



Quail Creek Homeowners Association

Board Meeting Minutes

2025 January 17

Attending: Brenda Kinsman (president), Steve Hollasch (Treasurer), Michael Brown (Secretary)

Meeting Convened 7:10pm

Meeting Adjourned 8:20pm

1. Prior Meeting Minutes

- The annual meeting minutes have been drafted and are ready for approval at next years annual meeting

2. General Discussion on Prior Board Activities

- On Boarding the new President
- On Boarding new Secretary
- On boarding new Treasurer
 - Treasurer has reviewed all financial statements and documentation going back roughly 3-4 years. Confirmed financial condition of the HOA and has plans to improve documentation and communication moving forward

3. 2025 Dues Payment Notice Distribution Plans

- Treasurer has indicated Dues notice to be sent with a payment due date of Feb 15th.
- Payments continue to be made Via – Zelle (preferred) or by written check from homeowners

4. QC18 Line-of-Sight Easement

- The new Board reviewed the issue and compared notes on how to best proceed
- As of this date, the following has been done : King County Roads engaged to review line of sight issue, KQR confirmed this is not within their scope and they referred the matter to KQ code enforcement, HOA team, contacted the homeowner and engaged, Homeowner agreed to mitigate and make alterations to comply, Board agreed to kindly allow homeowner to comply, Homeowner made some alterations, while making improvements, the improvement remains outside the spirit of the line of sight easement.
- A draft letter is being drawn up by Brenda to guide our communication tone and tenor for communications with the County and or Homeowner.
- We discussed the next steps – action of clarifying who is responsible for enforcing the easements within Quail Creek, The county? Or the HOA.

5. Letter to the Community

- The secretary was instructed to draft up a “winter” letter to the community regarding recent issues along with the story of the stolen Tree in the monument garden. (needs review)

6. 2025 Board Meetings

- No date set for next Board meeting with the team. This will be discussed in the coming weeks as we get more information regarding line of sight easement

Actions

- Brenda – Draft Line of Sight Letter for county / homeowner highlighting the spirit of HOA cooperation. Once completed and reviewed next steps will be taken.
- Steve — Draft homeowner dues letter for review and send out.