

**Quail Creek Home Owners Association  
Board of Directors  
Meeting Minutes**

**Date:** July 6<sup>th</sup> 2005  
**Place:** Hollasch's Residence  
**Meeting Attended By:** BOD Members: Lori Hollasch, Dean Smith, Kathy Graham and Stephanie Ploof

- Lori called the meeting to order

**Official Position Handoffs**

- Steve Graham has a box of QCHOA information to give to Lori and Stephanie
- Kathy simplified the budget and spreadsheet categories
- Dean agreed to be the "member at large"

**Board Reports**

- President – No news
- Treasurer – Kathy reviewed 4 documents she passed out
- ***Proposed Budget*** – She wants to compare this to our existing budget. She will put this into our Money spreadsheet so we can see where we are over or under.
- We discussed dues – we need to determine when notices should go out
- Kathy proposes we do our dues earlier in the year
- She reported that our November dues was to cover 2004
- Dean proposed that we bill \$100 the first half of the year and \$100 the second half of the year
- Lori and Kathy agreed that the preferred method of delivery would be e-mail
- Kathy will prepare the letter. She will include an area where homeowners can include updated information, email address.
- A self-addressed stamped envelope will be included
- Kathy suggested we hand deliver the letters – we agreed
- Payment deadline will be August 31<sup>st</sup>
- We reviewed the ***Income Spending Document***
- We have spent \$1840.86 this year
- Kathy suggested that we evaluate other landscape companies
- Lori will talk to Brenda Kinsman's landscaper
- Kathy will get information from the company that did the mail boxes
- Kathy suggested that we hire an Arborist to come out once a year
- Secretary – No news
- Other – Dean had nothing to report

**Annual Homeowners Meeting**

- Lori reported that we are supposed to have an annual meeting

- Lori will get the Quail Creek website information from Steve and we will include in the letter
- We selected September 25<sup>th</sup> at 3:00 p.m. as the date for our annual meeting
- Drinks and appetizers will be included
- Lori and Stephanie will take meeting location and activities for kids as an action item
- We will follow meeting agenda from 2004 – we will discuss more at next meeting

### **Common Areas**

- Front entrance
- Protected wetland bridge
- Stephanie will contact Steve Meyer to get the name of the King County person that cut back over-growth last year

### **Mail Boxes**

- Kathy thinks they need to be painted
- Kathy will talk to Steve to determine if mail box project from last year is complete

### **Private Residence Maintenance**

- Kathy discussed her concern about the condition of a Quail Creek homeowner's yard
- Dean suggested we bring up his lack of maintenance in a friendly manner – we all agreed
- Kathy will provide a sample letter to all of us – we will discuss at next meeting

### **Welcome to Neighborhood letter**

- This letter would be a way for us to welcome new neighbors as well as remind them of the Quail Creek covenants
- Dean reminded us that a copy of the covenants is provided as closing
- Lori and Stephanie will work on the letter this summer

### **Garage Sale**

- Dean suggested we have it as we need it
- We agreed to discuss this at the annual meeting

### **Other Business**

- Cyrus Kanga asked if we could get a big dumpster and have the QCHOA pay for it.
- Lori will kick it back to Cyrus to get pricing information

