



Overlook at Qualchan HOA - Board of Directors Meeting

4/28/2022

3pm

Via WEB Properties Zoom:

<https://us02web.zoom.us/j/7398091619?pwd=VDJvckRLdGRCbzE4b1kybUZmbDA1QT09>

- A. Welcome and Introductions - Convened at 3pm
 - a. Board Members - Mike Bafigo, Liz Legg, Miranda O'Callaghan, Joe Vallerano
 - b. WEB Properties - Ron White
 - c. Homeowners - None
- B. Review and Approval of Preceding Meeting Minutes
 - a. Vote to approve Annual Meeting Minutes from 3/29/2022
 - i. All Board members in attendance voted to approve.
- C. Reports of Officers
 - a. President's Report
 - i. Nothing additional to report.
- D. Reports of Committees
 - a. ARC/Grounds - Joe & Mike
 - i. Asphalt repair update for private drives: Ron sent 3 bids that have already been completed to Board members for review. One bid recommended sealing cracks and minor patching, while the other two bids recommended entire road replacement. Due to this discrepancy, the Board agreed to have Mike Bafigo's unbiased family friend do a walk-through to lend his expertise ASAP. He lives in OR and would drive up for the project, so the Board agreed to cover gas costs for the trip.

Ron had also contacted a local engineer who can provide a high level report of each street for \$5,000. Or, for \$15,000, can provide an extensive report and road map of what needs to be completed.

Board discussed the desire to continue with maintenance, if feasible, for a few more years to continue building reserves for full road replacements. Two years ago, Board was told patching should last 5-10 years before full repair is needed.



Action: Mike to coordinate with a family friend for a walk-through. Board to review his recommendations and/or bid. Ron to download report that outlines what comprises the balance of the Reserve account.

- b. Financial - Bob (Ron reported on below in Bob's absence)
 - i. Receivables - Lien notice updates
 1. 619 W Bolan - Homeowner currently has an outstanding balance and an unrelated outstanding complaint about a neighbor's dog barking. Ron to ask about HOA dues status as well as status of dog barking since other neighbors have indicated the dog has become less problematic in the past few months. Board discussed two options: 1) another letter and/or fine to homeowner with barking dog OR 2) recommending homeowner file a complaint with SCRAPS to report the nuisance. Decision is pending an update from Ron. **Action: Ron to call homeowner to discuss status of outstanding balance and dog barking.**
 2. 5011 S Lincoln - Homeowner sent a letter explaining medical issues. Wants to pay incrementally over the next two months (½ now, remainder in 60 days). Board agrees to remove late charges as long as payments come in as outlined in the letter (\$1,873 over two months). **Action: Ron to collect and ensure schedule is met.**
 3. 5120 S Menaul - Homeowner is behind approx. \$3,000 on dues. Claims he was promised by Eric at WEB properties that he would never have to pay more than \$570/quarter for dues and thus he has been paying only \$570/quarter and allowing excess to accrue. Homeowner wants a face to face meeting to discuss. Board offering Zoom meeting as alternative with 10-15 minute window for homeowner to plead his case. After the meeting, Board will discuss and determine a solution that may involve proceeding with placing a lien on the property. **Action: Joe V to advise the homeowner that the Board requests written documentation, offer Zoom meeting alternative.**
 4. 5208 S Jordan - Homeowner did not respond to letter. Already have an existing lien in place, but that lien does not include additional fees accrued since the original filing of the lien. **Action: Ron to file a new lien that includes accrued costs since original lien and new language that includes accrual of any additional costs going forward.**



- c. Update on reconciling private road utilities for 2021 - No update yet. **Action: Ron to get that to the Board next week.**
- d. Update on email re: encroachment issues - Ron sent a letter to 501 W Willapa homeowner that Mike Durgan drafted. Board gave the owner until May 31 to remove a fence that encroaches on a common area. Owner verbally agreed to remove the fence in the "Spring." **Action: Joe to keep an eye out to see if anything is being done over the next month. Revisit progress at the next meeting.**
- e. Update on status of advising new homeowners re: ½ dues for second lots:
 - i. 505 Willapa was happy with ½ dues and full common area assessment - completed.
 - ii. Ron emailed 815 Willapa (new owner as of 04.15.22) to inform them that they would be charged ½ dues for vacant lot and full common area assessment starting 3rd quarter 2022, but no reply. **Action: start charging rates outlined in letter. Follow up next month to revisit payment status.**
- E. Election of Board Members, as Necessary
 - a. Unnecessary at this time
- F. Unfinished Business
 - a. Fire Signs - signs are up, letters sent, completed.
 - i. Update on letter sent to individual homeowner with renters that park in fire lane - letter sent to owners. Homeowners replied that they would let property manager know about the renters' infractions. **Action: Mike B. to keep an eye out and see if this communication resolves the parking issue.**
 - ii. Update on fire sign that gets torn down - The Anton Ct. turnaround fire sign has been torn down multiple times. Board suspects the owner of 5102 Lincoln of removing the sign. Ron sent notice to all homeowners on 04.13.22 regarding no parking in fire lanes, including turnarounds. Same homeowner with driveway that needs to be replaced. **Action: Ron to call homeowner and discuss both driveway plan and fire sign issue.**
 - b. Camera Surveillance - update and vote. Letter to homeowners that the Board agreed to send out prior to the vote was never sent. Vote not held. Discussion ensued to a) drop issue entirely, b) offer rebate for Ring service to all homeowners for one year (\$30) as alternative plan, c) get previously agreed-upon letter drafted and sent. **Action: Ron to draft letter combining pros and cons letters into single bullet-pointed communication for Mike B to review.**
 - c. Dog Barking complaint - See section D.b.i.1.



- d. Falcon Point Lighting - Update from Joe
 - i. Joe provided Ron with information from Avista regarding installation and ongoing monthly costs.
 - ii. Board decided that Ron will communicate with all current homeowners advising that in order to proceed, unanimous approval that these homeowners agree to split the cost of the installation and ongoing monthly costs, the latter which will decrease over time as additional homes are constructed and occupied
- e. Hillside Maintenance - Update from Ron re: driveby
 - i. Ron and Mike B to drive through neighborhood on June 1 to determine whether private hillsides require additional maintenance or improvement.
- f. Landscaping - Update from Ron re: conversation with C&C about forgotten hillside. Ron to clarify with landscape contractor whether contract includes brush clearing multiple times this season
- g. Solar Panels - update from Joe
 - i. No action required as salesman was just advising that the HOA cannot disallow homeowners from installing solar panels.

G. New Business

- a. Communication Process - sending messages to homeowners as attachment is not the most effective form of communication. **Action: For any unique communication with homeowners (ie. NOT standard HOA dues notices), Ron to start copy and pasting content of attachments into the body of the email AND including the attachment as well.**
- b. Poor-looking fence on Bolan between park and house - one year ago homeowner agreed to replace the fence and Board offered to share in the cost of the fence, but left the implementation up to the homeowner. Board approved black, rubber-coated chain link. **Action: Ron to get an update on the status of the fence replacement from the homeowner.**

H. Adjournment 4:34PM