



## **Meeting Minutes**

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

### **November 15, 2022**

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

**Meeting was called to order at 6:00 p.m.**

**Roll Call:**

<b>2022 HOA Board Members</b>	<b>Status</b>
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	Absent
Hans Endresen, Member-at-Large	Absent
Ann Chung, Protocol Property Management (PPM)	Present
Jay Finger, PPM Bookkeeper	Present

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, as President Fedir Panesenko had to join a few minutes late. Protocol Property Management (PPM) representation was present. The primary purpose of this meeting was to review a DRAFT 2023 budget prepared by PPM with input from Ted Buehner, Treasurer.

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

Minutes from the September 13<sup>th</sup>, 2022 Board meeting were motioned, seconded and approved by the Board with no changes.

Action Items from the 9/12/22 meeting were reviewed and status updated: DONE, IN PROGRESS, NOT STARTED. See list on the last page of these minutes. Items IN PROGRESS or NOT STARTED will be added to the Action Item List for February, 2023.

### **Transition Updates: Protocol Property Management to Navigate Community Management, effective 1/1/23. (Reported to Jan Radoslovich by Emily @ Navigate on 11/14/22)**

- Portfolio Manager has not yet been assigned. Navigate is working on this.
- Foxwood HOA Board has asked for the Foxwood HOA member annual meeting to be via Zoom on Tuesday, January 10<sup>th</sup>, 2023 from 7:00-8:30 p.m. We are waiting to hear confirmation that a Navigate rep will be available for the meeting, and can provide an introduction to the Navigate and the Homeowner Online Portal.

- Navigate is setting up the Foxwood HOA bank accounts: operating and reserve at Pacific Premier Bank. There are no banking fees with this bank, and it is electronically linked to the financial reporting application used by Navigate. PPM has sent \$5,000 to Navigate in early November for setting up the operating account at the new bank. PPPM will close the financial reports for Foxwood HOA by 12/15/22, and will plan to transition all Foxwood HOA funds at that time. Arrangements for transfer will be coordinated with Ted Buehner, Treasurer.
- Navigate is doing its internal software set-up for Foxwood Meadows HOA.
- Navigate will be transferring documents from the Foxwood HOA website to document storage within Navigate server.
- Navigate has contacted the Secretary of State to report the change as Registered Agent for Foxwood Meadows HOA as of 1/1/23.
- Navigate will mail a “Welcome” packet to all Foxwood HOA members approx. 12/15/22. This will contain information about the transition and about the company.
- Foxwood HOA Board and members are welcome to send any questions/concerns to this e-mail address: [support@navigatecm.com](mailto:support@navigatecm.com), effective immediately.

### **Finance Report: October, 2022**

Operating Cash - \$7,331.88

Total Reserve Account - \$39,118.34

TOTAL ASSETS - \$46,450.22

Reserve Study: The expected reserve balance on 1/1/23 will be: \$40,023.00. A fully funded balance would be \$52,964.00 The Reserve Study recommended annual reserve contribution: \$10,492.00. The 2023 annual reserve contribution will be: \$2,527.00.

### **2023 Budget Review**

The Board reviewed the DRAFT 2023 budget prepared by PPM. After reviewing operating expenses, the Board decided on a \$20 increase in annual dues for the coming year. This is below the current inflation rate, and we would fall short of the recommended funding for our Reserve account. However, with the change in Property Management company in 2023, we may be able find additional savings in our operating budget, which can go into the Reserve account. Jay will revise the budget with numbers discussed at the Board meeting and send a revised DRAFT to the Foxwood HOA Board for final approval.

## **New Business**

### **Proposed date for 2023 Foxwood HOA Annual Meeting via Zoom**

After consulting with Foxwood HOA Board, Jan is recommending that the annual meeting be held via Zoom on Tuesday, January 10<sup>th</sup>, 2023 from 7:00-8:30 p.m. She is confirming that a Navigate rep will be at the meeting to introduce the company and the Homeowner online portal.

