



Meeting Minutes

Foxwood Meadows Homeowners Association Executive Board Meeting

July 14th, 2021

Introduction: Foxwood Meadows HOA Board held its meeting on the deck of Ted Buehner's home, with social distancing in place.

Meeting was called to order at 6:30 p.m. by President: Fedir Panesenko

Roll Call:

2021 HOA Board Members	Status
Fedir Panesenko, President	Present
Ted Buehner, Treasurer	Present
Jan Radoslovich, Secretary	Present
Max Morris, Member at Large	Present
Ron Bergstrom, Member at Large	Present
Rickey Watson, Member at Large	Present for 1 st part of meeting
Ann Chung, Protocol Property Management	Present
Jay Finger, Protocol Property Management	Present

Welcome and Call to Order

This meeting of the Executive Board of Foxwood Homeowners' Association was called to order by Fedir Panesenko, President. Protocol Property Management (PPM) representation was present.

Feedback from Foxwood HOA member re: ACC issue

A Foxwood HOA member attended the start of the Board Meeting (ACC members: Fedir and Jan were present) to get clarification on the ACC request process for a neighbor who requested and was approved by ACC for a fence extension on both sides of their house. The fence extension between a neighbor's house and the home next door had impacts on the property and mitigation efforts were shared. The Foxwood HOA member requested that in the future, the ACC pre-notify and work with neighbors of a Foxwood HOA member requesting a new fence between their house and neighbors' houses. Another Foxwood HOA member also expressed concerns about the impact of the fence on views from another home next door. Fedir will follow-up with Foxwood HOA members who had the fence built to assure that the fence was built consistent with the ACC Request submitted.

Minutes Approval

Minutes from the April 21, 2021 Foxwood HOA Board meeting were motioned, seconded and approved by the Board.

Finance Report: July, 2021

Operating Cash - \$5,267.30

Total Reserve Accounts - \$35,048.10

TOTAL ASSETS - \$40,315.40

Other Financial Updates – Foxwood HOA will have a full Reserve Study done in the Fall, 2021 to provide guidance in planning for the 2022 budget.

New Business

Review Action Item List from 4/21/21 Board Meeting

Action Items from the 4/21/21 Board meeting were reviewed with status provided: Done, Not Done, In Progress. See list at the end of this documents for updates in **RED**.

Foxwood Houses for Sale or Rent

Lot #6 – Max and Lisa Morris are selling their house and moving from the neighborhood in August. Max and Lisa have been long-time Foxwood HOA members and will be greatly missed. We wish them the best in their next adventures.

Lot #35 – Aditya Ambadkar and Deepti Ragha are renting their house for a few years, as they have been transferred to San Francisco area for their jobs. Rental will begin in August.

Lot #15 – New renters: Chris Hadden, Rachel and combined family of 7 (Ages 17-25) moved in April per Foxwood Facebook Post of 7/9/21 by Chris.

Succession Planning for Board Members

Current Board members need to be thinking about recruiting Foxwood HOA members to be on the Board for the coming year. Perhaps we could consider a financial incentive, such as reduction of Foxwood Annual Dues for Board members. We will discuss possible candidates at the September Board meeting and do some outreach before the annual Foxwood HOA meeting in January, 2022.

Old Business

Painting of Mailboxes

Foxwood HOA members approved the painting of all 3 metal community mailboxes in 2021, at the Annual Meeting on 1/12/21. Approval was for up to \$2K to be taken from the Reserve Account. Color will be the same grey and anti-graffiti paint will be used. This Work will require coordination with Mill Creek Post Office to shut down mailboxes and Foxwood HOA members to not use, while painting is being done. PPM is in the process of getting bids for this work and we anticipate it will be completed by the next Board meeting.

