

## 1/12/11 Quail Creek HOA Board Meeting Minutes

(Location: Kathy Graham's house)

### Attendees:

Carel Talens  
Brenda Kinsman  
Kathy Graham  
Lisa Campbell  
Katie Brown  
Shari Wetherby

### Absent:

Steve Juarez  
Sharon McCarey

### AGENDA

- Assignment of 2011 QCHOA Board Officers
- Transfer of Treasurer's Duties
- Front Entrance Landscaping

### Notes:

- 1) Carel Talens, as outgoing Board President, called the meeting to order.
- 2) New Board responsibilities are as follows:
  - President: Brenda Kinsman
  - Vice-President: Steve Juarez
  - Treasurer: Carel Talens
  - Secretary: Lisa Campbell
  - New and Existing Members-at-Large: Sharon McCarey, Kathy Graham, Katie Brown, Shari Wetherby.
  - QCHOA Bank of America Account Co-signatories:
    - i. Treasurer; Carel Talens
    - ii. President; Brenda Kinsman
- 3) Kathy Graham, as outgoing Treasurer, informed the QCHOA Board of her duties. These included, but were not limited to:

- **QCHOA mail:**  
Collecting the mail weekly at the HOA mailbox.  
The mailbox rental is billed to the HOA once per year.  
Mail keys were given to the new Treasurer with the advice that new set may be needed.
  - **Insurance:**  
Sprague Insurance insures the Board Members.  
Liberty Mutual insures QCHOA common property.  
Insurance bills us annually.
  - **Accounting Software:**  
Microsoft Money 2005  
Questions to be answered: Is a registration key needed? How many licenses came with the software?
  - **Utilities:**  
Tanner Electric and Ames Lake Water Association bill QCHOA monthly.  
The Treasurer will look into paying bills electronically.
  - **The annual notification of QCHOA Dues:**  
Needs to be mailed to the 40 lots soon.  
The Secretary will be responsible for completing this task.  
Board members will assist in updating names and mailing addresses for each QCHOA lot.
  - **Non-Profit Corporation Report:**  
Due annually. This year by January 22, 2011.  
Sent to State of WA's Secretary of State.  
There is \$10 processing fee.  
The treasurer will check to see if this can be submitted online.
- 4) Control of the QCHOA Bank of America bank account must be transferred to new Treasurer. The Treasurer and President will both be legal signatories on the account. The Secretary will contact the bank to find out the correct process to accomplish this transfer.
- 5) Front Entrance Landscaping:
- Kathy Graham volunteered to remain on the Board as a Member-at-large to spearhead the change of the front entrance to a sustainable landscape. She will lead the planning and supervise the work needed to convert the front entrance into a sustainable landscape. It will be lower cost and less maintenance for the future. Resources available include the WSU Extension Master Gardeners and King County Conservation.