



Meeting Minutes
September 17, 2014

Opening:

The Member Meeting of Quail Hollow-East Homeowners Association Board of Directors was called to order at 7:40 P.M. on September 17, 2014 in Tigard, OR. by Dick Pacholl.

Board Members Present: Dick Pacholl Clint Christopher Matt Frazer
Rosemary Kriegel 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 Rosemary Kriegel.

D. Open Issues

1. None

E. New Issues

1. Barkdust

It appeared the trees in the park were in need of barkdust to protect their roots. Under the play equipment the ground was bare. It was determined blown in material would cost approx \$2800. Email agreement to blow in barkdust was obtained from the majority of the Board members. The barkdust and wood chips were blown in at a total cost of \$2750. Motion by Dick was made and seconded to formalize the barkdust and wood chip application. The vote was taken and passed.

2. Billing Policy Update

Advance Payment definition is needed - currently members think they are paying for a year when in reality they are making an advance payment that may be either more than or less than a year depending on what the Board does in setting the dues. The Advance Payment revision requires the Advance payment amount and discount to be set at time of acceptance estimated budget. Motion by Dick was made and seconded to accept revised Billing Policy as attached. The vote was taken and passed.

3. Elections Chairperson

Elections Chairperson is appointed for the 2015 Board of Directors election. Leilani Arellano served as Elections Chairperson in 2014. Motion by Clint was made and seconded to appoint Leilani Arellano as the 2015 Elections Chairperson. The vote was taken and passed.

4. HP Printer 2550

The printer and supplies have been advertised twice on Craigslist without any response. An ad was sent with the newsletter to all members again without a response. A further ad elicited one response with a bid of \$50 for the printer and supplies. Motion by Will was made and seconded to sell the HP 2550 printer and supplies for \$50. The vote was taken and passed.

5. Reserves

Currently the Reserves are located in two certificates of deposit and a Money Market savings account. The Bank policy regarding savings accounts is that if they become "inactive" - no deposits or withdrawals during a specified period a service fee is charged. In December 2014, the final payment of the reserves loan to operations will be made so thereafter the account will be inactive unless a small amount is deposited each month. Motion by Dick was made and seconded to make monthly reserves contribution in the amount of \$8.10. The vote was taken and passed.

6. Estimated 2015 Budget

The 2015 Estimated Budget is attached. Based on the calculation of estimated expenses for 2015 dues can be lowered to \$32.00 per month. Consideration must be made regarding the amount of discount for Advance Payment. Rational for keeping the 10% discount is (1) historically the discount has been 10% and (2) the savings as a result of advance payment amounts to approx the same 10%. Motion by Dick was made and seconded to accept estimated budget setting the dues to \$32.00 effective Jan 2015 and to set the Advance Payment discount at 10%. The vote was taken and passed.

7. Landscape Contract

The contract with our landscaper was due August 1, 2014. It is proposed that the new contract cover a three year period with approximately a 3% annual increase. Currently the landscaper is paid \$15,300.00 annually at the rate of \$1275 per month. The proposed contract would increase the amount in the first year to \$15,900.00 at the rate of \$1325 per month, the second year to \$16,320.00 at the rate of \$1360 per month and the third year to \$16,800.00 at the rate of \$1400 per month. Motion by Matt was made and seconded to contract with the landscaper as proposed. The vote was taken and passed.

8. Garbage Can for Upper Park

At one time a request was made to put a garbage can on the Quail Creek Lane side of the park since there is only one currently in the park which is located on the Hollow Lane side of the park. The estimated cost ranges from \$300 to \$400 because a slab and container retention is needed. Motion by Dick was made and seconded to defer the matter until the 2015 Spring Board meeting. The vote was taken and passed.

9. Steering Wheel Assembly on the Playground Equipment

The steering wheel was removed from the playground equipment by parties unknown. Parts are needed to replace it. Motion by Clint was made and seconded to purchase parts for replacement of the steering wheel and lock it in place so these parts can not be removed. The vote was taken and passed. A request was also made to determine if the swings are at the proper height from the ground. This will be checked out and if it is found the swings are not in the proper height from the ground action will be taken to ensure the height is corrected.

F. Adjournment:

Meeting was adjourned at 8:39 P.M. in Tigard, OR. by Dick Pacholl. The next meeting is scheduled for Wednesday, January 21, 2015.

Minutes submitted by: Clint Christopher, Secretary

WordPerfect Document Compare Summary

Original document: 2003-05-22 Billing and Payment System Policy

Revised document: 2014-09-17 Billing and Payment System 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).

The document was marked with 13 Deletions, 13 Insertions, 0 Moves.



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:

1. Definitions

- a. 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.
- b. The *Cut-Off Date* is defined as the last day of the month the statement will show activity.
- c. Advance Payment amount is established as 12 times the current monthly dues less the discount as set by the Board paid in advance of when due.

2. Billing/Payment System

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

3. The ~~annual~~ Advance Payment discount ~~policy~~ will remain in effect ~~unless repealed by~~ for duration of the Board of Directors Advance Payment credit.

Recorded in the Book of Minutes: May 22, 2003 [Amended September 17, 2014]

Date: _____

President, Board of Directors
Quail Hollow-East Homeowners Association



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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.

