



**Quail Creek Homeowners Association
Board Meeting Minutes
September 18, 2023**

7:00 PM

McLendon-Chisholm City Hall
1371 W. Farm to Market Rd 550

The Regular Board of Directors Meeting of the Quail Creek Homeowners Association was held on Monday September 18, 2023, at 7:00 PM. A quorum was established with the following members in attendance: Bob Steinhagen, (President), Ken Daulong (Vice President), Shana Nalls (Treasurer), Tish Bruckner (Secretary), Herb Harker, Bev Stibbens (Member-At-Large), Shawn Allen (ARC Chair), not in attendance, Mike McDaniel (Member-At-Large).

Called to order at 7:07 pm

A motion to approve the August 21st Board meeting minutes was made by Ken, Herb second the motion, minutes were approved.

HOA Homeowner Annual meeting.

- ◆ National night out is October 3rd.
- ◆ Due to the first week of October hosting National Night Out and the availability of Board members throughout the first 3 weeks of October, it was necessary to schedule October 24th for the Annual HOA Member meeting, The meeting will be in the Steinhagen driveway from 7 – 10 pm, registration beginning at 6:30 pm.
- ◆ We need to send letters at least 10 days prior to the meeting notifying homeowners.
- ◆ It was decided to send letters and an email on September 28th. The information will include details about National Night Out and blank proxy forms.
- ◆ Tish and Shana will send communications notifying homeowners.

Common area update:

- ◆ Ken completed the placement of reflectors on guardrails.
- ◆ The HOA insurance policy renewal:
 - Ken contacted the insurance company to understand language in the contract, addressed coverage and contact information. Validated that coverage was moved from park to front entrance, they had not done this, but can complete after we renew coverage to be sure appropriate coverage in front entrance.
- ◆ Front entrance street (Quail Creek) is beginning to come apart with large areas of the concrete becoming loose.
 - Ken cleaned up and patched front entrance street.
 - Ken also took pictures of the streets to send to the city to address the disrepair.

Treasurer, Shana Nalls, presented the financial report which includes the Income statement and balance sheet. Last month's income & expenses were consistent with the budget and expectations.

ARC review:

- ◆ No ARC applications.

The question put by the Chair that the October Regular Board Meeting be held October 16th, 2023, 7 pm in the McLendon-Chisholm City Hall. Approved.

The Board recessed into Executive Session at 7:40 PM and reconvened at 7:50 PM.

Summary of Executive Session:

- ◆ 2 Courtesy notifications to neighbors about trailers.

The meeting adjourned at 8:15 PM.