

**Fairwood Greens Homeowners Association
 Monthly Board Meeting of Trustees
 October 24, 2017**

President Bonnie Lyon called the monthly meeting of the Board of Trustees to order at 7:00 p.m. at the Fairwood Golf and Country Club.

A quorum was present. Trustees in attendance were Jack Bramson, Jim Canterbury, David Dennis, Diana Garcia, Cathryn Hummel, Andrew Jones, Lisa Lord, and Bonnie Lyon. Michelle Carlson was absent. One homeowner attended the meeting.

Government/Guests Reports to the Board

King County Sheriff's Department: Sergeant Thomas Collins

A marijuana grow operation involving six houses, one on our neighborhood, was shut down.

It is illegal to ride dirt bikes on the street without license plates.

Renton Regional Fire Authority: Battalion Chief Craig Soucy

Install smoke alarms inside and outside of each bedroom and on every level of the home. Test them every month and replace them every ten years.

Significant incidents in the greater area include 8 fire calls (4 residences, 3 vehicles and 1 cooking fire), 5 medical calls (2 shootings and 3 vehicle accidents), and 1 hazmat call (gas leak at Liberty High School).

Securitas Security Services: Officer Ken Talkington

| | 9/1/17 - 10/18/17 | 09/1/16 - 10/19/16 |
|--------------------------|-------------------------|--------------------------|
| Abandon Vehicles | 18 | 6 |
| Alarm Calls Home/Vehicle | 6 | 3 |
| Barking Dog | | 1 |
| Burglary | | 1 |
| Emergency Response | 3 | 2 |
| Hit & Run | 2 | |
| Information | | 2 |
| Loose Dog | | 1 |
| Noise Complaints | 1 | 1 |
| Open Garages | 83 | 48 |
| Police Activities | 4 | 4 |
| Property Vandalism | 4 | 2 |
| Solicitors | | 1 |
| Stolen Property/Mail | 3 | |

| | | |
|-------------------------------|----|----|
| Stolen Property/Mail Recovery | 1 | 1 |
| Stolen Vehicle | | 1 |
| Street Lights | 2 | 6 |
| Theft | 4 | 4 |
| Trespassing | 8 | 4 |
| Vacation Checks | 84 | 77 |
| Vehicle Vandalism - Driveway | 6 | 2 |
| Vehicle Vandalism - Street | 1 | 1 |

Official Business

Approval of the Minutes: Jim Canterbury

MOTION: Board moves to approve the August Minutes as submitted. **Second:** Yes.

Discussion: None. **Vote:** 8-Yes, 0-No. **MOTION CARRIED.**

Review of Annual Calendar: Jim Canterbury

Up to date.

Greeter's Report: Lenore Lee

Twenty residents were greeted, fifteen homeowners and five renters.

Homeowners Comments

No comments.

Committee Reports

Executive Committee: Bonnie Lyon

Motion: The Board moves to elect the Board Officers and Executive Committee for the year 2017 - 2018.

| | |
|-------------------|----------------|
| President – Chair | Bonnie Lyon |
| Vice President | David Dennis |
| Secretary | Jim Canterbury |
| Treasurer | Lisa Lord |

Second: Yes. **Discussion:** None. **Vote:** 8-Yes, 0-No. **MOTION CARRIED.**

Golden Gavel Award:

Thank you to Jim Canterbury for serving the HOA as president of the association's board for TEN years. It is inarguably clear that in the fifty years of the association, there has not been another who has put in as much time and energy to ensure that the mission of the board is fulfilled. Jim has encouraged board members to dutifully serve in their volunteer roles. He has invested countless hours to ensure that committees function properly, that homeowners concerns are met, and has gone above and beyond to add value to our neighborhood.

Under his watch, the HOA has benefited with: concerts in the park; LAST SPLASH, the HOA annual picnic; annual FGHA sponsored garage sales; safety upgrades to both Toddler and Allen Park, with additional and replacement play equipment; improvement to retaining wall at Div. 23; upgrades to light poles (at no cost to the HOA); added professional support to enforce property maintenance; improved communications between HOA and governing agencies; improved legal services; and improved security with additional King County Sherriff patrols.

