



Meeting Minutes

Foxwood Meadows Homeowners Association Executive Board Meeting September 13, 2022

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

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

Roll Call:

2022 HOA Board Members	Status
Fedir Panesenko, President	Absent
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
Jay Finger, PPM Bookkeeper	Absent

Guests: None

Welcome and Call to Order

This Zoom meeting of the 2022 Executive Board of Foxwood Meadows Homeowners' Association was called to order by Jan Radoslovich, Secretary. Protocol Property Management (PPM) representation was present.

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

Minutes from the July 12, 2022 Board meeting were motioned, seconded and approved by the Board with no changes.

Action Items from the 4/19/22 and 7/12/22 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 9/13/22.

Finance Report: July, 2022

Operating Cash - \$6479.45
Total Reserve Account - \$37,750.35
TOTAL ASSETS - \$44,229.80

Note: Ted did not yet have the August financials from PPM. Ann will follow-up with Jay to get these sent to the Board. Second half HOA dues were due on August 1, 2022.

Finance Report: August, 2022 (received on September 14, 2022)

Operating Cash - \$11,303.16

Total Reserve Account - \$38,208.10

TOTAL ASSETS - \$49,511.26

Other Budget Updates, including budget preparation for November 15th meeting

It's time for PPM to prepare a draft 2023 budget for Foxwood HOA. Ted requested that this draft budget be submitted to him by 11/1/22. Board and Ann discussed various inflation ranges to consider – general inflation is at about 8%. The 2022 budget was estimated with a 5% increase. Ted asked PPM to contact Alderwood Water to get their specific expected increase for 2023. He estimates it may be 2-3%. We just received a revised contract and quote from Total Landscape Corp, so we already have that information. Ann stated that PPM would keep its rate flat at \$8,604.00 for 2023.

Old Business

Parking Issues Updates

Ted reported that Fedir printed more Parking Cards that were distributed at the Foxwood HOA July Social Event/BBQ. Ted has additional cards if any Foxwood HOA member needs more. No new parking issues or concerns were identified by any Board member.

Collection of Information on new HOA members

Ted reports that he has new homeowner information for Lots #16 and #20. Lot #26 is still for sale, so no information is yet available on new homeowners for this lot. Board members need an updated Foxwood HOA directory. Ted will e-mail updated directory to Board.

Follow-up on 2022 ACC Neighborhood Walkthrough and Lessons Learned

- Walkthrough took place on Saturday, August 6, 2022.
- Prenotification of walkthrough was done by PPM and Ron.
- Walkthrough was by Ron Bergstrom, ACC Coordinator; Lisa Cole, ACC member; David Bell, ACC member; and Ann Chung with Protocol Property Management
- Foxwood Meadows Homeowners Association Walkthrough Checklist with homeowner expectations and section on comments on areas of concern was used on walkthrough.
- Summary of items (violations) needing correction for each property, drawing upon comments sections of Walkthrough Checklist was prepared by ACC together with Protocol
- Items (violations) needing correction was conveyed to homeowners via mailing by Protocol.

Lessons Learned: overall ACC walkthrough process went well. Issues:

-Incorrect ACC feedback form was mailed to a Foxwood HOA member by PPM. This was corrected after owner notified PPM, Board members and ACC of the error. We need a final review process before mailing, to make sure that correct ACC feedback form goes to correct owner.

-Lot#15 tenants received citations from their Property Management Company, but didn't receive the full ACC walkthrough report, which included compliments for their care of the property. ACC reviewed the few violations noted and shared the full ACC report with tenants. Board requested that for next year, both the landlord and tenant receive the ACC walkthrough report and cover letter, to reduce the opportunity for miscommunication about the content of the report.

-Jan also suggested that at least 2 people together review each property and identify any violations.

-Lisa, ACC member created the checklist that was used for the ACC walkthrough. Ron, ACC Lead, felt that it was a good checklist and covered all areas well. He recommended that we use it again next year.

