

## **Qualchan Hills Homeowners Association**

### **Board of Directors Meeting Minutes**

February 10<sup>th</sup>, 2014

#### **Call to Order**

The meeting was called to order at 6:07 P.M.

In attendance was Lynn Reilly, President; Dan Skindzier, Vice-President; Arthur Corcoran, Secretary; Willie Masten, Board Member Elect; William Butler, President - WEB Properties; Nikki Bardwell, WEB Properties Management, and Andy Butler, WEB Properties Management.

#### **Approval of Meeting Minutes**

Meeting minutes from December 30<sup>th</sup>, 2013 were approved with minor corrections to the financials regarding the months listed as September be changed to November.

Andy Butler also pointed out that the bid for an estimate on the installation of street lights was with Inland Light and Power, and not with Avista.

#### **Financials**

Nikki Bardwell gave the financial report for January of 2014.

We collected \$4,727.40 in Homeowner Dues, \$1,803.00 Public Street Reserve Assessments, and \$756.25 in Private Street Reserve Assessments, \$130.68 in Restitution Payments, \$172.00 in Reimbursed Lien Costs and \$6,533.78 in Utility Income. Total income for the month of December was \$14,174.15

The association balance for the month of January is \$35,130.85 in Savings, \$6,205.41 in Operating, 11,087.69 in the Reserve Account and \$1,126.21 in the Park Fund, for a total of 53,550.16

There are \$4,244.25 in Outstanding Homeowner Dues. Of the 19 homeowners who still owe HOA dues only 3 homeowners owe more than one month or quarter. Those houses are 4702 and 4710 on Pender Lane, and 4736 on Keyes Ct.

4733 on Keyes Ct. had a substantial unpaid balance until recently when the homeowner settled his account. The homeowner is trying sell his home and forgot to pay the HOA dues.

## **New Business**

An invoice for the audit that WEB properties had done on last year's financial records is forthcoming.

Bill gave an estimate for the cost of an audit at somewhere around \$4,500.

By Law someone has to do an audit every year, and you can be forced to go back and audit for years that you missed.

Bill described three options for the HOA to save money on an audit

- With a majority vote the HOA can choose to skip an audit.
- The board can also vote to do an audit every 3 years.
- Lastly, the board can choose to do an abbreviated audit. For an abbreviated audit you need to have an outside accountant who has not worked with the HOA before (i.e. has no conflict of interest) and they can then do a more cursory review of the financials using audits that were done in the past.

We will revisit this under old business in future meetings. The Audit that was done was for 2012. Bill's recommendation is that if we do an abbreviated audit, that we do it this year.

The insurance for the HOA has been transferred to a new company "Foremost". The total cost will be \$1,680.80 per year.

Bill Butler reminded the board that there is a gag order in effect regarding the details of the Erickson settlement.

## **Reserve Study Recommendations**

The board reviewed the Reserve Study that was done in August of 2012 in order to evaluate which items should be addressed first and to prepare to have contractors bid on the projects.

We looked at projects listed on the spread sheet: Annual Expense by Year

The first two projects listed are "Repair sidewalk at Keyes Ct." and "Repair drain at Pender Lane". WEB is going to get bids this summer.

There are two big ticket items that are due for improvement in the next five years. The application of a seal coat on Keyes Ct. and Kip Ln. (estimated cost \$8,072) and also on Winder Ln. and Pender Ln (\$4,977).

The HOA currently has \$4,600 in reserve accounts. The sidewalk at the top of Kip Ln. is believed to be part of Persimmon Woods which will make it the responsibility of the other HOA to repair and maintain, and may be important in factoring the cost of repair.

The duplexes on the corner of Cheney Spokane Rd. and Qualchan Rd. are part of the HOA. The property management that manages the duplexes has been paying the association dues.

### **ARC Report**

Warren Franks Neighbor and former board member will submit and file ARC reports. We will ask him to come in and give updates either at the beginning or end of our quarterly homeowners meetings.

### **Run off**

At the annual board meeting a homeowner had raised the issue of run off on Qualchan Rd. where the road meets the highway. Mr. Skindzier spoke with people in the Engineering department at the county. They said they would look into the problem and try to re-evaluate it in the summer. They have been putting dirt on it for the time being.

### **New Board Positions**

The quorum was reached by a combination of votes by proxy and members in attendance. As a result Willie Masten was voted in as a new member of the Qualchan Hills HOA. Dan Skinzer was elected President, Willie Masten was elected Vice President, and Arthur Corcoran will remain Secretary.

As part of his duties as Vice President Mr. Masten will oversee the HOA website. ([www.qualchanhills.com](http://www.qualchanhills.com)) The board required to post the annual meeting minutes and 3 years of financials on web site.

### **Drawing**

We did the drawing for a free month of homeowner dues, and Lynn Reilly was the winner a month of free homeowner dues.

### **Next Meeting**

The next board meeting will be at 6:05 on May 12<sup>th</sup> Julie is the contact for the Trading Co. Dan will schedule meetings

### **Adjourned**

The meeting was adjourned at 7:15.