

**Board Meeting Minutes
Quail Creek Homeowners Association
March 7, 2017**

Location: 304 Pheasant Hill Drive

In attendance:

Shana Nalls, President
Casey Berley, Secretary

Brad Peters, Vice President
David Fuller, ARC

Voting:

Shana Nalls, President
Casey Berley, Secretary

Brad Peters, Vice President
David Fuller, ARC
Ken Daulong, ARC Chair via Proxy to David Fuller

I. Call to Order and Opening Business

Meeting was called to order at 7:01 p.m. by Ms. Nalls. Following roll call, a quorum was declared. Ms. Nalls asked for acceptance of the agenda and Rules of Decorum; acceptance by unanimous consent.

II. Homeowner/Guest Comments and Concerns

No homeowners were present other than board members.

III. Immediate Action Items

A. Approval of Minutes

1. Minutes of February 7, 2016, were submitted by Mr. Berley. Motion to approve by Mr. Peters; second by Mr. Fuller. Motion approved by unanimous consent.

B. Treasurer's Report

1. Reviewed February Financial Statement. Motion to approve by Mr. Berley; second by Mr. Peters. Motion to approve by unanimous consent.
2. No expense reimbursement requests were made.
3. No HOA expenses to review/approve
4. 2016 Special Assessment Project: 9 (nine) homes have not paid 2017 Special Assessment payment. Rhonda Smith to send reminder to those homeowners with outstanding payments.

C. Review of Management Services Proposal

1. Chris Harrison representing Goodwin Harrison Management, LLC contacted Mr. Peters proactively regarding HOA management services. Mr. Harrison's contact was unsolicited. Mr. Peters followed up with Mr. Harrison to gather facts regarding Goodwin Harrison's services, fees, etc. Further discussion regarding Goodwin Harrison and their services to be had by the board at the April board meeting.

D. Recruitment of New Board Members for 2017/2018 Year

1. Mr. Peters expressed concern that very few homeowners have expressed an interest in running for board positions in the recent past as well as for the forthcoming year. Other board members expressed same concern and the board suggests proactively reaching out to homeowners well in advance of the October, 2017 Annual HOA Meeting/board member election to recruit candidates. Board members will proactively invite homeowners to upcoming board meetings in order to acquaint them with the board positions and the board meeting/responsibility process. Mr. Peters will draft an email to all homeowners outlining the responsibilities associated with each board position.

IV. Committee Business

- A. Architectural Review Committee
 - 1. It was noted that the street crack routing/sealing continues to perform well.
Next steps for street repair continue to be discussed as the street conditions are being monitored.
 - 2. Ed Bell construction has removed the concrete approach into the Quail Creek entrance inside of the state's Right of Way. Neighbors suggest that Bell has stated that the approach will be replaced after FM 1139 construction/resurfacing is completed.
 - 3. New applications: 1)200 Quail Creek- Lindley – new iron fence 2)250 Pheasant Hill- Hughes - patio extension
- B. Landscape Committee
 - 1. Discussion regarding "Stay of off Grass" signs near the QC front entrance. David Fuller to check on costs associated with aluminum signs and installation.

V. Other Business

- A. Clint Packer Memorial Park – Safety checklist review requested from vendor; not received.
- B. Next board meeting set for April 4, 2017 at the Steinhagen home – 304 Pheasant Hill Dr.

VI. Open Forum

- A. No questions; no discussion.

VII. Recess to Executive Session

- A. Discussion regarding pending construction and storage of construction materials at home on Pheasant Hill Drive.
- B. Discussion regarding unpaid fines for trailer storage concerning a home on Partridge Drive.
 - 1) Discussion regarding attorney Archibald's advice/counsel regarding unpaid fine matter
- C. Discussion regarding violation letter sent to homeowner for parking a travel trailer in front of a home on a public street – Pheasant Hill Drive.
- D. Discussion regarding storage/parking of a vehicle in a yard (not on pavement) on Partridge Drive.

VIII. Reconvene in Open Session

- A. Unanimous consent among board members for Mr. Fuller to contact homeowner on Pheasant Hill Drive regarding storage of construction materials and plans for construction.
- B. The Board unanimously agreed to have attorney Archibald send letter to home on Partridge Drive regarding unpaid fines upon homeowner's next violation of Article 8.5.
- C. Ms. Nalls to follow up with homeowner on Pheasant Hill Drive who had questions about parking trailer on Pheasant Hill Drive.
- D. Board members agreed to a send violation letter to homeowner on Partridge Drive regarding parking/storing vehicle in yard (not on pavement).

IX. Adjourn

- A. Motion to adjourn meeting by Mr. Berley; second by Mr. Fuller. Motion approved by unanimous consent. Meeting was adjourned at 9:06 p.m.

Respectfully Submitted,

Casey Berley
Quail Creek HOA Secretary