attached is a Meetings Procedure which:

- 1). Establishes a flexible schedule for meetings

- 2). Gives major purpose of the meetings

- 3). Gives format for the conduct of meetings

- 4). Establishes time frames for notice in line with the bylaws and Planned Community Laws

Motion by Matt was made and seconded to accept the attached Meetings Procedure. The vote was taken and passed.

F. Adjournment:

Meeting was adjourned at 8:44 P.M. in Tigard, OR. by Dick Pacholl. The next meeting is scheduled for September 9, 2013.

Minutes submitted by: Matt Frazer, Secretary



Income Receipts and Expense Disbursements Procedure

WHEREAS, Article VI of the Bylaws of the Quail Hollow-East Homeowners Association grants power to the Board of Directors to conduct Association business, Section 17 of the Covenants, Conditions and Restrictions grants the authority to make rules governing the Home Association.

LET IT BE RESOLVED THAT these procedures shall be followed:

1. Definitions
 - a. The *Association Accounts Manager* (aka Bookkeeper) - the party who maintains the Association records of members' and vendors' accounts using software approved by the Board of Directors.
 - b. *Disbursements* - payments in the form of checks or electronic transfers made from the Association bank account to vendors for services rendered in compliance with contractual agreements, utilities provided or for reimbursement of expenditures on behalf of the Association.
 - c. *Reimbursement Requests and Receipts* - written documents showing the amount expended, to whom paid and the purpose of the expenditure.
 - d. *Processing of Monetary Receipts* - the entry of the amount received to the proper account in the approved software, stamping the endorsement on any checks received, and preparation of the Association deposit.
2. Responsibilities of the *Accounts Manager* to be defined in the contract between the *Accounts Manager* and the Association will include the following:
 - a. Maintain the records of the Association using software approved by the Board of Directors
 - b. Maintain the source documentation of the Association records for the period prescribed by Federal and/or State law whichever is longer.
 - c. Provide information to the Treasurer sufficient to allow the Treasurer to prepare the Treasurer Report for all meetings.
 - d. Prepare a monthly balance sheet, income/expense statement and comparison of income/expense to budget statement.
 - i. The balance sheet will be prepared on accrual basis
 - ii. The income/expense and comparison of income/expense to budget statement will be prepared both on accrual and cash basis
 - e. Prepare cash flow report to be used in preparation of the monthly newsletter.
 - f. Provide a complete backup of all Association records to the Treasurer on a monthly basis.
 - g. Reconcile bank accounts upon receipt of the monthly bank statement
 - i. A copy of the bank statement will be made for the Treasurer
 - ii. The current month records backup will be submitted to the Treasurer
 - iii. The Treasurer will review the reconciliation for any errors
 - h. Prepare an annual estimated budget report for the following year before the current year last meeting of the Board of Directors to be held in November
 - i. Contained within the estimated budget report are the following:
 - (1) Current year estimated income/expense compared to budget statement
 - (2) Current year cash flow statement
 - (3) Proposed budget for the next year including the recommended reserve account funding
 - (4) Proposed dues assessment for the following year

