



## **Meeting Minutes**

### **Foxwood Meadows Homeowners Association Executive Board Meeting**

### **February 15, 2022**

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

**Meeting was called to order at 7:00 p.m. 2022 Officers will be elected at this meeting.**

**Roll Call:**

<b>2022 HOA Board Members</b>	<b>Status</b>
Fedir Panesenko	Present
Ted Buehner	Present
Jan Radoslovich	Present
Ron Bergstrom	Present
Harjeet Chandwani	Present
Hans Endresen	Present
Ann Chung, Protocol Property Management (PPM)	Present

Guests: None

### **Welcome and Call to Order**

This meeting of the 2022 Executive Board of Foxwood Meadows Homeowners' Association was called to order. Board members welcomed Harjeet and Hans to the Board. Protocol Property Management (PPM) representation was present.

### **Minutes Approval**

Minutes from the November 9th, 2021 Foxwood HOA Board meeting and the January 11<sup>th</sup>, 2022 Annual Meeting were motioned, seconded and approved by the Board, with no changes.

### **Finance Report: December, 2021**

Operating Cash - \$1,704.02

Total Reserve Account - \$38,296.49

TOTAL ASSETS - \$40,000.51

Other Updates:

- The 2021 Tax Form for Foxwood HOA will be prepared by a CPA used by PPM. It's a one-page form based on an end of year P&L Statement. It will be signed by the Foxwood HOA Treasurer and submitted to the IRS before the April 15<sup>th</sup>, 2022 deadline. There are no taxes to be paid, it's just a reporting form.
- The Statements reminding Foxwood HOA members of 2022 First Half Dues (\$330) will be going out in February. First half dues are due on March 1, 2022. First half payments received after March 31, 2022 will be considered late and subject to late fees.

## **New Business**

### **Elect 2022 Board Officers**

Officers elected were: Fedir Panasenکو, President; Jan Radoslovich, Secretary; Ted Buehner, Treasurer. Ron Bergstrom, Harjeet Chandwani and Hans Endresen will be Members-At-Large.

Note: Board members should have access to the current Foxwood HOA member directory. Jan will e-mail copy of directory to Harjeet and Hans.

### **New Signature Card Needed for Bank?**

A new signature card for the bank is not needed, as Board officers didn't change from 2021.

### **Review Committee Assignments (ACC, Neighborhood Engagement, Website)**

ACC: Ron Bergstrom, Lisa Cole, Dave Bell, with Fedir Panasenکو as back-up

Neighborhood Engagement: No activity at this time due to ongoing COVID pandemic restrictions for gatherings. Suggestion made to try a virtual game night online. Something familiar and easy to play: Jeopardy, Wheel of Fortune, etc. Christian and Angela (Lot 30) may have some ideas for games. Harjeet agreed to explore this idea further and set a future date to try out the idea. Perhaps in the March/April, 2022 timeframe?

Website: Hans Endresen, with Fedir Panasenکو as back-up

### **Determine 2022 Meeting Dates/Locations**

Meetings will continue to be held on Zoom, and will be from 7:00-8:30 p.m. PST

Tuesday, April 19<sup>th</sup>

Tuesday, July 12<sup>th</sup> (could be on Ted Buehner's back deck)

Tuesday, September 13<sup>th</sup>

Tuesday, November 15<sup>th</sup>

Hans will publish these dates to the Foxwood HOA website

### **Date for Annual HOA BBQ/Potluck Picnic**

Due to the uncertainty of the COVID restrictions for the dominant variant later in the spring, a decision for the date of the annual HOA BBQ/Potluck picnic will be deferred to the April meeting.

### **Date for Annual Neighborhood Walkthrough by ACC/PPM**

Ron Bergstrom indicated a late May or early June date was being discussed with ACC. Board suggested the following dates: Saturday, May 21<sup>st</sup> or Saturday, June 4<sup>th</sup>. The walkthrough usually takes 3 hrs and PPM records results/takes pictures to send to HOA members. If Ron could finalize with ACC and PPM, it would be good to get this date out to the Foxwood HOA members, so they are aware and can work on their landscape and exterior home improvement projects before then.

## **Project and Other Updates**

### **Updated Fine & Enforcement Policy**

Jan is reviewing Condominium Law Group's response to her list of recommendations, so that policy can be finalized.

