

QCHOA 1

Meeting Minutes

August 12, 2015

I. Call to order

Brenda called to order the regular meeting of the QCHOA at 7:30 on August 12, 2015 at Brenda's home.

II. Roll call

Jennifer conducted a roll call. The following persons were present: Brenda, Carel, Amber and Jennifer

III. Notes

- Annual meeting to be held 10/18 from 3-4pm. Location TBD
- Once we have location identified we can discuss logistics with food/drinks
- Last year we have 11 families plus board members show up, and we did do snail mail notices which may account for greater turn out
- Letter for annual meeting should include note, agenda, proxy verbiage, open board positions
- Carel discussed transferring over Treasurer duties and will update his info (one pager). He also has to turn over bank account and mail box keys. Basically he responds to closing letters and inquiries, pays bills like water, electricity and insurance, and files the nonprofit state filing before 1/31 of each year.
- Board discussed changing the email format again since it has some difficulties. Brenda and Amber will not attach to QCHOA account. Carel and Jennifer will continue to monitor the account. All emails regarding Board info should be sent to QCHOA, Brenda and Amber.
- Open positions for this year will be 2 (Carel and Lisa). Jennifer will verify per the bylaws if we have to elect based on position or in general. We will include the need for two board members in the letter. We have some potential candidates: Carisa Richardson for Treasurer and Francesca M or Cassandra B for general position. Jennifer has offered to take over Secretary. Brenda has not decided if she will stay on as President. Amber will stay on.
- Board discussed starting an annual process of financial review every September, before the annual meeting. Treasurer will present the past years financials with receipts/bills for a step by step review with the Board.
- Annual meeting agenda sent by Carel was approved with the addition of 1) presentation to the members of the ACC request form, 2) discussion/approval of monies added for discretionary holiday spending.
- Items tabled for another date: discussion of handing over wetlands to King County, and updating CCRs with more accurate rules.

Agenda for annual meeting:

AGENDA

- **2014 financial report**
- **2015 financials to date report/review**
- **2016 Budget proposal/approval**
- **New Home Owner introductions - Canen, Johnson, Syed, Reamey, Brice and Schoenfeld**
- **Other - Present the ACC request form, Proposal of discretionary holiday spending**
- **Call for new board officers/volunteers (2 openings)**
- **Re-election QCHOA Board Officers - Jennifer, Amber and Brenda**

IV. TO DO LIST

- Brenda
 - Contact Carisa to get in her touch with Carel.
 - Send map to Jen (if Amber does not get it from Jen Hall)
 - Decide if she will stay on as our beloved President 😊
- Carel
 - Update one pager on Treasurer duties
 - Send out 2016 budget proposal to board, include monies for dealing with dead rhodies
 - Update 2015 budget with proposed and actuals
 - Get stamps, envelopes, return labels to Jennifer
 - Send Jennifer the OneDrive account information
 - contact insurance company to determine the address/location of the common property
- Amber
 - Talk to the Rennings to see if they can host annual meeting

- Jennifer
 - Complete generic ACC request form and send to Board for approval before annual meeting
 - Verify election rules per bylaws about whether or not it is by position or by general election
 - Verify with BCL if crews are impacting the light on the right side of the monument
 - Write up the letter for the annual meeting and send out by Sept 14th. - will send draft for review in the next week

V. Adjournment

Brenda adjourned the meeting at 9pm.

Minutes submitted by: Jennifer Kuhtz

Minutes approved by: At next meeting (TBD)