

Qualchan Hills Homeowners Association

Board Meeting

Yoke's Conference Room

February 12, 2019 at 6:30pm

1. Meeting called to order at 6:35 pm. Quorum established.
2. Introductions
 - a) Board Members: Heather Kohler, Carla Michaelsen, Venus Morris, Troy Scott, Bob Davis.
 - b) There was one homeowner in attendance.
3. Board Positions
 - a) Appointed by secret ballot vote of Board Members: President, Heather Kohler; Vice President, Carla Michaelsen; Treasurer, Troy Scott; Secretary, Venus Morris; Board Member, Bob Davis. All Board Members accepted their voted position.
4. Audit Wavier Vote Extension
 - a) The HOA still needs 11 votes to waive the 2018 audit. The Board discussed the possibility of using the proxies Bob had collected in December of 2018 during the budget vote as he had included a vote on his ballot regarding the audit. Heather has already discussed this option with Bridgett; however, the Board would like clarification as to why those proxies cannot be valid. Heather agreed to address this again with Bridgett and report back to the Board members via e-mail. If the prior proxies cannot be used, the Board will create a plan to collect the remaining ballots needed.
 - b) Troy commented that the RCWs allow for an HOA to automatically waive an annual audit if it created a hardship for the HOA. The Board will look into this possibility for the 2018 audit.
5. Persimmon Woods
 - a) The Board reviewed the history with Persimmon Woods regarding the agreements of 1994 and 2005. The Persimmon Woods HOA is currently willing to meet with the QHHOA Board to work on a resolution. QHHOA will reach out to Persimmon Woods to schedule a meeting.
 - b) The current Board requested to review the letter sent to Persimmon Woods by WEB in November of 2017 which cancelled the 2005 agreement with Persimmon Woods. Heather will request a copy of this letter from Bridgett. The Board has also asked if there are any copies of legal consultation the WEB has sought regarding the issue. Heather will also request this information from Bridgett.
 - c) It was discussed that within the past 2-3 years, QHHOA paid WEB approximately \$2,000 to research the Persimmon Woods situation. To this date, past boards do not recall having received a report on this study. Heather agreed to ask Bridgett about this study and request a status.
6. 818 Qualchan Lane at Overlook Place & Damage to Common Areas Above Kip
 - a) Given current weather conditions, it has been difficult to assess the damage to this common area; however, Board members unanimously agree that that best course of action is to proceed with a legal letter to the lot owner requiring them to hire a professional, licensed landscaper to restore the land to its previous state. Bridgett is currently working on drafting this letter and having it reviewed by an attorney.
7. Park Account

- a) Donna Simanton has requested to turn over the park account to the HOA to be managed in a trust for future park needs. As treasurer, Troy will contact Bridgett to discuss what needs to be done to move forward with this, and to explore what type of trust might provide the most stability and longevity for the funds.

8. Private Street Utilities

- a) It has been brought to the Board's attention that reconciliation has not been done correctly for private street utilities for 2016 and 2017. The Board discussed this matter at length and voted unanimously to notify homeowners of the mistake and bill for the difference. The Board will request WEB allow this bill to be spread over the remaining months of 2019 to help make payments more affordable for homeowners. On streets where a refund is owed for those years, the Board also voted unanimously to refund those homeowners.
- b) The Board will confirm with Bridgett that reconciliation will be done quarterly moving forward.
- c) There was discussion about having homeowners set up individual utilities accounts through the PUD and to pay their accounts directly rather than having collective accounts paid through their dues. At this time, it is unknown if this is a possibility; however, Troy and Bob agreed to look into this. Troy will contact Bridgett for any necessary information he may need moving forward with his research into the matter.

9. 2019 Meetings

- a) The Board agreed to meet on the third Thursday of every other month for Board meetings in 2019. Board meetings will be held in April, June and August. The Board will plan their budget at their meeting in October, and the HOA's annual meeting will be held in November. All meetings will fall on the third Thursday of the month at 6:30 pm. The Board has reserved the conference room at Yokes for their meetings April through October, and will reserve St. John's Church for the annual meeting in November.
- b) There was lengthy discussion regarding bylaws and RCW and the impact on open meetings and homeowner notification. At the time of this meeting, Board members agreed that transparency was best, and that homeowner participation should be welcomed and encouraged. There were differing interpretations on notification; however, consensus was to provide homeowners with 14 days notice of any meeting that is not an emergency meeting.

10. Qualchan Hills Facebook Page

- a) The Board discussed creating a Facebook page to aid in communication and engagement with homeowners. Venus agreed to create the account which will allow each Board member to be an administrator.
- b) Troy commented that Facebook also allows for file storage, which may be a way for the Board to post meeting minutes. This would allow the Board to control when minutes are posted and help eliminate costs of having a third-party post minutes online. The Board discussed making minutes available upon request for homeowners who do not have a Facebook account. This idea will continue to be explored once the Facebook page has been created.

11. Vote for Closed Meeting re: Legal Issues

- a) Carla made a motion to hold an executive meeting once appropriate paperwork is received from the homeowner in regard to settling a legal dispute. Troy seconded the motion and a vote was approved. The Board agreed to schedule the meeting once all necessary paperwork was received from the homeowner.

12. Meeting adjourned at 9:10 pm.