Jim has provided strong leadership and encouragement to board trustees and committee chairs. He has kept a watchful eye on budgets while still finding ways to enhance our community. He has significantly contributed to improve the association's R&Rs. Jim's advocacy for FGHA is felt throughout the county; his advice is much desired by boards throughout Washington State who wish to model their HOAs after FGHA.

Meanwhile, Jim will carry on as Secretary to the Board. His presence will maintain continuity of FGHA goals and ensure a smooth transition.
Thank you, Jim!

ACTIVITIES OF THE EXECUTIVE COMMITTEE:

Committees have reformed and are already undertaking their assigned tasks. New Chairs are in place for Property Maintenance and Architectural Control Committees.

Thank you to those volunteers who install and remove our flags, donating time and materials to see that it's done safely.

NOTES FOR HOMEOWNERS:

With winter coming, please ensure that light emitting from street lights is not impeded by trees/brush. Sidewalks must remain clearly visible for pedestrian use. Trim any over-growing brush away from sidewalks, and do not park on sidewalks.

Ensure that house numbers are readable from the street for emergency personnel day or night.

October is Great Washington Shake Out month. Each homeowner/resident should make efforts now for earthquake/emergency preparedness. Guidance is available at these websites: <https://www.shakeout.org/washington/> or <http://www.kingcounty.gov/depts/emergency-management/preparedness.aspx>

Common Property Committee: David Dennis
Had the porta potty removed from Allen Park.

Records, Correspondence and Web Committee: Judy Seidel
Reviewed the cost and benefits of providing a debit/credit card payment service on the website. Due to the limited interest and substantial expense, an online payment service will not be provided.

Finance Committee: Lisa Lord

Income and Expense Report

| | | |
|--|---------------|---------------|
| | August | Budget |
|--|---------------|---------------|

| | | |
|------------------------|-------------------|-------------------|
| Revenues | | |
| Assessment Income | \$ 37,475 | \$ 37,475 |
| Other Income | \$ 3,875 | \$ 2,908 |
| Total Income | \$ 41,350 | \$ 40,383 |
| Expenses | | |
| Administration | \$ 37,990 | \$ 40,023 |
| Bad Debt Expense | \$ 2,000 | \$ 2,000 |
| Office | \$ 1,697 | \$ 1,911 |
| Professional Fees | \$ 2,707 | \$ 1,860 |
| Total Expenses | \$ 44,394 | \$ 45,794 |
| Net Income/Loss | \$ (3,044) | \$ (5,411) |

**Year to Date Income and Expense Report
(Since September 1, 2016)**

| | YTD | Budget |
|------------------------|--------------------|------------------|
| Revenues | | |
| Assessment Income | \$449,700 | \$449,700 |
| Other Income | \$ 56,293 | \$ 34,890 |
| Total Income | \$505,993 | \$484,590 |
| Expenses | | |
| Administration | \$ 473,970 | \$412,176 |
| Bad Debt Expense | \$ 24,000 | \$ 24,000 |
| Office | \$ 19,589 | \$ 22,532 |
| Professional Fees | \$ 22,531 | \$ 25,850 |
| Total Expenses | \$ 540,090 | \$484,558 |
| Net Income/Loss | \$ (34,097) | \$ 32 |

Balance Sheet as of August 31, 2017

| | |
|--|-------------|
| Current Assets | \$795,422 |
| Allowance for Doubtful Accounts | \$ (81,923) |
| Current Liabilities | \$176,718 |
| Income | \$ (34,097) |
| Equity | \$570,878 |

Delinquent letters were sent to 197 homeowners.

