

**Qualchan Hills Homeowners Association Board of Directors Special Meeting**  
**Monday, September 18, 2017**  
**Board Meeting Minutes**  
**5:45 PM – Yokes Conference Room**

1. Quorum was established.
2. Introductions
  - a. Board Members: Willie Masten – President, Dan Skindzier – Secretary, Val Brendemihl – Board Member
  - b. WEB Properties: Eric Lundin
3. July 17 Board Meeting Minutes were approved as written.
4. Financial Update as of 8/31/2017
  - i. YTD Income \$87,994.35 Actual, \$91,354.00 Budget, \$3,619.73 Variance
  - ii. YTD Expenses \$80,034.50 Actual, \$80,963.00 Budget, \$928.50 Variance.  
Does not include audit expected to cost \$9,000.00
  - iii. Account Balances
    1. Operating - \$5,173.49
    2. Savings - \$1,001.79
    3. Reserve - \$36,887.39
    4. Park - \$4,830.39
    5. Total - \$47,893.06
5. Old Business
  - a. Persimmon Woods Dues Letter – We have not yet heard back from Persimmon Woods on this issue. We researched their corporation on the Secretary of State website, and have found some updated contact information. We will reach out to them with the updated contact information.
  - b. Delinquency Review –
    - i. At the last Board meeting, WEB was instructed to contact the homeowner at 4725 Keyes and demand payment, or reinstate the legal action against them. So far, we have collected \$820.00.
    - ii. The homeowner at 4702 Pender has declared bankruptcy. We have zeroed the account, and it is beginning to accrue new charges. The current outstanding balance is \$571.25.
    - iii. There are currently eight homeowners with balances above \$500.00. With the Boards permission, we will reach out to them with a delinquency letter, notice of impending lien, or letter from our attorney.
    - iv. After presenting the above details, Eric explained to the board members that some HOA's determine certain thresholds of delinquency to take action for a number of reasons.

## 6. New Business

- a. 2016 Audit – The audit is underway, and we expect it to wrap up in October.
- b. Landscaping Bids – We have produced a scope of work for use in obtaining bids. The Board will review and edit as needed, and reply to WEB with approval to take them out to bid. Once finalized & approved, management will take 2018 landscaping out to bid.
- c. 2018 Budget – A draft budget has been prepared for 2018. The HOA has not increased its contribution to the reserve study a planned in 2017 because of heavy snow, and the unanticipated audit. Without a dues increase, the HOA will not be able to contribute additional funds to the reserve study, and may not have funds to cover expenses in the event of another heavy snowfall.
  - i. Dan Skindzier asked if the snowplowing expenses were reimbursable by the private streets when the actual costs exceed the budgeted amount. The snow plow expenses are reimbursable by the private streets.
  - ii. Dan Also asked if snow plowing costs could be broken out by individual streets for future reference, especially in the case of Kip Lane where Persimmon Woods would be responsible for cost sharing. Management will have the snow plow bids broken down by street this year, and presented to the Board for approval.
  - iii. All members agreed that this time we must communicate better with HOA membership about the budget and details of the increase if deemed necessary.
- d. Thresholds for delinquency action -  
Based upon the discussion with management about delinquencies, the Board members voted unanimously to establish the following delinquency amount thresholds that will trigger actions for the management company to initiate without Board member additional approvals:
  1. \$500 delinquency of dues, notice of delinquency sent monthly.
  2. \$1,000 delinquency of dues, notice of impending lien is sent, and a lien will be filed within 30 days, if a payment agreement is not reached to the Board's satisfaction.
  3. \$2,000 delinquency will trigger a legal action. A letter will be sent to inform the homeowner of the impending legal action, and to give an opportunity to make satisfactory payment arrangements with the Board.

## 7. Open Forum:

Warren Franks voiced the following concerns:

- a. Who cleaned up the common area between John Carl's house and Pender Lane? The debris that was there appeared to have come from John Carl's property, and if so, Mr. Carl should have been held responsible for the cleanup. Eric indicated that M-M Landscaping cleaned it up as part of their responsibility for common areas. Warren asked that if it occurs again, please consult the board first before initiating a cleanup by M-M.

- b. Warren indicated it looked as though weed killer was used on the weeds along Lincoln Blvd. in the common area, the weeds have died, but the tall dead stalks remain standing. For aesthetics, the dead vegetation should be removed.
- c. Warren mentioned that a house on Winder Lane was recently painted without an ARC request and approval. Even though the paint scheme meets ARC Review criteria, the request process must be followed for consistency. Eric will look into the matter.
- d. Dan reminded all members present to review the Landscaping Bid Sheet and provide feedback to WEB properties ASAP!

8. Adjournment: 6:55

9. Next Meeting: November 6<sup>th</sup> at 6 PM

Dan Skindzier  
Secretary.