Reserve Study – Status and Next Steps

A full Reserve Study for Foxwood HOA should be done every 3 years. Our last full study was done in February, 2018, so we are due for a full study this year. Board suggests that we go with the same vendor if possible, as they already know the development. Ann PPM is getting quotes from vendors, including vendor (Resource Building Consultants) who did our last Reserve Study. Estimated cost is about \$2,000. This year's study will capture the transition of the Tot Lot to the Foxwood Community Park (with 3 picnic benches). There will be less maintenance with park than tot lot. We would like to have this Study completed by end of October, in time for budget meeting and planning for 2022.

Updated Fine & Enforcement Policy

Report to Board from Jan Radoslovich, Foxwood HOA Secretary

1. I have reviewed the Sample Association Fine and Enforcement Policy provided to Foxwood HOA Board by Condominium Law Group, PLLC.
2. I have edited the wording of the policy to make it appropriate for Foxwood Meadows HOA. (ex. removed references to Apartments)
3. I have standardized the wording for turnaround days, i.e days rather than working days, calendar days. In some cases, I extended the turnaround by a few days to accommodate this adjustment. I feel that all the turnaround days are reasonable now.
4. I have inserted the Violation Fine schedule as documented in Foxwood HOA Expectations & Consequences, Addendum A – October, 2009. Note: Not specified in the Foxwood HOA Expectations & Consequences, so I made it consistent with Subsequent Notices fine of \$200/month. CONTINUING VIOLATION: \$50/week at the discretion of the Board, issued on Monday of each week. (Note: PPM recommended we set this fine at \$200/month to make it consistent with existing Subsequent Notices fine)
5. I have modified the Due Process/Appeal Procedure to reflect a reasonable approach for selecting the 3-member Hearing Panel. This panel could come from either Board or ACC members.
6. I have listed the Fine and Enforcement Forms. They all need to be reviewed Condominium Law Group, PLLC and wording in the instructions to Owner be made consistent with the wording and turnaround times recommended in this policy.
7. I recommend that the Condominium Law Group review this document to assure it is legally sound and consistent.
8. When the above steps are completed by the Association Property Manager, the final document would be sent to each Board member, with a 7 day final review/sign-off.
9. Once this is completed, Board will announce policy to Foxwood HOA members via e-mail, FaceBook, etc. and post in the Foxwood Website.
10. Association Property Manager should create a form to track dates and activities related to a violation. There are many steps in the process, and many people involved, so all need some sort of a tracking form.

Revised Residence Physical Modification Request Form

Jan Radoslovich has made revisions to the existing form and shared copies with the Board. Only edit suggestion was to add “licensed, bonded” to a sentence, such that it reads, “Please include name of **licensed, bonded** Contractor(s), type of materials and colors to be used, pictures, drawings, etc. Board approved revised form with this edit. Jan will attach revised form to the minutes of this meeting. She will ask Hans Endresen to take down old form and post this revised form to the Foxwood HOA website.

Barking Rest of Foxwood Community Park

Jan noted that there is a small section between concrete pad and sidewalk in the Foxwood Community Park that was not barked. Ted estimates it will take 1-2 yards of medium bark to complete. Ted will look up the name of the contractor who provided the bark for the previous project and coordinate a

work party to complete this project. Ted reminded the Board that there was a drainage issue in this area that has not been resolved after the installation of the concrete pad and French drainage system around the pad. Ann PPM suggested that Garcia Landscaping (Pedro Garcia) could also be hired to do this work if requested by the Board.

Yellow Tape Replacement

Yellow tape was previously placed in the Foxwood HOA neighborhood to mark “No Parking” areas. The yellow tape has deteriorated and needs to be replaced if we are going to continue marking these areas. Ted will follow-up after the annual Common Area pressure-washing is completed in July.

ACC

Membership (need 3) and back-up if ACC member is not available to process an ACC request

Current ACC members are: Fedir Panasenko, Jan Radoslovich and Max Morris. Max is moving away in August. We greatly appreciate all the work and good advice Max has provided as a member of the ACC. Ron Bergstrom has agreed to take Max's place on the ACC through the end of 2021. New ACC members will be voted on at the Annual Foxwood HOA meeting. If a member of the ACC is not available for an extended time period and an ACC request needs to be processed, the ACC members will ask another member of the Board to step in temporarily to help process the request.

