



Meeting Minutes

Foxwood Meadows Homeowners Association Executive Board Meeting September 30, 2021

Introduction: Foxwood Meadows HOA Board held its meeting on Zoom.

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	Absent (Max has sold his home and moved away)
Ron Bergstrom, Member at Large	Present
Rickey Watson, Member at Large	Absent
Ann Chung, Protocol Property Management (PPM)	Present
Jay Finger, Protocol Property Management (PPM)	Absent

Guests: None

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.

Minutes Approval

Minutes from the July 14, 2021 Foxwood HOA Board meeting were motioned, seconded and approved by the Board.

Finance Report: August, 2021

Operating Cash - \$11, 013.82

Total Reserve Accounts - \$36,129.64

TOTAL ASSETS - \$47,143.46

Other Financial Updates:

- Statements were mailed to Foxwood HOA owners for 2021 Second Half Dues on 7/6/21. 2021 semi-annual dues are \$320.00 and due on 8/1/21. Second half payments received after 8/31/21 are considered late and subject to late fees.
- Foxwood HOA dues was 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 7/14/21 Board Meeting

Action Items from the 7/14/21 Board meeting were reviewed with status provided: Done, In Progress, Not Started. See list at the end of this documents for updates in **RED**.

Preparations for 2022 Budget Meeting on 11/10

- PPM will begin preparations by reviewing the 2021 budget, then doing research and determining if each line item cost will change (increase/decrease) or stay the same for 2022. Dues must keep up with the cost of inflation on services provided to the HOA.
- The Reserve Study and Report should be completed by the end of October, 2021. This will inform our decisions re: 2022 projects funded by our Reserve account. Items which may be included are: Assessment of Native Growth Protection Area (NGPA) trees for maintenance. We will also be carrying over the Painting of the Mailboxes which wasn't completed in 2021.
- Ted Buehner, Treasurer recommends that Board consider a small increase in annual dues in 2022 to keep up with inflation and continue to build our Reserves back up after a large expenditure for the fence replacement at the entry to Foxwood HOA.

2022 Annual Meeting – Set Date/Time and Location (or do we continue with Zoom meetings?)

Board has tentatively set the 2022 Annual Meeting as follows:

Date: Tuesday, January 11th

Time: 7:00-8:30 p.m.

Location: TBD Either Zoom or an HOA member home, depending on COVID restrictions in effect at the time of the meeting. Note: Board members should plan to visit Foxwood homes/owners on either 1/8 or 1/9 to remind them of meeting and distribute/collect Proxy forms, so that we have a quorum for the meeting. Ann will send out an e-mail "Save the Date" to Foxwood HOA members.

Rebarking Foxwood Community Park

The Foxwood Community Park bark is mostly depleted and needs to be refreshed. Ted Buehner agreed to lead up a community work party to get this done. He will measure the park to get an estimate of the bark needed and order the bark. He will send out an e-mail to Foxwood HOA members, asking for volunteers to help. Tentative work party date is set for **Saturday, 10/23 from 9:00-11:00 a.m.**

Reapply Yellow Tape for Parking Issue

Yellow tape applied last year to reinforce the state and county parking regulations is in need of replacement. Ted Buehner agreed to do this task on either 10/2 or 10/3.

Weeding the Retaining Wall (with Fence on Top) Behind Watson Residence

A Foxwood HOA owner reports that the retaining wall behind his home needs to be weeded. This is the responsibility of the Foxwood HOA. Our landscaper should weed it at least 1x/year. Lots 10, 11, 12, 13 can see the wall. Ann PPM will notify our landscaper to do this weeding. Jan will e-mail the Foxwood HOA owner and let him know this is being addressed.

Stormwater Drainage Facility Maintenance Notice (dated 9/14/21)

Foxwood HOA Board Members received a letter from Snohomish County Public Works (Surface Water Management) dated 9/14/21. It stated that the drainage facility (detention pond) that receives stormwater from our development was inspected on 9/09/21 by Jeremy Keilman, Engineering Technician V – Drainage. The purpose of inspecting the facilities was to determine whether maintenance was required. Results of inspection and required maintenance actions (eligible for County Maintenance Assistance) are:

1. Cut vegetation on access ramp.
2. Remove any trees within 5 feet of pipe ends in pond. To include cottonwood, alder and willows.
3. Clean cb 22221.

Our facility currently qualifies for maintenance assistance at no additional cost to Foxwood HOA. Within one year, County Road Maintenance staff will perform the necessary maintenance on our facility to ensure it is functioning properly. The letter included a “Right of Entry” form which has a section which will be completed by PPM on behalf of Foxwood HOA/Board and mailed back to Snohomish County Public Works. Ann PPM will speak to Nadia about completing the required information on this form and returning it to sender. The Board Officers: Fedir Panasenکو, Jan Radoslovich, Ted Buehner can be listed as contacts. We will not disclose the gate lock code on the form. This can be communicated verbally when the time comes for the maintenance work to be done.

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. As of 9/30/21, PPM was in the process of getting bids for this work, but the summer weather window has passed, so the Board has decided to move this project to the summer of 2022, preferably July/August. Ron suggested just prepping and painting sides and back of mailboxes on the pedestal, and not touching the front of the mailboxes which have the locked individual boxes. We can discuss at Annual Meeting and get feedback from HOA members if they would be OK with this solution. This will save a disruption in mail delivery and having to coordinate with a locksmith for boxes that aren't opened for painting.

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. PPM has engaged the 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. This Reserve Study will be completed by end of October, in time for budget meeting and planning for 2022.