### **Property Management Company Assessment/Due Diligence**

In 2022, Foxwood HOA Board will do an assessment/due diligence to determine the Property Management vendor we will contract with in the future. Ann, PPM stated that it is the discretion of the Board to decide whether to include PPM in the vendor selection process and if PPM is not selected, she will assure that PPM will cooperate and assist with the transition during the year, within contract provisions and won't charge an early termination fee. Jan and Hans agreed to take on this task, on behalf of the Board, will determine timeline/tasks and report back to the Board at the April, 2022 meeting.

### **12<sup>th</sup> Drive Fence Staining in Summer, 2022 – should we include in 2022 projects?**

At the Foxwood HOA annual meeting, Rachel Zhang suggested that the new 12<sup>th</sup> Dr. fence be stained (a natural color) during the summer, 2022, as she felt it would look nicer and extend the life of the fence. Ted suggested that the ACC take on investigating this suggestion, and get an estimate for the cost of the stain. Also, would we only be staining one side or both sides of the fence. Jan will ask Ron Bergstrom, ACC Lead to take this on with ACC and report back to the Board at the April, 2022 meeting.

### **Parking Issues**

Harjeet reports that he continues to see cars parked close to the intersection of 12<sup>th</sup> Dr. and 184<sup>th</sup> Pl. SE. Ted provided background on the efforts the Board initiated in 2021 to address parking issues, and the Parking Cards that were created, printed and made available to all HOA members to place on cars who are violating state and county parking regulations. Jan will take a few cards to Harjeet. Fedir will print more cards when he returns to Seattle, and Board will redistribute to HOA members. Ted will put down more yellow tape on sidewalks to mark distances, in the springtime when the weather is warmer and has longer stretches without rain.

### **Smoke Alarms**

Jan will write-up her story about all the smoke alarms in her house alarming due to 1 smoke alarm failure and share on Foxwood HOA Facebook page and website. Smoke alarms should be changed every 10 years. Jan has since had all the smoke alarms in her house replaced. Her house had the original smoke alarms dated 2000FEB. Jan also noted that the Kirkland City Public Works has a recycling area that takes old smoke alarms.

### **Board Officer Review of Delinquent Accounts**

Ann and Ted report that there are currently no delinquent accounts to discuss.

### **House Sales**

Board members noted that the Thompsons (Lot 8) have sold their home. It is now owned by a Real Estate Investment agency and updates are being done to the house and property.

Submitted By:

Jan Radoslovich, Foxwood HOA Board Secretary

**ACTION ITEMS from 2/15/22 Board Meeting (and carried over from 2021 Foxwood HOA Board meetings)**

1. E-mail Foxwood HOA Directory to new Board Members: Hans and Harjeet – **Jan DONE**
2. Take Parking Cards to Harjeet – **Jan DONE**
3. Write Smoke Alarm story and publish to Foxwood Facebook and Website – **Jan PARTIALLY DONE (still need to post to website)**
4. Print more Parking Cards and distribute to Foxwood HOA members – **Fedir/Board**
5. Complete, sign and submit 2021 Foxwood HOA Tax Form on or before 4/15/22 – **Ann/Ted**
6. Publish Foxwood HOA Board 2022 Meeting Dates to Foxwood Website - **Hans**
7. Develop timeline/tasks for the Property Management Company vendor selection, select 3-5 vendors and report back to Board at the April, 2022 meeting – **Jan/Hans**
8. Investigate suggestion to stain 12<sup>th</sup> Dr. fence and get stain cost estimates for April, 2022 meeting- **Ron**
9. Finalize 2022 ACC Neighborhood Walkthrough Date and report back to Board at April, 2022 meeting - **Ron**
10. Estimate quantity and order bark for Community Park rebarking project, select date, recruit volunteers, submit receipt to PPM for reimbursement – **Ted MOVE to Spring, 2022**
11. Reapply yellow tape for parking issues – **Ted MOVE to Spring, 2022**
12. Review Condo Law responses to recommendations re: Fine and Enforcement Policy changes- **Jan - IN PROGRESS**
13. Get 3 bids for painting of 3 community mailboxes and send bids to Board for final decision and approval to proceed at the April, 2022 Board meeting. 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. **Ann/PPM - IN PROGRESS**

**Next Meeting Date/Time:**

Tuesday, April 19<sup>th</sup> from 7:00-8:30 p.m. via Zoom (Ann/PPM will set up Zoom meeting and send to Board members)