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 - b. The *Cut-Off Date* is defined as the last day of the month the statement will show activity.
 - c. *Advance Payment* amount is established as 12 times the current monthly dues less the discount as set by the Board paid in advance of when due.
2. Billing/Payment System
 - a. Effective immediately assessment statements will not be mailed to members with zero or credit balances.
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 - iii. The assessment statement will state payment is due by the 10th of the month to encourage early payment.
 - iv. Included with the statements mailed will be a copy of the monthly newsletter and a notice of any Member Meeting scheduled during the coming month.
 - v. For those with zero or credit balances the monthly newsletter will be available on the website.
 - vi. Notices of Member Meetings will be mailed to all members regardless of account balance.
 - b. The *Cut-Off Date* will be the 25th of the month.
 - c. All payments received by the *Cut-Off Date* will be processed prior to preparation of the statement.
 - d. Effective immediately members with current accounts who pay the *Advance Payment* assessment charges will be given a discount set by the Board of Directors. The effect and purpose of this section is:
 - i. To have accounts paid in advance sufficiently to reduce workload and costs.
 - ii. To eliminate mailing statements for the year thereby reducing costs.
 - iii. To eliminate processing payments for the year thereby reducing workload.
3. The *Advance Payment* discount will remain in effect for duration of the *Advance Payment* credit.

Recorded in the Book of Minutes: May 22, 2003 [Amended September 17, 2014]

Date: _____

President, Board of Directors
Quail Hollow-East Homeowners Association

Quail Hollow East Home Association
2015 Estimated Budget
Based on January through December 2014 Expenses

					2015
				Estimated	Estimated
			Jan - Jul 14	Aug - Dec 14	Total
Expense					
Accounting & Management Fees					
	Accounting Services	\$ 1,134.00	\$	810.00	\$ 1,944.00
	Bank Charges	\$ 24.00			\$ 25.00
	Collection Costs	\$ 82.00			\$ 100.00
	Insurance	\$ 1,893.00			\$ 2,000.00
	Office Supplies	\$ 374.88			\$ 250.00
	Postage	\$ 201.24	\$	143.74	\$ 344.98
	Taxes & Licenses	\$ 50.00			\$ 50.00
	Website	\$ 53.73	\$	38.38	\$ 75.00
Total Accounting & Management Fees			\$ 3,812.85		\$ 4,788.98
Association Operations					
	Asset Repairs	\$ 221.00			\$ 100.00
	Depreciation	\$ 1,359.48	\$	971.06	\$ 2,330.54
	Reserves Expense				\$ 972.00
Landscaping					
	Common Area Maintenance	\$ 8,925.00	\$	6,625.00	\$ 16,075.00
	Landscape Special Projects	\$ 2,750.00			\$ 1,050.00
Total Landscaping			\$ 11,675.00		\$ 17,125.00
Utility					
	Irrigation Water	\$ 395.58	\$	1,186.74	\$ 1,851.31
Total Utility			\$ 395.58		
Total Association Operations			\$ 13,651.06		\$ 22,378.85
Event Expenditures					
	Block Party	\$ 1,521.97			\$ 1,500.00
	Welcome Basket	\$ 142.65	\$	101.89	\$ 250.00
Total Event Expenditures			\$ 1,664.62		\$ 1,750.00
Total Estimated Expense			\$ 19,128.53		\$ 28,917.83
				Less Depreciation	\$ 2,330.54
					\$ 26,587.30
				Estimated Annual	\$ 30,841.26
				Annual Dues/Lot	\$ 381.00
				Monthly Dues/Lot	\$ 32.00
					.

**Quail Hollow East Home Association
2014 Estimated Budget 9 Month Comparison**

Expense	Estimated 2014 Budget	9 mo of 2014 Estimated Budget	Actual 9 mo 2014 Expenses	
Accounting & Management Fees				
Accounting Services	\$ 1,944.00	\$ 1,458.00	\$ 1,458.00	
Bank Charges	\$ -	\$ -	\$ 28.99	
Collection Costs	\$ 72.00	\$ 54.00	\$ 82.00	
Insurance	\$ 1,850.00	\$ 1,850.00	\$ 1,893.00	
Miscellaneous	\$ -	\$ -	\$ -	
Office Supplies	\$ 300.00	\$ 225.00	\$ 374.88	New Printer Supplies
Postage	\$ 300.00	\$ 225.00	\$ 238.30	
Reserves Expense	\$ -	\$ -	\$ -	
Taxes & Licenses	\$ 50.00	\$ 50.00	\$ 50.00	
Website	\$ 100.00	\$ 75.00	\$ 59.72	
Total Accounting & Management Fees	\$ 4,616.00	\$ 3,462.00	\$ 4,184.89	
Association Operations				
Asset Repairs	\$ 1,000.00	\$ 750.00	\$ 521.00	
Depreciation	\$ 2,400.00	\$ 1,800.00	\$ 1,557.12	
Landscaping				
Common Area Maintenance	\$ 15,425.00	\$ 11,568.75	\$ 11,575.00	
Landscape Special Projects	\$ 1,500.00	\$ 1,125.00	\$ 2,930.00	Barkdust & Wood Chips
Total Landscaping	\$ 16,925.00	\$ 12,693.75	\$ 14,505.00	
Utility				
Irrigation Water	\$ 2,000.00	\$ 1,500.00	\$ 962.06	
Total Utility	\$ 2,000.00	\$ 1,500.00	\$ 962.06	
Total Association Operations	\$ 22,325.00	\$ 16,743.75	\$ 17,545.18	
Event Expenditures				
Block Party	\$ 1,700.00	\$ 1,700.00	\$ 1,521.97	
Garage Sale	\$ 50.00	\$ 50.00	\$ -	
Welcome Basket	\$ 140.00	\$ 105.00	\$ 142.65	4 New Members Already
Total Event Expenditures	\$ 1,890.00	\$ 1,417.50	\$ 1,664.62	
Total Expense	\$ 28,831.00	\$ 21,623.25	\$ 23,394.69	