Income Receipts and Expense Disbursement Procedure

- ii. The intent of this meeting to review the current year status of the Association and comply with the Bylaws requirement regarding 30 day notice of any change in the dues assessment.
 - iii. Notice of any change in the dues assessment to be placed in the December Newsletter with the first month of any changed amount due January 1 of the following year.
 - i. Prepare an annual balance sheet, income/expense statement and comparison of income/expense to budget statement at the close of the year.
 - i. These statements must be posted on the Association website no later than January 31 of the following year.
 - ii. The balance sheet will be prepared on accrual basis
 - iii. The income/expense and comparison of income/expense to budget will be prepared on both the accrual and cash basis
 - iv. Prepare other reports as required by the Board of Directors to be posted on the website as required by the Board of Directors in the format prescribed by the Board of Directors
 - j. Prepare the Association tax returns, applicable Form 1099 Misc & Form 1096 federal report by the tax filing deadline each year
 - k. Perform other duties as required by the Association Board of Directors
3. Procedure for handling Monetary Receipts of the Association
 - a. *Process* in the Association records as defined above all dues assessments received at least once per month.
 - b. The *Accounts Manager* will note any postmark between the 25th and the end of the month and make adjustments to any applied interest or late fee.
 - c. Prepare monthly billing statements for members as required
 - i. All member billing statements will contain all account activity from the last billing statement thru the 25th of each month.
 - ii. Any interest or late fee will be shown on the billing statement as well as any other charges such as backflow device testing or collection charges or credits such as reversal of interest/late fee due to postmark date or waiver by the Board of Directors.
 - iii. Stuff, stamp and mail or email statements as required.
4. Procedure for handling Disbursements of the Association
 - a. The *Accounts Manager* and anyone related to or in the household of the *Accounts Manager* will not be a signer on the Association bank accounts.
 - b. Electronic transfer will be made only as follows:
 - i. To pay the Association City of Tigard Water billing
 - ii. To transfer funds from the Association Operating bank account to either the Association Money Market or the Association Reserves bank account
 - c. Checks will be issued:
 - i. Only by the *Accounts Manager*;
 - ii. And only with supporting documentation such as *Reimbursement Request Receipt* as defined above, request for documents from a government agency, a billing invoice or contractual agreement;
 - d. All checks must be signed by two members of the Board of Directors properly designated on the bank account records
 - i. Supporting documentation of payments other than contractual requirements must be provided to the Board of Directors for review when signing the check.
 - ii. Contractual requirements will be available to the Board of Directors upon request.
 - e. A cash flow report of Operating activities will be included on the monthly newsletter.
 - i. The report period will be the 26th of the prior month thru the 25th of the current month (i.e. March 1st Newsletter period - 26th of January thru 25th of February) and will include:
 - (1) The beginning balance of the Operating account.

Income Receipts and Expense Disbursement Procedure

- (2) The income received during the month.
 - (3) Itemized expenses paid during the month with any remaining balance due.
 - (4) Transfers from the Operating account to either the Reserves account or Money Market account with resulting balances included.
 - (5) The ending balance of the Operating account.
 - (6) The amount of prepaid assessments.
 - ii. Balances of all Association accounts will be the balance maintained in the Association accounting software as of the 25th of each month.
5. Association Reports
- a. The Association Reports will be available on the Association website.
 - b. The Annual Balance Sheet Report will be formatted on Accrual Basis.
 - c. The Annual Income/Expense Report will be formatted to show both the accrual and cash basis
 - d. The Annual Comparison of Income/Expense to Budget will be formatted to show both the accrual and cash basis
 - e. The Monthly Cash Flow Report will show the cash flow for the Operating Account activity
 - f. The Annual Cash Flow Report will show activity for all Association Accounts.

Recorded in the Book of Minutes:

April 22, 2013

Date: _____

President, Board of Directors
Quail Hollow-East Homeowners Association

Document Compare Summary

Original document: 2005-05-17 Lawn Care Policy

Revised document: 2013-02-12 Draft Lawn Care Policy

Deletions are shown with the following attributes and color:

~~Strikeout~~, **Blue** RGB(0,0,255).

Deleted text is shown as full text.

Insertions are shown with the following attributes and color:

Double Underline, Redline, **Red** RGB(255,0,0).



Lawn Care 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 17 of the Declaration of Covenants, Conditions and Restrictions (CC&R's) grants the authority to make rules governing the Home Association.

