



Meeting Minutes
September 30, 2015

Opening:

The Member Meeting of Quail Hollow-East Homeowners Association Board of Directors was called to order at 7:32 P.M. on September 30, 2015 in Tigard, OR. by Wayne Kephart.

Board Members Present: Wayne Kephart
Rosemary Kriegel
Clint Christopher
Brian Claar
Matt Frazer

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. Water Leak & Tree Removal

A pipe to the sprinkler system in the park broke. The cost of repair was \$770. The pipes to the sprinkler system were re-routed around a large maple tree whose roots most likely are responsible for the broken pipe. Water cost for the period we had the broken pipe was three times what it should have been. A request for credit adjustment was submitted to the City of Tigard Water Department and approved granting the Association \$62 credit on the water bill. Email approval of the repair cost was previously given by Board members. Motion by Rosemary was made and seconded to approve the \$770.00 expenditure of broken pipe repair. The vote was taken and passed.

A suggestion was made to remove the tree. The tree is healthy and quite large. Cost of removal would be quite high due to the size of the tree. Motion by Brian was made and seconded not to remove the tree. The vote was taken and passed.

Last year a request was made to remove 3 dead trees in the park. Due to lack of communication with the landscaper the dead trees were not removed. They were removed this year at the cost of \$75 per tree. Motion by Clint was made and seconded to approve the \$225.00 expenditure of removal of the 3 dead trees in park. The vote was taken and passed.

2. Quickbooks

Notification was received from Intuit that support for 2013 product would discontinue. Quickbooks 2015 was found on Amazon for \$169.99. Motion by Wayne was made and

seconded to approve the \$169.99 expenditure for 2015 Quickbooks. The vote was taken and passed.

3. Playground Chips

On July 21, 2015 two plus units of Fibrex chips were added to the playground area at a cost of \$600. Motion by Rosemary was made and seconded to approve the \$600 expenditure for Fibrex chips. The vote was taken and passed. Additional chips must be added in 2016 and 2017 to bring the level to what it should be. Cost of chips varies but Rexius has been able to work with us to maximize the product amount and stay within our budget. Motion by Brian was made and seconded to include in 2016 estimated budget \$1000 for additional chips. The vote was taken and passed.

4. 121st Flower Bed Bike Path Blockage

By the monument where the sprinkler head was damaged, it has become a passageway for bike riders coming down off of 121st. A thought was to consider placing some large rocks to block this passageway for the purpose of protecting those sprinkler heads. Consultation with the landscaper revealed a better method would be to put shrubbery in the form of a low hedge. Motion by Brian was made and seconded to have the landscaper give an estimate of cost which can be approved by email. The vote was taken and passed.

5. Tree for shading playground benches

A suggestion has been made to put a shade tree near the benches in the playground area. Care must be taken not to use a tree whose roots might damage the foundation of the home near where the tree would be placed. Motion by Wayne was made and seconded not to put in a shade tree as requested. The vote was taken and passed.

6. Replacement of the street trees

Last year two park trees either died or was severely damaged during a storm and were removed. Replacement of those tree is required by the City of Tigard. Based on the information from a representative of Big Tree Today, the cost for an average tree to be transported and planted is about \$1,700.00. Wayne met with a representative of Big Trees Today to determine what trees could be used and the actual cost and to make arrangements as this is the busy season and the trees need to be planted while they are in a dormant stage. Wayne was able to negotiate with Big Trees Today for two October Glory Red Maple Trees (these being similar in appearance to the Sweet Gum Trees currently in the park) at a cost of \$2,800.00 plus the cost of having the stumps ground which is estimated at about \$135. Motion by Matt was made and seconded to approve the replacement of the street trees with a maximum cost of \$3,200.00. The vote was taken and passed.

7. Light on shed

The kids turn the current light off. It is located such that shade impairs the solar capability. Motion by Wayne was made and seconded to move the light to a higher location so it can't be turned off and the sun can insure the solar capability with a budget maximum of \$50.00. The vote was taken and passed. Tom Metzger volunteered to help in this project so he will meet with Wayne Kephart and they will determine a plan to raise the height of the current light in hopes this may solve the problem.

8. HOA Sponsored Events Update

a. Garage Sale

Participation seemed lower this year than in the past. August appears to be a stable month to hold the sale as the weather is more consistent. Suggestion was made to purchase more sandwich signs to be placed further from the development. Initially six

sandwich signs were built by Wayne McGuire, four of those have been stolen during prior garage sale events.

b. Block Party

The weather cooperated and it appeared everyone had a good time. All the food was eaten and Bingo was a big hit again this year. Thanks should be given to Stephanie Mitchell as the Bingo caller, Teri Eldien who coordinated the event, Clint Christopher the grill-master and all the volunteers who made the event a success again this year.

9. 2016 Estimated Budget

The attached is the 2016 estimated budget based on the actual and estimated expenses for 2015. Based on the 2016 estimated budget figures the dues for 2016 should be set at \$32 per month as they are currently. Motion by Rosemary was made and seconded to accept the 2016 Estimated Budget and set the 2016 monthly dues rate at \$32.00. The vote was taken and passed.