Requests Since 4/21/21

The Foxwood Board would like to remind Foxwood HOA owners of the ACC timeframe for submitting requests to decision on approval at least **30 days** prior to the proposed start of the project. The ACC has processed a number of requests: Uyen Tran/Tu Pham (Lot #11) for an extension of their fence on both sides of their house, Snehal Ozarkar/Kaustubh Sathe (Lot#32) for landscaping work on the side of their house, Hans/Beth Endresen (Lot#7) for repainting their house, Re-roofing Projects: Ron/Mary Ellen Bergstrom (Lot #28), Jan Radoslovich (Lot#33), Ted Buehner (Lot#34)

Suggested Changes for Processing Exterior House Painting Requests

To assure that ACC members have an accurate visual representation of the colors selected for exterior painting of a house, the ACC will require actual paint chips or all colors to be used, painted on a sample board. Color samples sent via attached documents in e-mail may not be a true representation of the actual color painted on a house. This information was included in the recently revised ACC form.

Follow-up on Neighborhood Walkthrough (done on 5/15/21)

PPM sent letters to all Foxwood HOA members with feedback from ACC Walkthrough, Violations Noted and a Homeowner Response Form to communicate compliance or appeals. HOA members have a deadline of 6/30/21 to respond to PPM. ACC will provide clarification as needed to HOA members if requested.

Common Area Pressure-Washing – Decision on Contractor and Date

PPM has received quotes from 3 contractors. Garcia Landscaping (Pedro Garcia) submitted a quote with the same price as last year. Board agreed that Garcia Landscaping did a good job last year and agreed to use this contractor again this year. Ann PPM will arrange a date in July to have Pedro Garcia do the Common Area pressure-washing. PPM will also send an e-mail to Foxwood HOA members informing them that they can make individual arrangements with Pedro to have their own sidewalks

and driveways pressure-washed while Pedro is in the area. Jan offered to let Pedro use her faucet/water to pressure-wash the common area between her house and Ted's house. Jan will also assist Pedro in contacting other Foxwood HOA members to use their faucet/water to pressure-wash other common areas. Pedro will use the water main at the bottom of 12th Drive for a water source for pressure washing the Common Area at the 12th Dr. entrance to Foxwood.

Neighborhood Engagement

Annual HOA Summer BBQ/Picnic – should we have it this year or delay?

After discussion of pandemic situation: children under 12 years old don't yet have vaccine available and Delta variant causing increase in COVID cases among unvaccinated persons, Board made the decision to defer the Annual Picnic for another year. Jan will communicate this decision to the Foxwood HOA members via Facebook.

Six area HOA Boards Social

Ted is still trying to make arrangement for a social meeting of Board members from the six area HOAs. No updates at this time.

Website Updates Needed

There are some updates needed on the Foxwood HOA website. Ex. Board members don't have contact information listed. Ron Bergstrom agreed to review the website and identify areas that need to be updated.

Review of Delinquent Accounts Session

Review of Delinquent Accounts:

Brief review of status of delinquent accounts by Ted Buehner with Board members was done.

Next Meeting Date/Time/Location:

Wednesday, September 8th, 2021

Time: 6:30-8:00 p.m.

