



## Meeting Minutes

### Foxwood Meadows Homeowners Association Executive Board Meeting April 19, 2022

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

**Meeting was called to order at 7:00 p.m.**

**Roll Call:**

2022 HOA Board Members	Status
Fedir Panesenko, President	Present
Ted Buehner, Treasurer	Present
Jan Radoslovich, Secretary	Present
Ron Bergstrom, Member-at-Large and ACC Liaison	Present
Harjeet Chandwani, Member-at-Large	Present
Hans Endresen, Member-at-Large	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. Protocol Property Management (PPM) representation was present.

### Minutes Approval and Review of Action Items from 2/15/22 Meeting

Minutes from the February 15, 2022 Board meeting were motioned, seconded and approved by the Board with no changes.

Action Items from the 2/15/22 meeting were reviewed and status updated: DONE, IN PROGRESS, NOT STARTED. Items IN PROGRESS or NOT STARTED will be added to the Action Item List for 4/19/22.

### Finance Report: March, 2022

Operating Cash - \$8,697.96

Total Reserve Account - \$39,207.85

TOTAL ASSETS - \$47,905.81

Other Budget Updates:

The 2021 Tax Form for Foxwood HOA was prepared by a CPA used by PPM. It's a one-page form based on an end of year P&L Statement. It was signed by the Foxwood HOA Treasurer, Ted Buehner 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.

## **Old Business**

### **Parking Issues Updates**

Ted noted that he's seen a few visitors parking in the wrong direction, but otherwise no issues with parking situation. He has not received or heard of any complaints. Fedir will print more parking cards and distribute them to Foxwood HOA members.

### **Date and Plan for 2022 ACC Neighborhood Walkthrough, including Communication to Foxwood HOA members**

This information was shared by Ron Bergstrom:

- On **Saturday, July 9, 2022**
  - ACC members and Protocol staff member will accomplish walkthrough
  - Checklist of owner obligations & summary of areas of concern for each home will be utilized
  - Concerns and correction expectation & timeline conveyed to owners via letter from Protocol
- Ron will work with ACC members to create some communication about the Walkthrough and expected feedback for the Foxwood HOA members.

Ann requested that Ron send any changes in the format of the letter to go out to Foxwood HOA members, to the PPM office well ahead of the time of the mailing so they have lead time to make the changes. Ann will send a copy of last year's post Walkthrough letter to Ron.

### **Date and Vendor for Common Areas Pressure Washing**

Board would like to have the annual Common Areas pressure washing done on **Friday, June 3<sup>rd</sup>**. Ann will contact Pedro Garcia, owner of Garcia Landscaping to get a quote from him for the work. Ann expects the quote to be in the \$800 price range. Jan is available for onsite coordination on the date of the pressure washing.

### **Irrigation Repair Costs**

Total Landscape completed our Irrigation start-up on 3/23/22. They identified that irrigation repairs were needed: replace (1) 4" pop-up and (1) nozzle, replace battery clock – digital screen non-readable, replace 9V batteries in 3 clocks (6 batteries). Total repairs were \$291.22 which includes parts and labor, but not applicable sales tax. This work has been completed. Board previously approved the needed repairs and authorized payment.

### **Community Mailbox Painting**

Our 3 community mailboxes are on the 2022 project list for powerwashing and repainting in Summer, 2022. \$2k has been budgeted from our Reserve Account for this work. Color will be the same grey and anti-graffiti paint will be used. Locks and mailbox numbers will need to be removed and replaced for painting the mailbox doors. Coordination with the Mill Creek Post Office will be required to hold mail while the painting is being done. It's a 3-day project. Timeframe for out of service to back to service is Monday-Thursday. The HOA is responsible for purchase and supplying the new number labels for the mailboxes. Vendor will apply after the painting is dry. PPM has taken pictures of the mailboxes, so that correct renumbering can be done. PPM will resume the process of getting 3 quotes for this work.

Vendor #1 – Paintworx, Inc. Locksmith estimate is \$80-\$150/mailbox for labor, totaling under \$600. The quote for the actual painting work has not yet been provided. PPM will attempt to get 2 other vendor painting quotes. Foxwood HOA Board would like to schedule this work for the first week in August, which is typically a non-rainy week.

## **New Business**

### **Decorative Lights on Home Exterior Guidelines**

Ron Bergstrom, as a follow-up to an owner complaint about holiday lighting remaining up after a holiday, investigated the situations and subsequently developed an Addendum to clarify the current statement within the Foxwood HOA Expectations & Consequences, Updated October 2009 (p.12) “Out-of-season holiday decorations visible to other homeowners are strictly prohibited.” See attached Addendum. Ron requests Board approval and establishment of this Addendum as a guideline in enforcing the statement in the Expectations & Consequences. Board reviewed the Addendum and motioned, seconded and approved the Addendum. Approved Addendum will be added to the Foxwood HOA website in a few different locations, and will be shared with Foxwood HOA owners on FaceBook.