### **Plan for Annual Meeting mailing, including contents and mailing date**

The Bylaws of the Foxwood Meadows Owners' Association- Article 2: Owners' Meetings states, “there shall be an annual meeting of the Owners at such reasonable place, time and date as may be designated by written notice of the Board delivered to the Owners no less than fourteen (14) days

prior to the date fixed for said meeting.” Jan recommends that PPM send out this mailing between 12/10-12/15/22. Documents to be included in the mailing are: Agenda for 2023 Annual Meeting, 2022 Annual Meeting minutes, proposed 2023 budget, proxy form. Jan will e-mail these documents for the mailing to PPM. Jan will be in contact with Navigate to set up the Zoom meeting and send out the link to Foxwood HOA members.

### **Board and ACC members for 2023 Calendar Year**

One of the agenda items at the Annual Meeting is for the HOA members to vote for the 2023 Board and ACC members. Jan would like to have a slate of candidates ready by 1/4/23. Jan will e-mail current Foxwood HOA Board and ACC members to determine their interest in continuing in their positions in 2023. 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, then approach individual HOA members who have expressed an interest in being on the Board.

### **Accomplishments for 2022 – for the 2023 Annual Meeting**

The Board and HOA have accomplished many things this calendar year. Ted is compiling a list of 2022 accomplishments to present at the 2023 Annual Meeting. Ted previously requested that all Board members send him their lists of Board and HOA accomplishments by 11/15/22. Ted will send out the DRAFT list he has compiled to the Foxwood HOA Board members after this meeting.

## **ACC**

### **ACC requests approved since 9/13/22**

Ron reports that the ACC has not received any new requests.

### **Follow-up on ACC Walkthroughs**

Ron reports that he has followed up on the Foxwood HOA owners who received letters from the summer ACC walkthrough, with items that needed to be done for their house/property. He reports that a significant amount of work has been done in response to the letters sent and there are no outstanding delinquencies at this time.

## **Other Updates**

### **Homes for Sale or Rent**

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

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

Jay Finger, PPM reviewed the few delinquent accounts with the Board and shared the outreach that has already been done to get these accounts current. PPM and Foxwood HOA Board will make an extra effort to get these accounts current by 12/15/22, when PPM closes its financial records/reports for 2022 and prepares to send them to Navigate.

**Next Board Meeting Date/Time:**

February, 2023 (Date and Time TBD). Navigate can attend if meeting is on Zoom and held on Monday-Thursday between 8:00 a.m. and 5:00 p.m.

Submitted By:

Jan Radoslovich, Foxwood HOA Board Secretary

**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 1<sup>st</sup> to assure that violations have been addressed. Communicate findings to PPM for follow-up action. - Ron **DONE**
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 **- DONE**
6. Recruit potential Foxwood Board Members for 2023 calendar year – Jan **IN PROGRESS**
7. E-mail Board and HOA 2022 accomplishments to Ted by 11/15/22 – All Board members - **DONE**
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 - **DONE**
10. Communicate to Foxwood HOA members re: December Holiday event – Jan **IN PROGRESS**
11. Reapply yellow tape for parking issues – Ted **DONE**

**ACTION ITEMS from 11/15/22 Board Meeting**

1. Incorporate changes to budget from 11/15 meeting and send revised DRAFT to Board for final approval – Jay PPM – **DONE**
2. Confirm that Navigate rep will be available via Zoom for Foxwood HOA member annual meeting on 1/10/23 from 7:00-8:30 p.m. – Jan **DONE**
3. Follow-up with Navigate transition tasks: bank account set-up/transfers, transfer of documents from Foxwood HOA website to Navigate, etc. Board members assigned – **IN PROGRESS**
4. Send PPM materials needed for Annual Meeting mailing by 12/1/22 - Jan **IN PROGRESS.**
5. Mailing to Foxwood HOA owners re: Annual Meeting documents by 12/15/22- PPM **NOT STARTED**
6. Send DRAFT of 2022 Accomplishments to Foxwood HOA Board members – Ted **IN PROGRESS**
7. Recruit Board/ACC candidates for 2023 slate and finalize by 1/4/23. – Jan **IN PROGRESS**