Section 13 of the Declaration of Covenants, Conditions and Restrictions states:

HOME AND YARD MAINTENANCE. The maintenance, upkeep and repair of individual homes shall be the sole responsibility of the ~~Association, its agents, subagents, officers or directors.~~ Owner who shall maintain their Lots ~~and~~ homes and all appearances thereto at all times. All lawns shall be adequately watered ~~and~~ kept mowed and properly trimmed. Each Owner shall be obligated to maintain all landscaping ~~(including lawn)~~ on Owner's Lot in a healthy ~~and~~ attractive state and in a manner comparable to that on the other Lots in Quail ~~Hollow~~ Hollow-East. No Owner shall use the front yard or driveway of the Lot as a source of storage for tools, furniture or any other object that a reasonable and prudent person would deem detrimental to property values within Quail Hollow-East Homeowners Association. After notice to an Owner from the Association of such Owner's failure to so maintain ~~such landscaping~~ said property, the Association, at its sole discretion, shall have the right, through its agents and employees to enter upon such Lot in order to repair, maintain and/or restore the landscaping and/or remove any offending items. The cost of such work shall be an assessment on such Owner and its Lot only, and the provisions of this Declaration regarding collection of assessments shall apply thereto. ~~Prior to Turnover to the Association, Declarant shall have the same authority and rights of enforcement as provided to the Association.~~ In this Section, each Owner is responsible for the operation, repair and maintenance including winterization and spring start=up of their own private front yard sprinkler system installed by Declarant during home construction.

LET IT BE RESOLVED THAT these procedures shall be followed:

1. Definitions
 - a. *Member* - Owner of the property
 - b. *Violation* - failure to water and maintain the front lawn and landscaping in a healthy and attractive state comparable to that on other lots in Quail Hollow-East.
 - c. *Complaint* - Verbal or written notification to the Board of Directors of a *violation* as defined above.
2. Upon notification to the Board of a *violation*, a letter will be sent via first class mail to the *member* as defined above, advising of the *violation*, asking the *member* to comply with CC&R's section 13 within 10 days of the date of the letter (sample attached).
3. If in non-compliance after that date a landscape company will be hired to bring the property into compliance at the *member's* expense.
4. If the *member* immediately notifies the Board of a circumstance beyond the *member's* control exists which precludes bringing the property into compliance, the Board will determine if an extension and the amount of time that should be given to bring the property into compliance.

Recorded in the Book of Minutes: May 17, 2005 [Amended April 22, 2013]

Date: _____

President, Board of Directors
Quail Hollow-East Homeowners Association



Date

HOA Member Name

Address

The appearance of your front lawn does not meet the specifications required under Section 13 of the Declaration of Covenants, Conditions and Restrictions, to which you agreed at the time you purchased your property. Section 13 states:

HOME AND YARD MAINTENANCE. The maintenance, upkeep and repair of individual homes shall be the sole responsibility of the ~~Association, its agents, subagents, officers or directors.~~ Owners~~Owner who~~ shall maintain their Lots ~~and~~ homes and all appearances thereto at all times. All lawns shall be adequately watered ~~and~~ kept mowed and properly trimmed. Each Owner shall be obligated to maintain all landscaping ~~(including lawn)~~ on Owner's Lot in a healthy ~~and~~ attractive state and in a manner comparable to that on the other Lots in Quail ~~Hollow~~Hollow-East. No Owner shall use the front yard or driveway of the Lot as a source of storage for tools, furniture or any other object that a reasonable and prudent person would deem detrimental to property values within Quail Hollow-East Homeowners Association. After notice to an Owner from the Association of such Owner's failure to so maintain ~~such landscaping~~said property, the Association, at its sole discretion, shall have the right, through its agents and employees to enter upon such Lot in order to repair, maintain and/or restore the landscaping and/or remove any offending items. The cost of such work shall be an assessment on such Owner and its Lot only, and the provisions of this Declaration regarding collection of assessments shall apply thereto. ~~Prior to Turnover to the Association, Declarant shall have the same authority and rights of enforcement as provided to the Association.~~ In this Section, each Owner is responsible for the operation, repair and maintenance including winterization and spring start-up of their own private front yard sprinkler system installed by Declarant during home construction.

If you have a problem, maybe we can be of assistance to you, please let us know right away.

You must bring your lawn into compliance with the CC&R's or notify the Board of Directors as to why you can not comply within 10 days of the date of this letter. You can make notification by calling (503) 579-6880.

If you do not bring your property into compliance or notify the Board of Directors as to why you can not, the Board will hire a landscape company to bring your property into compliance at your expense.