### **Tree Branch Removal – Lot 29 Request**

On behalf of Lot 29 owners, Ron Bergstrom has submitted a request for Board approval of project and funding and retention of a Tree Service vendor as part of its periodic inspection and addressing of issues with trees in adjacent greenbelt reserves impacting homes in the Foxwood Meadows Residence Community. Board has reviewed and approved the Lot 29 request. Board recommends that the Tree Service vendor come out and survey the NPGA and additionally look for encroachment of NPGA tree branches into yards of other Foxwood HOA members. This could be a fire safety issue with the summer hotter weather approaching. For price quotes, Ron will contact our long-time Tree Service vendor – Alpine Tree Service Experts, Inc. (425) 427-9450. Owner is: Chris Price. Ron will also notify owners of Lot 29 that the Board has approved the work they requested. Note that Foxwood HOA also owns a chain saw, which is currently located with owner: Eddie Lawshe – Lot 31.

### **12<sup>th</sup> Dr. Fencing Staining – Cost Estimates**

A new cedar fence was erected along 12<sup>th</sup> Dr. in April-May, 2021. It is now approximately 1 year old. At the annual meeting, a Foxwood owner suggested Board look into having the fence stained for appearance and longevity. Ron Bergstrom presented his research to the Board:

- Area to be covered: 1,941 square feet (fence length: 324 feet; Fence height: 6 feet)
- Stain: 4 one-gallon cans, given shortages, was stain purchased \$64.88/gal, \$285.73 total
- Power washing and cleaning of fence and letting dry before application of stain
- Application of oil-based stain using a roller

#### **Recommended Product**

- Have identified product recommended based on: (1) review of literature and testing firm reports (e.g.Consumer Reports, etc.), and (3) identification of successful project within the neighborhood which utilized the product achieved excellent results
- Product recommended: PENOFIN Ultra Premium - Penetrating Oil Finish, Transparent Western Red Cedar

## Product Application

- DIY project: Based on comments at prior board meeting, it seemed doing it ourselves was a consideration through a community event involving board members, ACC members, and residents of the Foxwood Meadows Residence Community
- Obtain bids for outside firm to accomplish work. Based on computation provided for our area using homewyse ([homewyse.com/services/cost\\_to\\_stain-fence.html](https://homewyse.com/services/cost_to_stain-fence.html)) the cost could run, all things considered, including stain product, from \$1.17 to \$2.58 per square foot. For our project involving 1,941 square feet the cost is estimated at \$2,270.90 to \$5,007.78. If we would like to go this way, I will get bids from several firms.

Board supports option of a DIY project for the community to save labor costs. Board also approved reimbursement to Ron of the costs of the stain in the amount of \$285.73. Ron will submit a receipt to Ann PPM for reimbursement. This should come out of our Reserve Account funds, as this is an improvement project. Ron will schedule this project and recruit volunteers for Summer, 2022.

## Community Park Rebarking Project Update

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. This is being rescheduled from October, 2021 due to insufficient volunteer sign-up. Ted will measure the park to get an estimate of the bark needed and order the bark for delivery at the park. Ted will be reimbursed from Foxwood HOA Reserve fund for this purchase. Volunteers will spread the bark. Ted will contact Foxwood HOA members with date options (Saturday from 9:00-12:00 noon) to get it scheduled. Pizza party and refreshments after work is done would be a good incentive.

## ACC

### Requests Since 2/15/22

- Lot 18, Ruchith & Manisha Fernando, Roof Replacement, 3/3/2022
- Lot 35, Aditya & Ragha Ambadkar, Roof Replacement
- Lot 29, David & Cynthia Bell Roof Replacement, 3/2/2022; Painting of House, 3/27/2022; Front Yard Redo, 4/13/2022; Branch Cutting Request Submitted and recommended for Board approval at 4/19/2022 meeting
- Lot 7, Hans & Beth Endresen, Roof Replacement using same color shingles product, ACC form submitted and process, 4/16/2022

## Neighborhood Engagement

### Date for Annual HOA BBQ/Potluck Picnic

The Board proposes that Foxwood HOA resume its annual HOA BBQ/Potluck picnic in Summer, 2022. Suggested date/time is **Saturday, July 23<sup>rd</sup> from 11:00 a.m. to 2:00 p.m.** at the Foxwood Community Park. Foxwood HOA will provide hamburgers, hot dogs and drinks. HOA members will be encouraged to bring potluck dishes to share. Jan will create and publish a flyer for the event. We will need to find

a BBQ grill to be used for the event. Foxwood HOA has two 10'x10' tents for shade. These are stored in Jan's garage. Board members will help with set-up and break-down for picnic.

### **Foxwood HOA Website Updates**

Jan has e-mailed a number of updates and changes to the Foxwood HOA website to Hans. He has made the changes requested. Minutes and Foxwood HOA Board meeting dates for 2022 are all up to date.

### **Other Updates**

#### **Updated Violation, Fine & Enforcement Policy**

Jan is reviewing Condominium Law Group's response to her list of recommendations, so that policy can be finalized. Jan asked Ron for assistance in reviewing the Condo Law Group responses and formulating answers, so this work can be finished. Jan and Ron will get together to do this review by end of this week.

