

**QUINTET HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTOR'S RETREAT  
MAY 15, 2023  
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**MINUTES OF THE QUINTET BOARD OF DIRECTORS RETREAT (OPEN SESSION),  
MEETING WAS CONDUCTED IN-PERSON AT CEDAR MILL LIBRARY.**

**PRESENT:** Mary Fran Faupel, Chair  
Jane Edwards, Treasurer  
Nancy Martin, Secretary  
Susan Morningstar, Director  
John Gilchrist, Director  
Louise Lague, Director  
Tom Cherry, Director

No owners or other guests were present.

**I. Call to Order**

Chair Faupel called the meeting to order at 10:30 am.

**II. Topics Discussed**

- Discussion: Chair Faupel led the discussion on whether to change day/time for HOA Board Meetings. Board members stated their preferences for time/day of meetings. Consensus: **starting in June**, the HOA Board meetings would be held at **5pm on the 2<sup>nd</sup> Tuesday of the month.**
  
- Discussion: Chair Faupel led the discussion on which meeting format, Zoom or in-person, should be used for Board Meetings. Board members discussed pros/cons for each format and a vote was taken: 6 voted in favor of Zoom, 1 voted in favor of in-person meeting. **Decision:** HOA Board meetings would continue to utilize *Zoom format.*
  
- Discussion: Chair Faupel led a discussion that in order to address homeowners' concerns, we could ask the Community Building Team or Communications Committee to host monthly informal in-person sessions, with at least one Board Director present, at the Clubhouse.
  
- Discussion: Director Gilchrist suggested the HOA Board secure a Zoom account for approximately \$200 or \$300 per year (instead of relying on using the Kin Living account).
  
- Director Cherry raised the question of when are fines levied against owners? (Prompted by recent instances of construction debris left in elevator/s and repeated instances of access doors being propped open. Discussion followed.

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- Director Cherry raised the issue of shrub replacement and suggested funds should be earmarked in the annual budget.
- Director Gilchrist asked if the non-functioning computer, printer, and fax equipment in the Clubhouse Meeting Room could be donated or recycled. All were in favor.
- Director Gilchrist suggested we need a policy regarding garage leaks damaging cars. Director Cherry suggests reminding owners to be proactive and cover cars.
- Director Gilchrist relayed that Laura Dickinson volunteered to explore new exterior paint scheme. (No details at this time.)
- Director Edwards stated that the Independent Accountant's Review Report, done by Hudspeth & Company, PC, Certified Public Accountants for the Quintet Homeowners' Association, be e-mailed to all homeowners and placed on the Kin Living portal.
- Director Edwards suggested painting the recycle bins and will confirm if we can do this or if the company will exchange the old bins with new ones.
- Chair Faupel stated that the Quintet website needs revision; she suggested that we investigate TechHeads as to what their cost would be to change/maintain that site.
- Chair Faupel asked about Quintet membership in CAI for Board Directors.
- Chair Faupel suggested we explore our options to provide some sort of monetary gift to give to Maria, Jose, and Pedro upon their retirements
- Chair Faupel discussed updating forms for the Annual election and asked that the Communications Committee work on this.
- Chair Faupel will reach out to the Community Building Committee to host a "Committee Information Fair" to share the functions that are provided by the various Quintet committees and to invite homeowners to participate in these committees

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- Director Cherry motioned we adjourn to move to Executive Session; Director Gilchrist seconded. Vote was unanimous. Retreat was adjourned at 12 noon.

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**III. Executive Session**

Meeting was called to order by Chair Faupel at 12:00 pm.

**The Following Topics were Discussed in Executive Session:**

- Delinquent Accounts: Delinquent accounts were discussed. Director Cherry suggests that we continue to follow our current policy for Delinquent Accounts. All agreed.
- Chair Faupel brought up the issue concerning B-2, 5<sup>th</sup> floor, open elevator patio. Director Edwards reminded us that Board permission should be sought prior to placing anything in a common area (Bylaw 7.2d).

Director Morningstar moved to end the Executive Session; Director Lague seconded the motion, which was passed unanimously.

**Director Morningstar moved to exit executive session and end the Retreat.  
Seconded by Director Lague. Discussion: None. Motion passed unanimously.**

Chair Faupel adjourned the Executive Session at 1:20pm