Sincerely,

President

Quail Hollow East Homeowners Association



Meetings Procedure

WHEREAS, Article VI of the Bylaws of the Quail Hollow-East Homeowners Association grants power to the Board of Directors to conduct Association business, Section 17 of the Covenants, Conditions and Restrictions grants the authority to make rules governing the Home Association.

LET IT BE RESOLVED THAT these procedures shall be followed:

1. Definitions
 - a. *Member Meeting* - meeting set with formal notice sent to all members either by email or USPS mail as well as displayed on the Association website and in the monthly newsletter.
 - b. *Special Board Meeting* - meeting set with notice given only on the Association website or in the monthly newsletter
 - c. *Executive Meeting* - meeting set to discuss privacy matters as defined in the Association Bylaws
 - d. *Agenda* - Pre-determined items to be discussed at a meeting
2. Meetings Schedule
 - a. A *Member Meeting* shall be scheduled in January.
 - i. Purpose - the annual election of Board of Directors
 - ii. Formal written notice USPS mailed to all members within 30 days prior to meeting date
 - iii. Ballot for election included with the notice.
 - iv. Additional *Agenda* items must be provided prior to mailing of the notice
 - b. A *Special Board Meeting* may be scheduled in February
 - i. Purpose - turnover to the new Board of Directors
 - ii. Notice provided in the February Newsletter and on the Association website
 - iii. Proposed *Agenda* to be supplied by January 25th.
 - c. A *Member Meeting* may be scheduled in May
 - i. Purpose - Discuss Association sponsored summer events
 - ii. Formal written notice provided to all members within 30 days prior to meeting date
 - iii. Notice may be provided by email to those members with an email address recorded with the Association and have not declined receipt by email - all others will be sent by USPS mail
 - iv. Proposed *Agenda* to be supplied by April 25th.
 - d. A *Special Board Meeting* may be scheduled during the summer
 - i. Purpose - to discuss specifics of annual Block Party if it is to be held
 - ii. Notice provided in the Newsletter prior to the meeting and on the Association website
 - iii. Proposed date and *Agenda* to be supplied by the 25th of the prior month
 - e. A *Member Meeting* shall be scheduled in September

Meetings Procedure

- i. Purpose - to appoint the Elections Chairperson and review the summer's events
 - ii. Notice may be provided by email to those members with an email address recorded with the Association and have not declined receipt by email - all others will be sent by USPS mail
 - iii. Proposed *Agenda* to be supplied by August 25th
 - f. Either a *Special Board Meeting* or *Member Meeting* shall be scheduled in November
 - i. Purpose - to review the estimated budget, the reserves study and set the following year dues assessments
 - ii. Notice
 - (1) If scheduled as a *Special Board Meeting*, to be provided in the November Newsletter and on the Association website
 - (2) If scheduled as a *Member Meeting*, notice may be provided by email to those members with an email address recorded with the Association and have not declined receipt by email - all others will be sent by USPS mail
 - iii. Proposed *Agenda* to be supplied by October 25th
 - g. Following the November meeting a copy of the estimated budget will be included in the December Newsletter with notice of any change in the member assessments as required in ORS 94.645
3. Meeting Specifics
- a. All meetings will be conducted using an informal version of Robert's Rules of Order
 - b. All meetings will be conducted by the President or in the absence of the President, the Vice President
 - c. Minutes of the last meeting may be waived or read at the option of the Board members present
 - d. The Treasurer will report the status of the Association finances at all meetings
 - e. Non-Board members may attend all meetings except *Executive Meetings*
 - f. Minutes of *Member Meetings* and *Special Board Meetings* will be prepared and posted on the Association website
 - g. Minutes of *Executive Meetings* will be prepared and maintained in Association records available to only the member whose account may be the subject of the meeting. If more than one account is discussed only the portion of the minutes relating to the member may be reviewed.

Recorded in the Book of Minutes:

April 22, 2013

Date: _____

President, Board of Directors
Quail Hollow-East Homeowners Association