Updated Fine & Enforcement Policy

Condo Law has a few more questions related to the suggestions that Jan Radoslovich submitted for changes in policy to accommodate the needs of Foxwood HOA. Jan will follow up with Condo Law to answer questions and clarify Foxwood HOA Board's recommendations on other parts of the policy. Goal is to have the policy completed and ready for presentation at the Annual Meeting on January 11th, 2022.

Succession Planning for Board Members

Jan is working on a proposal, which needs additional feedback from the Board. This is a high level overview:

Board Members – 5 Total (3 are officers: President, Secretary, Treasurer; 2 are Members-At-Large) 3 year term, may repeat x 1. Must take 3 years off before joining the Board again. Board members must be Foxwood HOA members for at least 2 years.

One Member-At-Large is an ACC liaison

One Member-At-Large is in training for a future officer position

ACC Members – 3 Total (one is also a Board member)

3 year term, may repeat x 1. Must take 3 years off before joining the ACC again.

ACC members must be Foxwood HOA members for at least 2 years.

Board Alumni/Mentor Role - 1 Total (may rotate on a yearly basis) attends Board meetings, mentors/guides current Board members, provide Board continuity.

Recruitment - From now until 12/1/21 (current Board members will recruit)

Report – Jan will flesh out model more and get feedback from Board, then present at the Foxwood 2022 Annual HOA meeting

Ron will draft Board Member/Officer job descriptions, using the existing CC&Rs as guidance. Board will discuss more at the 11/10/21 meeting.

Rotation - Needs to be worked out.

ACC

Membership for 2022 (3) and back-up if ACC member is not available to process an ACC request

Current ACC members are: Fedir Panasenko, Jan Radoslovich and Ron Bergstrom. Ron Bergstrom agreed to take Max Morris's place on the ACC through the end of 2021, since the Morris family has moved. New ACC members are being recruited and 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 7/14/21

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/approved the following requests: Lot 30 Johnson/Garcia – Solar panels on the South and East sides of the roof; Lot 5 Kanmani – Removal of large tree in front of house.

Neighborhood Engagement

Six area HOA Boards Social

Due to ongoing COVID restrictions, this effort is being put on hold until 2022.

Website Updates

Ron Bergstrom did a review of the Foxwood HOA Website and made suggestions/recommendations which are attached to these minutes. In addition to his suggestions, Board suggested the following:

- Information on the current Pipeline Project
- Information on the proposed Amazon Distribution Center on Bothell-Everett Highway near Foxwood HOA development.
- Board Members: Name, Photo, Position. No e-mail or cell phone contact information. Contacts should go through PPM.
- Rotating photos of the neighborhood

Ron will work with Hans Endresen to get his suggested changes into the Foxwood Website.

Holiday Decorations

Jan will craft a reminder to Foxwood HOA members re: Foxwood Meadows HOA Expectations & Consequences (established March, 2005, updated October 2009) on holiday decorations. Statement on p.12 is: "Out-of-season holiday decorations visible to other homeowners are strictly prohibited." Some culturally sensitive clarity needed on this statement, and a timeframe for removal after the holiday is completed.

Next Meeting Date/Time/Location:

Wednesday, November 10th, 2021 (2022 budget preparations is main agenda item)

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

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

Board Officer Review of Delinquent Accounts Session

Brief review of status of delinquent accounts with Board Officers was done with five (5) in late status. Follow-up being done by PPM. The Morris home was sold in August, so all dues from the homeowners should be caught up.

Submitted by:

Jan Radoslovich, Foxwood HOA Board Secretary

ACTION ITEMS from 9/30/21 Board Meeting

1. Notify Board of completed Reserve Study and provide copy to Board members prior to the 11/10 meeting – Ann PPM
2. Prepare DRAFT of 2022 Foxwood HOA budget for 11/10 Board meeting – Ann PPM
3. Review Foxwood HOA budget with Ann PPM, approx.. 1 week prior to 11/10 meeting – Ted Buehner
4. Estimate quantity and order bark for rebarking project, then submit receipt to PPM for reimbursement – Ted Buehner
5. Send e-mail to Foxwood HOA members re: Rebarking of Foxwood Community Park – Ted Buehner
6. Reapply yellow tape for parking issues – Ted Buehner
7. Notify landscaper re: weeding retaining wall – Ann PPM
8. Notify Foxwood HOA member that retaining wall weeding will be done – Jan Radoslovich
9. Send completed “Right of Entry” form back to Snohomish County Public Works – Ann PPM
10. Contact Condo Law re: questions on Fine & Enforcement policy – Jan Radoslovich
11. Draft Board succession plan for review at the Board 11/10 meeting – Jan Radoslovich
12. Draft Board Officers/Members job descriptions – Ron Bergstrom
13. Work with Hans Endresen to get suggested changes on Foxwood Website – Ron Bergstrom
14. Send a “Save the Date” for the 2022 Foxwood HOA Annual Meeting on 1/11/22 – Ann PPM
15. Draft a “Holiday Decorations” reminder for Foxwood HOA members – Jan Radoslovich

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. **DONE. Fedir reports that fence built was consistent with 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. **IN PROGRESS.**
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. **IN PROGRESS**
4. PPM will get quotes from vendors for Reserve Study and send to Board for final approval, then schedule for September/October timeframe. **DONE**
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. **IN PROGRESS**

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. **DONE**
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. **IN PROGRESS**
8. Ted will review need for and if needed, replace yellow tape in restricted parking areas in Foxwood neighborhood. **IN PROGRESS**
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. **DONE**
10. Jan will communicate via Facebook to HOA members that Foxwood BBQ/Picnic is cancelled for summer 2021 due to ongoing pandemic concerns. **DONE**
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. **DONE**