



Dear Homeowner,

The Overlook at Qualchan HOA needs Board members. Will you consider serving on the 2018 Board of Directors? The terms are either 1 year or 2 years, whichever is preferred. We also welcome those who would like to serve on a "trial period" basis for six months if you are unsure. One person from each household can serve at once. It's a volunteer position; not paid and you can quit or join anytime if there are seats available.

The deadline to volunteer for a position on the Board is **December 13th**. In order to prepare the mailing for the annual meeting, nominations must be received by then. If you are interested, please submit a brief bio to WEB Properties via email at eric@webpropertiesinc.com. If you have questions about the election process or anything related to volunteering as a Board member you can contact Eric via email or phone at 509-533-0995.

In Feb 2018 after the New Year, 4 Board members will be vacating the positions of President, Secretary, Treasurer and Board Member - at that time, all 4 will have served their terms. Vice President Mike Durgan will remain on the Board, and has volunteered to serve as President. Open positions are Vice President, Secretary, Treasurer and three Board Member positions. Ideally there will be 5-7 Board members so establishing a quorum at quarterly meetings won't be a problem.

The benefit to joining the Board now as opposed to Feb 2018 is that it provides a chance to get caught up and enter the year "in the know", which could better your overall experience.

Aside from specific positions, the primary responsibility as a Board member is to uphold the CC&Rs, Rules and Regulations (R&Rs), ByLaws and State laws governing HOAs. There is no need to be intimately familiar with HOA laws and documents to serve on the Board. If you would like to review Overlook HOA documents, you may go to the web address provided below or contact WEB Properties or the Board (contact information also below).

Q&A

How many Board members do we have for next year? How many do we have to have?

We currently have two volunteers for the Board. We need 1 to 5 more volunteers; the minimum requirement to comprise the Board is 3; the maximum is 7. Experience has shown us that 3 is too few - 5-7 is the ideal number.

What happens if we don't get more volunteers within the next 3 months for the 2018 Board?

If there are no additional volunteers for 2018, the remaining Board member and new volunteer must appoint more Board members.

What's involved? What's the commitment?

Board members come to quarterly meetings and provide opinion and votes. There is no requirement to attend all four quarterly meetings; if something comes up, like sickness or a child's game, etc., then members can provide the President with their proxy in substitution for absence.

Do I have to commit to being an officer of some kind?

No. There is room for 3 board members aside from the open positions of vice president, secretary, treasurer.

I don't have a lot of time...I'm concerned about extra responsibilities...

WEB Properties, the HOA's management company, does the vast majority of work. The Board doesn't do any invoicing, accounting, letter writing, and does very little direct communication with homeowners. The Board has a website and an email address to provide homeowners with information and mode of direct communication without using personal email addresses. Also, your phone numbers will not be disclosed.



What do the Vice President, Secretary, and Treasurer do?

Typically, the secretary takes minutes and drafts them for Board review/approval. If nobody wants to fill the position, the Board can add it to the WEB Properties scope of work for an additional HOA fee.

The treasurer keeps tabs on the financials by reviewing the financials included in the monthly reports provided by WEB. While WEB does all accounting, invoicing and banking, we like to have a Board member who is reviewing monthly reports to identify any glaring inconsistencies or potential questions or problems. The treasurer also helps coordinate with WEB for budget preparation and presentation at the annual homeowner meeting. If nobody wants to fill the position, then we place more trust in WEB. The HOA also has Board of Directors insurance, which covers the Board and the HOA against liability.

Where can I get more information? How do I ask questions?

- Overlook at Qualchan HOA Website: <http://overlookatqualchan.com/>
- HOA Board Email Address: board@overlookatqualchan.com
- WEB Properties-Property Manager: eric@webproperties.com
- CC&Rs; Rules and Regulations: Go to the website (above) and follow the link that reads “HOA Handbook”; alternatively, you may request an electronic or mailed copy by emailing WEB properties or the Board; or by calling WEB Properties at 509.533.0995.
- State RCWs; HOA ByLaws: Go to the website and follow the link in red that reads: “Web Properties – Overlook at Qualchan

What are the boundaries of our HOA?

A map is located on the homepage of the HOA website (above). If desired, you may request a copy of the final plat map by contacting WEB Properties or the Board.

What’s the purpose of the HOA? What are my dues used for?

The purpose of HOAs is to protect the integrity of neighborhoods and protect and increase home values. HOAs provide guidelines to keep a consistent look and feel and provide a clean, aesthetically pleasing community for homeowners, visitors and future buyers. HOAs also provide a forum for homeowners to resolve any issues they may have with each other. Your dues are primarily used for landscaping and maintenance of common areas and property management. Property management includes financial services (invoicing, accounting, tax preparation, etc.), contract management (landscaping, maintenance/repairs, snow plowing, street repairs, etc.), compliance with state laws governing HOAs, enforcement of CC&Rs and R&Rs, and assistance to the Board (preparation of Board and Association meeting agendas and materials, lead Association meetings, and assistance with making decisions, address homeowner complaints and questions).