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

In 2022, Foxwood HOA Board is doing an assessment/due diligence to determine the Property Management vendor we will contract with in the future. Jan and Hans agreed to do the work to present to the Board. Our work is underway and we are identifying selection and evaluation criteria and our scoring method at this time.

The categories for each vendor to collect information on includes:

- Company Information
- Site Management Services
- Financial Management and Recordkeeping
- Administration
- Automation of Homeowner/Customer Services and Remote Access Availability
- Communication with HOA Board and Homeowners
- Cost, including tiered costs for different levels of services
- References
- Sample Contract/Management Agreement

The Protocol Property Management and Foxwood HOA Management Agreement, dated January 1st, 2015.

Section 16: Term reads, "The term of this Agreement shall be from the date of execution hereof for a minimum of one year and renew annually on anniversary date thereafter.

Section 17: Termination reads, "This Agreement may be terminated with or without cause by either party upon giving 90 calendar days advance notice of termination in a manner consistent with the Notice provisions contained in this Agreement. Managing Agent shall deliver to the Board all records,

documents, receipts, invoices and statements of the Association no later than 15 calendar days after the date of termination.

**Recommended Timeline for selection of a Property Management Company:**

**July 12th** – present vendor/company information and preliminary scoring to Board members. Board members review information and make decision by August 2nd. We may call a special Board only meeting for this decision.

**August 8th** - Foxwood HOA Board gives written notice to Protocol Property Management, if not selected.

90-Day Notice period is from August 8th to November 8th. During that period, we work on the Management Agreement with our new Property Management Company, effective on November 1st.

**November 15th** - Invite our new Property Management Company to our Board meeting for preparation of the 2023 Foxwood HOA Budget. We can then work with our new Management Company to plan for the Annual HOA meeting in January, 2023.

**November 23rd** - Protocol Property Management delivers all Foxwood HOA records to the Board, if required. We will work out a process to have these transferred to our new Property Management Company.

**Board Officer Review of Delinquent Accounts**

Ann PPM needs to review records to see if there are currently any delinquent accounts for Foxwood Meadows. For any delinquent accounts, reminder letters will be mailed.

**House Sales**

Lot#16 – 1125 185<sup>th</sup> PI SE has been a rental. Owners have decided to sell. Renters are moving out toward the end of April.

**2022 Meeting Dates/Locations**

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

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>

**Next Meeting Date/Time:**

Tuesday, July 12th from 7:00-8:30 p.m. on Ted Buehner's Back Deck

Submitted By:

Jan Radoslovich, Foxwood HOA Board Secretary

### **ACTION ITEMS from 2/15/22 Board Meeting**

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 DONE**
4. Complete, sign and submit 2021 Foxwood HOA Tax Form on or before 4/15/22 – **Ann/Ted DONE**
5. Publish Foxwood HOA Board 2022 Meeting Dates to Foxwood Website – **Hans DONE**
6. Investigate suggestion to stain 12<sup>th</sup> Dr. fence and get stain cost estimates for April, 2022 meeting- **Ron DONE**
7. Finalize 2022 ACC Neighborhood Walkthrough Date and report back to Board at April, 2022 meeting – **Ron DONE**

### **ACTION ITEMS from 4/19/22 Board Meeting**

1. Print more Parking Cards and distribute to Foxwood HOA members – **Fedir/Board IN PROGRESS**
2. Develop timeline/tasks for the Property Management Company vendor selection, select 3-5 vendors and report back to Board by July, 2022 meeting – **Jan/Hans IN PROGRESS**
3. Estimate quantity and order bark for Community Park rebarking project, select date, recruit volunteers, submit receipt to PPM for reimbursement – **Ted IN PROGRESS**
4. Reapply yellow tape for parking issues – **Ted IN PROGRESS**
5. Review Condo Law responses to recommendations re: Fine and Enforcement Policy changes and e-mail Condo Law. **Jan/Ron - DONE**
6. 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. Proposed dates for painting is 1<sup>st</sup> week in August. **Ann/PPM - IN PROGRESS**
7. Contact Pedro Garcia (Garcia Landscaping) to get quote and arrange for Common Area powerwashing on Friday, June 3<sup>rd</sup>. Communicate to Foxwood HOA members how they can make arrangements with Pedro to get their sidewalks and driveways powerwashed as well – **Ann PPM NOT STARTED**
8. Arrange logistics, forms and letters for ACC Annual Walkthrough on July 9<sup>th</sup> – **Ron/Ann PPM IN PROGRESS**
9. Contact Lot 29 owners re: Board approval of request for tree branch removal – **Ron DONE**
10. Contact Alpine Tree Service Experts (Chris Price) to ask him for quotes on NGPA work – **Ron IN PROGRESS.**
11. Schedule date(s) and arrange for Foxwood HOA volunteers for work party to prep and stain the 12<sup>th</sup> Dr. fence in Summer, 2022 – **Ron NOT STARTED**
12. Create and publish flyer for annual BBQ picnic on July 23<sup>rd</sup> from 11:00 a.m. to 2:00 p.m. – **Jan NOT STARTED**
13. Communicate key upcoming dates/events for Foxwood HOA activities to owners via e-mail and Facebook. – **Jan NOT STARTED**