Income and Expense Report

| | September | Budget |
|------------------------|-------------------|-------------------|
| Revenues | | |
| Assessment Income | \$ 37,475 | \$ 37,475 |
| Other Income | \$ 4,698 | \$ 3,745 |
| Total Income | \$ 42,173 | \$ 41,220 |
| Expenses | | |
| Administration | \$ 37,012 | \$ 44,212 |
| Bad Debt Expense | \$ 2,000 | \$ 2,000 |
| Office | \$ 2,079 | \$ 1,936 |
| Professional Fees | \$ 2,195 | \$ 1,624 |
| Total Expenses | \$ 43,286 | \$ 49,772 |
| Net Income/Loss | \$ (1,113) | \$ (8,552) |

Balance Sheet as of September 30, 2017

| | |
|--|-------------|
| Current Assets | \$753,216 |
| Allowance for Doubtful Accounts | \$ (83,923) |
| Current Liabilities | \$133,626 |
| Income | \$ (1,113) |
| Equity | \$536,780 |

Second delinquent letters were sent to 40 homeowners.

Special Projects Committee: Bonnie Lyon/Cathryn Hummel

Save the Dates – upcoming 2018!!

- Garage sale will be the weekend of July 13, 14, 15.
- Concerts in the park are August 5, 12, 19, and 26.
- LAST SPLASH, our ever-popular community day, is September 9.

Property Maintenance Committee: Andrew Jones

Property Management Report dated October 19, 2017

| Notice Date | Regulations Violated | Actions | 1st | 2nd | 3rd | 4 th or Greater | Total Count | Inspect Dt |
|-------------|----------------------|-------------|-----|-----|-----|----------------------------|-------------|-------------|
| 10/2/17 | Aesthetics | Notices | 32 | 11 | | 1 (Fine = \$10.00 per day) | 44 | 9/25&26/17 |
| | Aesthetics | Inspections | | | | | 47 | 10/10&14/17 |

Architectural Control Committee: Jim Roberts/Diana Garcia (advisory to the committee)

From September 26 – October 23, we received 14 ACC requests (some for multiple items):

- 6 roofing requests
- 1 gutter replacement
- 1 skylight replacement
- 2 fencing requests
- 2 paint requests (1 exterior and 1 front door)
- 1 waste container screening
- 1 solar panel request (reviewed with the ACC committee for placement variance)
- 1 A/C compressor installation request
- 1 trim and deck board replacement

Legal Committee: Jim Canterbury

- Review & discuss Property Maintenance Lawsuit to correct PM issues.
- Discuss garnishment against homeowner for not paying annual dues. House now up for sale.
- Discuss filing liens.
- Discussion on R&R fine amounts.

Security Committee: Jack Bramson

The King County Sheriff's Office dedicated Fairwood Greens patrols, two of which were performed between the hours of 2200 and 0600. These patrols which are primarily focused on high visibility neighborhood patrol also resulted in the following actions:

- 4 Traffic warnings
- 2 Notice Of Infraction (Citation) issued for traffic infractions
- 1 Residential alarm response
- 1 Suspicious person investigation

Securitas Security report for this period showed an increase in abandoned vehicles, vandalism/vehicles in driveway, and mail theft.

We again strongly urge all Fairwood Greens residents to report all crimes to the King County Sheriff's Office so that the crime statistics upon which they base personnel deployment decisions will be properly recognized.

Also, the King County Sheriff's Office has notified us that the 'off duty hourly vehicle rate' will now be \$9.95 per hour instead of the previous rate of \$8.00 per hour. This increase based on standard scheduling would result in an \$1,123 increase to Fairwood Greens HOA over a 12-month period.

External Affairs: Bonnie Lyon/Cathryn Hummel

Received notice from King County regarding the road signage at Fairwood Elementary: The King County School Safety Engineer has investigated this location and the signs will be replaced. The flashing beacons have been programed to align with the new school hours. Barring any unforeseen circumstances, we anticipate that the signs will be replaced by the middle of November.

Alerted by King County Roads Division that SE 176 ST will be restriped; there will be no parking on north side of street. Work to be completed in the next couple of weeks.