Location: Either by Zoom or at Jan Radoslovich's home

Submitted by:

Jan Radoslovich, Foxwood HOA Board Secretary

ACTION ITEMS from 7/14/21 Board Meeting

1. Fedir will follow-up with Foxwood HOA members who had the fence built to assure that the fence was built consistent with the ACC Request submitted.
2. Board will identify potential future Board members from Foxwood HOA neighbors to discuss at the September Board meeting and recruit prior to the Annual Meeting in January, 2022.
3. PPM will get 3 bids for painting of 3 community mailboxes and send bids to Board for final decision and approval to proceed. PPM will coordinate painting job with Mill Creek USPS and pre-notify Foxwood HOA members with dates and instructions re: mail service while painting is being done.
4. PPM will get quotes from vendors for Reserve Study and send to Board for final approval, then schedule for September/October timeframe.
5. PPM will send Fine and Enforcement Policy to Condominium Law Group for feedback and finalization. Once finalized, Board will review and sign-off. Board will announce policy to Foxwood HOA members and post to Foxwood website. PPM will create form to track dates and activities in the event of a violation.
6. Jan will make the Board requested change in the revised Physical Modification Request Form, ask Hans to post on the Foxwood HOA website. Jan will communicate about revised form to Foxwood HOA members.
7. Ted will look up name of previous bark contractor for Foxwood Community Park, arrange for payment and delivery of bark and work party to spread.
8. Ted will review need for and if needed, replace yellow tape in restricted parking areas in Foxwood neighborhood.
9. PPM will arrange a date in July to have Pedro Garcia do the Common Area pressure-washing. PPM will also send an e-mail to Foxwood HOA members informing them that they can make individual arrangements with Pedro to have their own sidewalks and driveways pressure-washed while Pedro is in the area.
10. Jan will communicate via Facebook to HOA members that Foxwood BBQ/Picnic is cancelled for summer 2021 due to ongoing pandemic concerns.
11. Ron will review Foxwood HOA website and identify updates and additional information needed. He will send a report to Board members for remediation before the next Board meeting.

Action Items from 4/21/21 Board Meeting

Status as of 7/14/21 is posted in **RED**.

1. 12th Dr. Fence Project: - Max Morris **DONE** Kudos to Max for an excellent job in coordinating with contractor for the project and using his chain saw to cut large branches in the path of the new fence. Board will send Thank-you note to Max.
 - Notify affected neighbors and Foxwood HOA members of project and start dates
 - Be contact for contractor – City Wide Fence during teardown of old fence and replacement with new fence: 5/13, 5/14, 5/17.

Note: House numbers for Michael and Monika Camp's home were previously posted on the old fence post at the end of their driveway. These numbers were removed for the installation of the new fence post and have not been replaced. Jan called Michael Camp to remind him to replace the numbers, and will call again.
2. Coordinate Work Party to remove ivy and tree branches from old fence on 5/1 from 9:30-11:30 a.m. – Ted Buehner **DONE** Kudos for Ted's leadership in coordinating work party and to the Foxwood HOA members who participated. This work saved money in the cost of the fence replacement for the HOA. Thanks to Joe Wetherington for removing large branches and other branch debris from the worksite.
3. Obtain 3 vendor quotes for 2021 full Reserve Study, - Ann PPM **IN PROGRESS**
4. Get "Child at Play" signs to Foxwood HOA members requesting and submit receipt to Ann – PPM for reimbursement – Fedir Panasenکو **DONE**
5. Review and finalize updated Fine and Enforcement Policy, incorporating existing fine schedule into policy – Jan Radoslovich and Ann – PPM **IN PROGRESS**
6. Revise Residence Physical Modification Request Form – Jan Radoslovich and Ann – PPM **IN PROGRESS**
7. Post Facebook reminder re: Annual Neighborhood Walkthrough on May 15, 2021 from 1:00-3:00 p.m. – Jan Radoslovich **DONE**
8. Prepare paperwork for collecting feedback during Annual Neighborhood Walkthrough – Ann – PPM **DONE**

9. Roof Replacements: Ron Bergstrom and Rickey Watson **IN PROGRESS**

- Work with interested Foxwood HOA members to coordinate roof replacements
- Coordinate date/time for Max to do a Zoom education meeting on roof replacements **DEFERRED (Roofing Contractors provide needed information if asked, during quoting process)**