Regarding following up on ACC walkthrough violations, Ron, ACC Lead volunteered to visit the properties with violations noted, by November 1st to assure that violations have been addressed. He will communicate his findings to PPM for follow-up action.

Follow-up on Weeding Request from Rickey Watson, Lot#12

Follow-up request to PPM was to update the Total Landscaping contract to include periodic weeding and weed suppression treatment of this Foxwood HOA Common area between the 2 fences behind Lot 12. Also, please update the wording in the maintenance contract to substitute, "Foxwood Community Park" for the current "Tot Lot" since we no longer have a "Tot Lot". Ann PPM sent the Board a Total Landscape Corp. revised Landscape Maintenance Contract, which has a section, "Exceptions/Addendums, where the item, "Weeding 3x/year in a small strip behind fence at (Lot#12 address) – Owner name can be contacted at (cell phone number). Also, references to "Tot Lot" have been removed from the revised contract. Annual amount of this contract is as follows:

This contract shall commence on the agreed upon start date and shall continue for one (1) year. The annual amount of this contract is \$5,600.00 (\$6,188.00 including tax at 10.5%). This amount for landscape maintenance will be invoiced in twelve (12) equal monthly installments of \$466.67 (\$515.67 including tax at 10.5%) on the 15th of each month and will cover services performed through the end of that month's invoice. The rate per visit based on 42 visits is \$ 133.33 plus tax.

The Board would like to pause on accepting this contract for 30 days, and build cost into the 2023 budget. Board asked Ann PPM to communicate to Lot#12 owner, Rickey Watson that the weeding behind his fence has been added to the contract and Board will be incorporating contract into the 2023 budget.

New Business

Recruitment of Board Members for 2023 Calendar Year

Jan would like to start recruiting new Board members for the 2023 Calendar year. Fedir Panasenko, our current President has moved to Florida and is renting his home in Foxwood. So he likely won't continue as a Board member. The new owner of Lot #8 has expressed an interest in joining the Board in the coming year. Ted would also like to focus recruitment efforts on Foxwood HOA owners who have been residents for years, but have not served on either the Board or ACC. Jan will start by sending information out on the Foxwood HOA Facebook page.

Accomplishments for 2022 – for the 2023 Annual Meeting

The Board and HOA have accomplished many things this calendar year. Ted is willing to compile a list of 2022 accomplishments to present at the 2023 Annual Meeting. Ted requested that all Board members send him their lists of Board and HOA accomplishments by 11/15/22.

No Trespassing Signs

Jan noted that the No Trespassing sign in the NGPA between Lot#33 and Lot#34 was so faded as to be unreadable. She purchased materials at Home Depot to make a replacement sign and asked Foxwood HOA member: Eddie Lawshe to put the signs together. He made 2 signs: 1 for the NGPA area between Lots# 33-34, and 1 for the NGPA next to Lot #29. Cost of materials was approx. \$30, which was approved by Ted for reimbursement to Jan. The Board requested that an additional 3 signs be made to replace the signs that were taken down when the Williams Gas pipeline was installed behind the NGPA on 186th St. side. Jan will follow up and ask Eddie if he will make 3 more signs, if Jan purchases the materials.

ACC

Acc requests approved since 7/12/22

- Lot 34: Ted Buehner – house painting (may be delayed to 2023 due to painter scheduling issues)

Neighborhood Engagement

Foxwood Facebook Page Members

The Foxwood Meadows Facebook Page is a private group for owners and tenants in the Foxwood Meadows development. When homes are sold and owners move away, they will be removed from the Foxwood Facebook member list. New owners and tenants will be added on request to the Admins for the Facebook page. Board members: Fedir Panasenکو, Ted Buehner and Jan Radoslovich are Admins.

December Holiday Event?

Jan asked if there would be interest in doing a Foxwood December holiday event? Certainly we can communicate with Foxwood HOA members and encourage them to decorate and put up lights for the holidays, being sensitive to the religious and cultural diversity of the neighborhood. Jan will send communication on Facebook page.