F. Adjournment:

Meeting was adjourned at 8:44 P.M. in Tigard, OR. by Wayne Kephart. The next meeting is scheduled to be January 13, 2016. The Executive meeting was announced to follow.

Minutes submitted by: Clint Christopher, Secretary

**Quail Hollow East Home Association
2016 Estimated Budget**

			2016 Estimated Budget Details
Expense			
Accounting & Management Fees			
	Accounting Services		\$ 1,944.00
	Bank Charges		\$ 25.00
	Insurance		\$ 2,000.00
	Office Supplies		\$ 250.00
	Postage		\$ 350.00
	Taxes & Licenses		\$ 50.00
	Website		\$ 75.00
Total Accounting & Management Fees			\$ 4,694.00
Association Operations			
	Asset Repairs		\$ 100.00
	Depreciation		\$ 2,400.00
	Reserves Expense		\$ 100.00
Landscaping			
	Common Area Maintenance		\$ 16,520.00
	Landscape Special Projects		\$ 1,500.00
Total Landscaping			\$ 18,020.00
Utility			
	Irrigation Water		\$ 2,500.00
Total Utility			\$ 2,500.00
Total Association Operations			\$ 23,120.00
Event Expenditures			
	Block Party		\$ 1,500.00
	Garage Sale		\$ 60.00
	Welcome Basket		\$ 200.00
Total Event Expenditures			\$ 1,760.00
Total Estimated 2016 Expense			\$ 29,574.00
Less Depreciation			\$ 2,400.00
			\$ 27,174.00
Estimated Annual Required			\$ 31,521.84
Annual Dues/Lot			\$ 389.00
Monthly Dues/Lot			\$ 32.00
Chips for playground needed			
Barkdust around trees			

Quail Hollow East Home Association
Estimated Budget Calculation
 January 1 through September 16, 2015

		2015	Actual	Estimated	2015 Total	2016 Estimated
		Estimated Budget	Jan 1 - Sep 16, 15	Sep 17 - Dec 31, 15	Actual + Estimated	Total
Expense						
Accounting & Management Fees						
	Accounting Services	\$ 1,944.00	\$ 1,296.00	\$ 648.00	\$ 1,944.00	\$ 1,944.00
	Bank Charges	\$ 25.00	\$ 12.00		\$ 12.00	\$ 25.00
	Collection Costs	\$ 100.00				
	Insurance	\$ 2,000.00	\$ 1,885.00		\$ 1,885.00	\$ 2,000.00
	Office Supplies	\$ 250.00	\$ 443.58		\$ 443.58	\$ 250.00
	Postage	\$ 344.98	\$ 236.42	\$ 150.00	\$ 386.42	\$ 350.00
	Taxes & Licenses	\$ 50.00	\$ 50.00		\$ 50.00	\$ 50.00
	Website	\$ 75.00	\$ 47.92	\$ 23.96	\$ 71.88	\$ 75.00
Total Accounting & Management Fees		\$ 4,788.98	\$ 3,970.92	\$ 821.96	\$ 4,792.88	\$ 4,694.00
Association Operations						
	Asset Repairs	\$ 100.00	\$ 70.00		\$ 70.00	\$ 100.00
	Depreciation	\$ 2,330.54	\$ 1,581.12	\$ 790.56	\$ 2,371.68	\$ 2,400.00
	Reserves Expense	\$ 972.00	\$ 64.80	\$ 32.40	\$ 97.20	\$ 100.00
Landscaping						
	Common Area Maintenance	\$ 16,075.00	\$ 10,930.00	\$ 5,475.00	\$ 16,405.00	\$ 16,520.00
	Landscape Special Projects	\$ 1,050.00	\$ 925.00	\$ 3,400.00	\$ 4,325.00	\$ 1,500.00
Total Landscaping		\$ 17,125.00	\$ 11,855.00	\$ 8,875.00	\$ 20,730.00	\$ 18,020.00
Utility						
	Irrigation Water	\$ 1,851.31	\$ 1,266.32	\$ 1,000.00	\$ 2,266.32	\$ 2,500.00
Total Utility			\$ 1,266.32	\$ 1,000.00	\$ 2,266.32	\$ 2,500.00
Total Association Operations		\$ 22,378.85	\$ 14,772.44	\$ 10,665.56	\$ 25,438.00	\$ 23,120.00
Event Expenditures						
	Block Party	\$ 1,500.00	\$ 435.54	\$ 1,064.46	\$ 1,500.00	\$ 1,500.00
	Garage Sale		\$ 55.00		\$ 55.00	\$ 60.00
	Welcome Basket	\$ 250.00	\$ 186.77		\$ 186.77	\$ 200.00
Total Event Expenditures		\$ 1,750.00	\$ 677.31	\$ 1,064.46	\$ 1,741.77	\$ 1,760.00
Total Expense		\$ 28,917.83	\$ 19,420.67	\$ 12,551.98	\$ 31,972.65	\$ 29,574.00
					Less Depreciation	\$ 2,400.00
Dead Trees & Plant Removal						\$ 27,174.00
Chips for playground					Estimated Annual	\$ 31,521.84
					Annual Dues/Lot	\$ 389.00
Replace Trees in Park					Monthly Dues/Lot	\$ 32.00
Chips for playground needed						
Barkdust around trees						