

Qualchan Hills Homeowners Association Board of Directors Meeting
Monday, October 24, 2016
Upper Room Yoke's Grocery Store
Minutes

1. Call to Order 6 PM
2. Attendees:
 - a. Board Members: Willie Masten - President, Ann Franks - Vice President, Dan Skindzier – Secretary, Warren Franks - Arc Chair.
 - b. WEB Properties - Bill Butler & Eric Lundin
3. The July Board meeting minutes were not available for review. They will be sent via e-mail to board members.
4. Old Business
 - a. Financial Update Eric Lundin
 - i. YTD Income as of 9/30/2016.
 1. Actual \$86,392.39, Budget \$83,355.00, Variance \$3,037.39.
 - ii. YTD Expenses as of 9/30/2016.
 1. Actual \$84,966.58, Budget 83,166.00, Variance \$1,800.58.
 - iii. Account Balances as of 9/30/2016.
 1. Operating Account - \$4,721.80
 2. Savings Account - \$1,481.79
 3. Reserve Account - \$30,955.22
 4. Park Account - \$1,046.22
 5. Total - \$38,205.03
 - Dan asked if the \$8000 transferred from non-operating to savings was part of the income-to-date figure. WEB explained it was not considered as income.
 - The expected end of year result of the budgeted expense vs income is estimated to be within 1 to 2 % of original projections.
 - A discussion occurred about estimating the Savings balance at the end of this year. Current estimate might be near \$7500.00 based on current budget.
 - Eric has been attempting to contact the Simanton foundation to request the annual donation for the Park Fund, but has not been able to connect to John or Donna. Ann Franks stated she would make the contact.
 - WEB mentioned that the WEB Engineers have taken over responsibility of the Park Pond as opposed to a \$100 monthly contract with an outside landscape company. Maintenance will be billed at the per-hour rate for work performed, and is estimated to be between \$20 and \$25 per hour depending on circumstances.
- b. Persimmon Woods Dues Review – We have assigned the research and analysis of the last three years invoices paid to Lauri Liptac at WEB Properties. We expect

the project will take her 20 hours of work, Eric 4 hours of work, and 2 hours of Bill's time. The cost of this work is expected to be \$1,800.00.

- Ann made a motion to present a request of payment for the recent repairs of Kip Lane to Persimmon Woods (PW) now for their 83% responsibility of the bill. A brief discussion occurred, but the motion was not seconded as members were in favor of obtaining complete information of the other aspects of the responsibilities of PW to our HOA.
- Board members discussed the review proposal, and voted to approve the review outlined by WEB at the estimated cost of \$1800. This has been a very complex issue for the board members, Bill, and Eric to evaluate with so many variables. Once a solid review has been conducted and data submitted to the board for review, the Board and WEB will make a plan to approach Persimmon Woods HOA and begin discussion again of the correct monies to be collected.
- The review by Lauri will also include the other HOA's that must contribute to our maintenance.
- In particular "Overlook" HOA is asking for details of their contributions. They have also suggested to our HOA that a fenced in drainage swale on Bolan Ave should be maintained by the QHHOA. To our knowledge that swale is not our responsibility, and should be clarified by this review.
- Bill also mentioned that he will require M&M Landscaping/Snow removal to provide itemized bills in the future for each street to determine appropriate cost breakouts for the various HOA's
 - c. Official Audit Ballot Report – Currently, we have received 46 total votes after four mailings. We need 65 votes to waive the audit. Of those 29 homeowners with alternate addresses, 17 have responded to our request, and all have voted in favor of waiving the audit.
- After discussion, the Board voted to accept WEB suggestion to send out another ballot request to the HOA members that have not responded yet in a special mailing. If a quorum response is not obtained, the board will request an audit for 2017 and include the audit fee in the next budget.
 - d. Christmas Decorations –
- Ann requested an amount of \$200 to decorate the front entry gate. No specific design has been decided upon yet, but Dan volunteered to meet with Ann on Saturday at the entry sign and plan out some lights and decorations. Board voted to approve the money for the entry decorations, WEB properties volunteered their maintenance engineers to assist at the front entry sign.
 - e. Create "Utilities Reimbursement" line item – We will add this to the 2017 Budget.
 - f. Create separate Income/Expense line items for PW – We will add this to the 2017 Budget.
 - g. Tree at 4715 S Keyes Ct –

- Dan and Warren only saw the tree from different angles but not from the property. Both Dan and Warren feel that they do not have the expertise to determine if the tree is or is not a fall risk. Our tree expert has already given a professional opinion, and the Board believes this opinion is the best information to go on at this time. WEB Properties will send the owners a letter regarding the Board's determination.
 - h. Discuss Dues – In 2016, we budgeted for an \$11,478.00 negative Net Income, and we are currently on budget. In light of anticipated expenses in 2017 due to the audit, and possibly a large snow season, a dues increase may be necessary.
 - WEB expects to have the results of the review by Laurie Liptac and WEB Properties to the BOARD for review and discussion in November. Board members must read the details and prepare to discuss dues at a December 5th meeting 6 PM at the Yokes Market conference room.
 - If an increase of dues is deemed necessary it will be included in the next budget presented to the HOA members for a vote in January 2107
 - i. Collections Updates – Our attorney has been trying to serve the owner of 4702 S Pender Lane unsuccessfully. They are going to try for a while longer and then recommend service by publication, which costs approximately \$350.00. It is important to note that SCOUT still shows the occupant as the owner of the home.
 - Board members voted to approve servicing the owner by publication as outlined above for the fee of \$350. For practical reasons, this action will occur after the upcoming holidays.
5. New Business
- a. 912 – 918 Unapproved Excavation Update – It seems that the homeowner understands they need to repair the excavation behind their home on Winder. However, they have not provided us with a date for the remediation to be complete. WEB Properties can send the homeowner courtesy notices at the Boards direction.
 - The day after the board meeting, the owner of the property responded back that he will have the excavation squared away within the next 30 days. By e-mail the board agreed to wait and allow the owner to take the action described.
 - b. Winder Brush Clearing and Tree Remediation Bid – The Board will consider and discuss the Winder clearing project which includes tree remediation for a total of at least \$3,000.00.
 - As the Board discussed at the meeting tonight, this expense is not currently budgeted for, and will have to be put off until next year.

- The Board did however vote to begin the treatment of the several diseased trees on the hill between Lincoln Blvd and Bolan Ave. WEB indicated they would obtain more details on the timing of the treatments and billing info.
 - c. Snow Plow Contracts – We have received snow plow bids from M&M and C&C. We are working on getting a third bid from Clearwater Summit.
 - There were some differences in charges between categories of plowing, de-icing, and sanding, but in the end they appear to balance each out. And although they were waiting for a third estimate, the Board voted to stay with M&M due to their continued good service in both winter and summer care of our HOA for several years.
6. Open Forum
 - None
 7. Adjournment: 7:35 PM
 8. **Next Meeting: December 5th 2016 6 PM at Yokes. It is a special meeting to discuss the budget and dues only.**
 9. January Meetings are planned for 1-9-2017 and 1-30-2017 (It was not mentioned if the Lutheran Church DOWN Hwy 195 has been contacted yet to request use of their facility for the January 30th Annual Meeting)

Dan Skindzier
QHHA Secretary