Other Updates

Homes for Sale or Rent

Lot# 26 – owner has moved out, property for sale

Lot# 37 – owners have moved out and have rented their home to tenants

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. This work is underway and several companies are being reviewed and considered by the Board. If the Board selects a new Property Management Company, our goal would be to make the transition effective January 1, 2023. The PPM owner, Ann Chung stated that a 30 day notice would be sufficient if another Property Management company is selected by the Board.

Board Officer Review of Delinquent Accounts

The August Financials weren't available at this meeting, so no review was conducted. Ted will review with Ann PPM once the August Financials are provided and the appropriate follow-up will be done.

Next Meeting Date/Time:

Tuesday, November 15th from 7:00-8:30 p.m. PST via Zoom. This meeting will be for 2023 Budget preparation and planning for the January, 2023 Annual Meeting.

Submitted By:

Jan Radoslovich, Foxwood HOA Board Secretary

ACTION ITEMS from 7/12/22 Board Meeting, status as of 8/16/22

1. Preparations for 2022 ACC Neighborhood Walkthrough on 8/6/22 and Communication to Foxwood HOA owners – Ron/Ann PPM **DONE**
2. Community Mailbox Cleaning Project – Ron **DONE**
3. Reapply yellow tape for parking issues – Ted **IN PROGRESS**
4. 12th Drive Fence Staining – Ron **REMOVE FROM LIST. BOARD VOTED NOT TO PROCEED**
5. Violation, Fine & Enforcement Policy, post to Foxwood HOA website– Jan/Hans **DONE**
6. Violation, Fine & Enforcement Policy, give final copy to Condo Law – Jan **DONE**
7. Violation, Fine & Enforcement Policy, mail to all Foxwood HOA owners – Ann PPM **DONE**
8. Collection of Information on New Foxwood HOA owners for e-mail directory – Ted/Ann **DONE**
9. Weeding of Foxwood HOA Common Area space between fences (behind Lot 12 backyard) – Ann PPM – **DONE**
10. Preparations for Summer Social Event/BBQ/Picnic on 7/23/22 – Jan and Board – **DONE**
11. Reimbursement to Jan for Expenses from 7/23/22 Social Event – Jay PPM – **DONE**
12. Develop timeline/tasks for the Property Management Company vendor selection, select 3-5 vendors for evaluation and share information with Board members – Jan/Hans **DONE**
13. Communicate key messages for Foxwood HOA members via Facebook and e-mail. – Jan **IN PROGRESS**
14. Contact Total Landscape to update maintenance contract to include weeding between 2 fences and weed suppression for this Foxwood Common Area – Ann PPM **DONE**
15. Update Total Landscape maintenance contract to remove “Tot Lot” phrase and replace with “Foxwood Community Park”. – Ann PPM – **DONE**

ACTION ITEMS from 9/13/22 Board Meeting

1. Send August Financials to Board – Ann PPM **DONE**
2. Create and submit DRAFT 2023 budget to Ted by 11/1/22 – Ann/Jay PPM
3. E-mail updated Foxwood HOA member directory to Board – Ted **DONE**
4. Regarding following up on ACC walkthrough violations, visit the properties with violations noted, by November 1st to assure that violations have been addressed. Communicate findings to PPM for follow-up action. - Ron
5. Communicate to Lot#12 owner, Rickey Watson that the weeding behind his fence has been added to the contract and Board will be incorporating contract into the 2023 budget – Ann PPM
6. Recruit potential Foxwood Board Members for 2023 calendar year - Jan
7. E-mail Board and HOA 2022 accomplishments to Ted by 11/15/22 – All Board members
8. Ask Eddie if he will make 3 more No Trespassing signs and purchase materials for signs - Jan
9. Complete review of Property Management companies, make decision and communicate decision to PPM by 11/1/22 – Board
10. Communicate to Foxwood HOA members re: December Holiday event - Jan