



Overlook at Qualchan HOA
Board of Directors - Meeting Minutes

6/1/2022

Convened at 3pm

Via WEB Properties Zoom:

- A. Welcome and Introductions
 - a. Board Members: **Liz Legg, Mike Bafigo, Joe Vallorano, Miranda O’Callaghan, Bob McVicars**
 - b. WEB Properties: **Ron White**
 - c. Homeowners: **None**
- B. Review and Approval of Preceding Meeting Minutes
 - a. Vote to approve Meeting Minutes from 4/28/2022
Action Item: Ron to send after meeting
- C. Reports of Officers
 - a. President’s Report – **N/A**
- D. Reports of Committees
 - a. ARC/Grounds - Joe & Mike
 - i. Asphalt repair on private drives: Mike gave an update that he walked with a trusted contractor to look at roads. Contractor stated private drives are doing well with regular maintenance everywhere but Upper Bolan. Upper Bolan has approximately 4-6 years before it needs full repair. Access road off Menaul may also be a concern as grass and weeds are beginning to build. C&H Asphalt has the quote that best matches the contractor’s suggestions and is reasonable per the contractor.
Action: Ron to reach out to C&H Asphalt to get timing for completion. Ron to ask for an additional bid that includes the Menaul access road.
 - b. Financial - Bob (Ron reported on below in Bob’s absence)
 - i. Receivables - Lien notice updates
 - 1. 619 W Bolan - Homeowner made \$125 payment and said he would start to pay. Still wants resolution on barking dog. Board has stated these items (non-payment and barking dog) are unrelated and will be handled separately. **Action: Ron to tell homeowner that we need him to pay within 2 years and if he comes up with a regular payment plan (\$275/month) that he**



- sticks to we will not place a new lien and not continue assessing late fees.
2. 5011 S Lincoln - Homeowner making payments. **Action: Continue to ensure payments are made.**
 3. 5120 S Menaul - **Action: Ron to inform homeowner via certified letter that assessment “pause” will end on 6/30/22. He is welcome to join a Zoom meeting and provide documentation about why he is not paying, but if he won’t/can’t we will be placing a lien (with updated accrual language) on his property.**
 4. 5208 S Jordan - **New lien filed with new language that includes accrual of any additional costs going forward.**
- c. Update on reconciling private road utilities for 2021 - Approved by Bob. **Action: Ron to apply.**
 - d. Update on email re: encroachment issues - **Action: Ron to call attorney to understand costs of filing a lawsuit AND send another letter to homeowner clarifying that fence must be removed, per previous letter, within the next 30 days or legal action will be taken.**
 - e. Update on status of advising new homeowners re: ½ dues for second lots:
 - i. 815 Willapa (new owner as of 04.15.22): Ron to start charging rates on July 1st as outlined in letter. Follow up next month to revisit payment status. **Action: review in July.**
- 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: Mike B. to keep an eye out and see if this communication resolves the parking issue. **Issue seems to be resolved with offending party so far.**
 - ii. Update on fire sign that gets torn down: Ron to call homeowner and discuss both driveway plan and fire sign issue. Driveway is completed, but ARC was not contacted for approval. **No action at this time.**
 - b. Camera Surveillance - Ron to draft letter combining pros and cons letters into single bullet-pointed communication for Mike B to review. Homeowners were not surveyed as board could not agree. **Board proceeded with vote and voted “no” on the camera system.**



- c. Dog Barking complaint - See section D.b.i.1. **Action: Ron to tell Brad to document when he hears the dog (after noise ordinance hours). Then board can send an infraction notice with specifics.**
- d. Falcon Point Lighting - Homeowners would be responsible for adding lighting and ongoing cost. Homeowner to speak with neighbors to confirm. **No action at this time.**
- e. Hillside Maintenance - Update from Ron re: driveby
 - i. **Ron and Mike B walked through neighborhood on June 1 to determine whether private hillsides require additional maintenance or improvement. Ron to send general letter reminding homeowners of the requirement to improve/maintain the hillsides on their property.**
- f. Landscaping - Update from Ron re: conversation with C&C about forgotten hillside. **Ron confirmed with landscape contractor that contract includes brush throughout the season and monthly inspections.**
- g. Poor-looking fence on Bolan: Ron to get an update on the status of the fence replacement from the homeowner. **Liz drove by and sent picture of what appears to be the completed fence to the board. (Image below). Issue complete.**



G. New Business – N/A

H. Adjournment – 4:30pm