

Board Meeting Minutes
Quail Creek Homeowners Association
January 15, 2018

Location: 304 Pheasant Hill Drive

In Attendance:

Josh Martin, President
Casey Berley, Vice President
Michelle Steinhagen, Secretary
Natalie Peters, Treasurer
Matt Goode, ARC

Not present- David Fuller, ARC; David Hoye, ARC

Voting:

Josh Martin, President
Casey Berley, Vice President
Michelle Steinhagen, Secretary
Natalie Peters, Treasurer
Matt Good, ARC
David Fuller, ARC via Proxy to C. Berley
David Hoye, ARC via Proxy to M. Good.

I. Call to Order and Opening Business

- A. Meeting was called to order at 7:02 p.m. by J. Martin. Following roll call, a quorum was declared with 4 present at the time meeting was called to order. . J. Martin asked for acceptance of the agenda and Rules of Decorum and unanimous consent was given.

II. Homeowner/Guest Comments and Concerns

No homeowners present.

III. Immediate Action Items

- A. Approval of Minutes
 - 1. Minutes of December 11, 2017, were submitted by M. Steinhagen in advance of the meeting. Motion to approve by M. Good;second by N. Peters. Motion approved by unanimous consent
- B. Treasurer's Report
 - 1. N. Peters presented ledger for the December financial statement. All financials match to bank statements. Motion to approve financials by C. Berley; second by M. Good. Motion approved by unanimous consent.
 - 2. Review/Approve HOA expenses.
 - i. Motion to approve reimbursable expenses submitted by J. Martin for records to be notarized and filed with the County Clerk's office for the lawn policy and the management certificate in the

amount of \$12.00 and \$61.71). Motion M. Steinhagen, second by M. Good. Motion approved by unanimous consent.

ii. Motion to approve reimbursable postage expenses for past due assessments through certified mail by C. Berley in the amount of \$42.90 by M. Steinhagen; second by M. Good. Motion approved by unanimous consent.

iii. Motion to approve reimbursable postage expenses for a violation notice through certified mail by M. Steinhagen in the amount of \$7.08 by C. Berley; second by M. Good. Motion approved by unanimous consent.

iv. Reimbursable expenses were paid at the time of submission and approval.

3. 2017 Annual Assessment Update – 3 (three) homes currently have outstanding balances. These homeowners have not responded to email communications or invoices mailed to them on December 2, 2017 & January 4, 2018. These are all > 90 days past due (due date was July 30, 2017).
4. 2017 Special Assessment Project: 1 (one) home has not paid 2017 Special Assessment payment. Three written past due notices have been sent to the homeowner in question. Those matters are currently unanswered by the homeowner and remain unresolved.
5. An email reminder as well as a letter will be sent in January 2018 as a reminder to homeowners that the third and final installment of the special assessment is coming due Jan 31, 2018. Treasurer will send those out to the homes that have a balance.

V. Committee Business

A. Architectural Review Committee

1. Street update – No new update on street repairs. Midway received contract on 1.14.2018.
2. Other updates – No new updates.
3. New applications – No new applications received.

B. Landscape Committee

1. All Quail Creek landscaping in good condition.
2. Landscape committee- Document was notarized and taken to courthouse for filing with the county clerk. Stamped one will be uploaded to the website. President will notify the members via email as well as post to the website. This will be completed prior to the next meeting.

VI. Other Business

- A. The next QCHOA board meeting will be scheduled for February 12th, 2018 at 7:00 pm. The location for the meeting will be 304 Pheasant Hill Dr.
- B. Management company discussion- 3 different companies have submitted proposals, and 1 was eliminated. Board will review further and send Vice President a list of questions by email to seek further clarification on/answers to prior to the next meeting.
- C. HOA entrance signage upgrade proposal/estimate to aide in properly notifying the community of upcoming HOA meetings was provided by VP/ C. Berley. No action at this time. C. Berley will obtain some drawings and additional potential options for signage. Potential cost based on preliminary estimates is approximately \$300.

VII. Open Forum

- A. M. Steinhagen recommends a “dropbox” type of system to keep files available to those on the board. She will look at potential options.

VIII. Recess to Executive Session

- A. CC&R Violations to report
 - 1. Discussion regarding concrete on drive of home, for > 2 months, on Pheasant Hill Drive in violation of Article 7.5e. This was resolved following violation letter.
 - 2. Report of home with a parked trailer on 12.11.17 at 3:30 pm on Pheasant Hill Drive with potential violation of Article 7.10. This was resolved prior to notice being sent.
 - 3. A home on Partridge Drive was sent a violation of Article 7.10 for a trailer parked in drive for several days. This was resolved.
- B. Discussion regarding multiple repeated violations with no resolution and unpaid fines.
 - 1. Discussion of violation of Article 7.10 – incomplete construction and an unpaid fine for violation of Article 7.5 - Pheasant Hill Drive Violation notice sent on 11.17.17. Unresolved at this time. Invoice will be sent for fine.
 - 2. Discussion regarding an unpaid fine for repeated violation of Article 8.5 – boat/trailer storage – Pheasant Hill Drive Unresolved. Invoice will be sent for fine.
 - 3. Discussion regarding consistent violations of Article 8.5 by home on Partridge Drive and subsequent appeal to board and members at the Annual Meeting. Unpaid fine. Invoice will be sent for fine.
 - 4. Discussion regarding home on Partridge Drive with 2 unpaid fines for violations of Article 8.5. Invoice will be sent for fines.
 - 5. Homes with overdue assessments were sent a certified letter on Jan 4, 2018.
- C. Update regarding legal counsel- no further discussion or pursuit of counsel at this time.

IX. Reconvene in Open Session

- A. Board members agreed to send fine letters to home on Pheasant Hill Dr. for violation of Article 7.5e and 7.10.
- B. Board members agreed to send fine letters to homes on both Pheasant Hill Dr. and Partridge for violation of Article 8.5.
- C. Board members agree to send fines and invoices to those delinquent in the special assessments and HOA dues.

X. Adjourn

- A. Motion to adjourn meeting by N. Peters; second by C. Berley. Motion approved by unanimous consent. Meeting was adjourned at 9:35 p.m.

Respectfully Submitted,

Michelle Steinhagen – Secretary – Quail Creek Homeowners Association