

Qualchan Hills Homeowners Association Board of Directors Meeting

Monday, March 12, 2018 6:00 PM

Upper Room Yoke's Grocery Store

1. Call to Order & Establish Quorum: Quorum is established.
2. Introductions
 - a. Board Members: Willie Matsen, HOA President; Val Brendemihl, HOA Vice President; Bill Bunze, HOA Treasurer; Heather Kohler, HOA Secretary in attendance.
 - b. WEB Properties: Eric Lundin was at the meeting.
3. Officer Elections
 - a. Heather Kohler of 4724 S Dandy Ct volunteered to server on the Board. After a few questions by the Board, and a brief discussion, Willie motioned that Heather be appointed to the Board. Bill seconded the motion which was passed unanimously.
 - b. Willie motioned that the officers be elected as follows: Willie Matsen, HOA President; Val Brendemihl, HOA Vice President; Bill Bunze, HOA Treasurer; Heather Kohler, HOA Secretary. Bill seconded the motion, which was passed unanimously.
 - c. Bill proposed adding a 5th Member to the Board. All Members agreed this would be a good idea. In an up-coming mailing to homeowners, Eric will include a letter calling for volunteers for this position. A draft of the letter will be sent to Board Members for approval prior to the mailing.
4. Annual Meeting Minutes were distributed and will be approved by Board Members via e-mail by 03/23/18.
5. Financial update provided by Eric Lundin as of 02/28/18:
 - a. YTD Income is below budget by \$779.65. This is mostly due to delinquencies.
 - b. YTD Expenses are above budget by \$9,812.06, which is mostly due to the 2016 audit which was completed and paid for in February.
 - c. Account Balances:
 - i. Operating Account: \$882.36 – In February, we transferred \$3,000.00 from the reserve account to the operating account. In order to make ends meet, we are planning on transferring another \$4,000.00 in March.
 - ii. Savings: \$1,002.55
 - iii. Park: \$5,918.07 – However, all 2017 expenses still need to be pulled from this account and transferred to the operating account. The Board considered how to proceed with the donations, and expressed appreciation

to the family who contributes to the park. The issue was tabled for further review, with a request that no action be taken at this time.

iv. Reserve: \$36,255.62

v. Total: \$44,058.60

d. Delinquencies:

- i. Seven units have balances over \$500. Of these, the Board had previously authorized a legal action against 4736 S Keyes Ct, which currently owes \$5,727.71. All Members unanimously agreed to move forward with legal proceedings against the owners of 4736 S Keyes Ct at this time.

6. Old Business

- a. Persimmon Woods Meeting with Bob Long – The meeting with Bob Long has been delayed. The Persimmon Woods Board met on 03/08/18, and Bob has promised to reach out to management to discuss their meeting and thoughts. WEB Properties is preparing an invoice for services after 02/05/18, which is the date the 2005 agreement is formally cancelled. Bill requested a financial analysis of what Persimmon Woods has not paid, and what they could potentially be responsible for paying to evaluate what funds can reasonably be requested. Eric agreed to prepare this information for Bill. Once the Board has reviewed the information, it will be forwarded to an attorney to get their opinion on whether or not the HOA can reasonably expect to collect funds before 02/05/2018.

7. New Business

- a. New Delinquency Policy – WEB Properties has a new delinquency policy which outlines the following:
 - If an account is 45 days late, a late fee will be charged and a statement sent to the homeowner.
 - If an account reaches \$1,000, a \$50.00 fee will be charged and a Notice of Impending Lien will be sent to the homeowner. A lien may be filed if no contact is made by the homeowner within 30 days of receiving the Notice of Impending Lien.
 - If an account reaches \$1,500, a Property Profile Report will be generated and legal action may be authorized by the Board.
 - WEB Properties will retain all late fees.

Board Members will review the policy and approve via e-mail by 03/23/18.

- b. Board Meeting Format & Notification – There has been a recent call from homeowners for increased transparency with the Board. To help promote homeowner participation, notifications of quarterly board meetings will now be sent to homeowners via e-mail for those enrolled in the online portal, and via mail for those who do not participate online. Future meeting format will allow for an open forum for homeowners at the end of meetings. Members unanimously agreed to these changes.

- c. Letter to Homeowners – WEB Properties has written a draft of a letter to homeowners based on the feedback at the Annual Meeting. The letter intends to increase communication and involvement with homeowners. If approved, it will be distributed to homeowners via e-mail and mail. Eric asked for additional input from Board Members. Willie suggested the letter also include the new changes to meeting format and notification, as well as specify the reserve study dollar amounts to provide budget context. Members will review the letter and approve via e-mail by 03/23/18.
 - d. Special Homeowner Budget Meeting – Homeowners requested a special meeting to review the HOA budget. WEB prepared an Actual/Budget Fiscal Year Analysis for the Board to review. Board Members unanimously agreed to schedule the special meeting in June, which will allow the Board to use the second quarter meeting to prepare the meeting agenda and review the budget materials. Bill and Eric agreed to meet in the up-coming weeks to examine the current budget. A notification of the meeting will be sent to all homeowners.
8. Additional Items: No additional items.
9. Next Meeting: The second quarterly meeting will be scheduled for May. The date is to be determined. If there are several homeowners interested in attending quarterly meetings, the location of the meetings may need to be changed to a place that can accommodate more people. All Members agreed to this potential change should it be necessary.
10. Adjournment: Willie called the meeting to an end at 7:45 PM.

Minutes by:

Heather Kohler

QHHOA Secretary