

Qualchan Hills Homeowners Association

Emergency Meeting
Yoke's Conference Room
January 10, 2019 at 6pm

1. Call to Order & Establish Quorum: Quorum is established.
2. Introductions
 - a. Board Members: Willie Masten, President; Carla Michaelson; Venus Morris.
 - b. There were four homeowners in attendance.
3. Explain Purpose of Emergency Meeting
 - a. WEB gave notice to QHHOA in October of 2018 that their contract would not automatically be renewed for the 2019 year. In order to proceed with WEB, a new contract would have to be signed by the Board. As of January 1st and until a new contract is signed, the HOA is currently in a month-to-month basis with WEB. This meeting is for the Board to determine the best management option for the HOA for the 2019 year.
4. Discuss Comparison of Management Companies (WEB, HOA Services, 4 Degrees, NuKey Management)
 - a. Current contract offer with WEB
 - 1) WEB has presented the Board with a management contract that is inclusive in terms of fees, with the exception of charges for the maintenance technician and web page maintenance. The fee would be \$1000/month, or \$10.20/home/month, which falls within the HOA's budget for the 2019 year. The contract has a three year duration, but may be cancelled by either party within an annual cancellation window, without penalty. Cost of services would increase gradually each year, but would allow the HOA to predict and control expenses.
 - b. Comparison of other management options
 - 1) Discussions were had with three additional management companies. One company (HOA Services) offered full-range, all inclusive services for, while the other two companies (4 Degrees and NuKey) built customizable service packages based on HOA needs. Basic accounting services started at approximately \$5-10/home/month, while additional services brought most fees to a minimum of \$20/home/month.
 - 2) Rockwood Management was also contacted, but they were not currently accepting new clients.
 - 3) Three additional companies were contacted by did not respond to requests for information.
5. Homeowner Questions and Comments
 - a. A homeowner provided a name of a management company (Johnson Management) that the Board can contact in the future if they decide to explore additional options.
 - b. It was questioned if a management company was necessary. The Board discussed the benefits of having a management company to provide professional services and to make work loads for volunteer Board members manageable.
 - c. It was requested that the Board have more communication with homeowners when changes to the HOA occur. The Board agreed that this was a priority and committed to continue with this effort. It was

suggested that the Board create a Facebook page for the community to help make communication more accessible.

- d. A former Board member suggested that the Board hold more frequently scheduled meetings. The Board agreed that they will be holding meetings at a minimum of every other month, and will look into scheduling a set schedule for meetings so homeowners can more easily expect them.

6. Board to Vote on 2019 Contract

1. The Board discussed that at this time, continuing with WEB seemed to be most beneficial for the HOA in terms of services provided and affordability.
2. The Board voted unanimously to sign the three year inclusive contract with WEB.

7. Meeting adjourned at 6:50 pm.