Let's get planting: 1 Million Trees kicks off with 2017 planting season

King County and partners will plant 1 million trees by the end of 2020 across King County in both urban and rural areas. Trees store carbon and contribute to clean air and water, healthy habitat for salmon and other wildlife, and more livable communities. Every fall, hundreds of volunteers join with King County Parks and plant trees to help increase our tree canopy throughout the County. These events are open to the public and our 2017 weekend planting activities are already on the books - including many of them in unincorporated King County.

Every Saturday from 10 a.m. to 2 p.m. events are held for individuals and groups to plant trees that the County provides with the guidance of our volunteer coordinators. We provide shovels, gloves and instruction, all you have to do is wear warm clothes you don't mind getting dirty and bring raingear just in case. Closed-toed sturdy shoes are best.

Don't have big backyard or a free weekend coming up? That's okay, you can still be involved in the 1 million trees campaign by donating to the King County Parks Foundation. It's quick, easy and doesn't require gloves or shovels.

FROM KING COUNTY WEBSITE:

<http://www.kingcounty.gov/services/environment/stewardship/one-million-trees.aspx>

Active Work

Action Items: Bonnie Lyon

MOTION: The Board moves to the finalization and approve the new Property Maintenance Inspector ATC (Around The Clock Inc.) for the new monthly rate of \$1,995 for the budget year of 2017 – 2018. **Second:** Yes. **Discussion:** None. **Vote:** 8-Yes, 0-No. **MOTION CARRIED.**

ACTIVE WORK:

- Outstanding for Property Maintenance:
 - Completing contract for ATC.
 - Waste container R&R, subject of 11 of 31 contacts to FGHA (1 of these contacts was a thank you).
- Outstanding for Architectural Control: transition of Chair (thank you to Diana Garcia for continuing to serve as advisor): Variance for solar panel installation (outside guidance of R&R) to be considered.
- Outstanding for Common Properties:
 - Create schedule for planting round updates.
 - Ordering new sign for "SE 171st Place" to be installed below current "DIV 23" sign at entrance to division on SW corner.
- Outstanding other:
 - Completing CSA grant application, due November 17.
 - Convening a special committee to discuss HOA's communication policy.
 - Sending agenda with monthly board meeting announcement (minus action items).
 - Allowing electronic payments to HOA for dues, assessments, and fines.

Action Item: Andrew Jones

MOTION: The Board moves that the owners of the property at Code# 01607 be assessed a fine of \$10.00 per day for Aesthetics in regard to Yard Maintenance starting October 17, 2017 as allowed by the Association R&R's on Aesthetics if they have not complied with the Association's request to remove tall grass and weeds along driveway, sidewalk curbs and front yard by 10/16/2017. **Second:** Yes. **Discussion:** None. **Vote:** 8-Yes, 0-No. **MOTION CARRIED.**

Action Items: Lisa Lord

MOTION: The Board moves that costs exceeding \$1,000 receive Board approval. **Second:** Yes. **Discussion:** None. **Vote:** 8-Yes, 0-No. **MOTION CARRIED.**

MOTION: The Board moves that three bids are required for expenses that exceed \$5,000. **Second:** Yes. **Discussion:** None. **Vote:** 8-Yes, 0-No. **MOTION CARRIED.**

Adjournment: Bonnie Lyon

Motion: Board moves to adjourn the meeting. **Second:** Yes. **Discussion:** None. **Vote:** 8-Yes, 0-No. **MOTION CARRIED.**

Closing

The meeting adjourned at 8:00 p.m. The next meeting of the HOA will be held on **Tuesday, November 28, 2017** and will begin at **7:00 p.m.** at the Fairwood Golf and Country Club. Any homeowner wishing to enjoy dinner in the Club prior to the meeting can be served from 5:30-6:45 p.m. in the dining room. Please respect the Club's dress code of wearing shirts with collars.

Respectfully submitted,

Jim Canterbury
Secretary