

**Fairwood Greens Homeowners Association
Monthly Board Meeting of Trustees
January 22, 2019**

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, Michelle Carlson, David Dennis, Cathryn Hummel, Jim Roberts, and Bonnie Lyon. Andrew Jones and Lisa Lord were absent. Six homeowners attended the meeting.

Government/Guests Reports to the Board

King County Sheriff's Office: Thomas Collins, Samuel Shirley

There was a stolen vehicle and a recovered vehicle this month. Property crimes are down for December. If you see panhandling in the Safeway parking lot or the other retail stores, call 911 and say this is not an emergency. You may call the nonemergency number of 206-296-3311.

Securitas Security Services: Officer Ken Talkington

	11/21/17 - 1/16/18	11/22/18 - 1/17/19	09/01/17 - 1/16/18	09/01/18 - 1/17/19
Abandon Vehicles	11	38	53	63
Alarm Calls Home/Vehicle	4	6	8	23
Arrest			2	
Barking Dog		1		1
Burglary	1		1	1
Emergency Response	8	8	20	13
Hit & Run		3	3	6
Information			2	
Loose Dog			1	
Noise Complaints		3	3	4
Open Garages	71	79	152	193
Police Activities	5	4	14	12
Property Vandalism		1	2	5
Solicitors	2	2	4	2
Stolen Property/Mail	1	2	1	6
Stolen Property/Mail Recovery		1	2	3
Stolen Vehicle			1	
Stolen Vehicle Recovery		2		2
Street Lights	15	8	27	18
Street Signs	1		1	1

Theft		2	2	6
Trespassing	1	5	6	16
Vacation Checks	82	94	208	233
Vehicle Accidents			2	
Vehicle Vandalism - Driveway		1	4	9
Vehicle Vandalism - Street	2		3	1

Official Business

Approval of the Minutes: Jim Canterbury

MOTION: Board moves to approve the November Minutes as written. **Second:** Yes. **Discussion:** None. **Vote:** 7-Yes, 0-No. **MOTION CARRIED.**

Review of Annual Calendar: Jim Canterbury
Up to date.

Greeter’s Report: Lenore Lee
Nine homeowners and six renters were greeted.

Homeowners Comments

Homeowners said they were at the meeting to listen and to support the Board. They appreciate the work.

A homeowner asked if we still have a service that checks for violations.

Committee Reports

Executive Committee: Bonnie Lyon

1. Remember to keep sidewalks available to pedestrians and trim back trees and brush. No parking on sidewalks is allowed.
2. Be responsible pet owners and clean up! Parks are NOT for off-leash activities. Do not leave your pet waste behind; owning an animal makes you responsible for their good care and clean up.
3. Toddler and Allen Parks are undergoing updates. Play chips were placed at each recently. A trench was dug at Allen Park with the goal of eliminating soggy spots along upper sidewalk area.
4. GFI outlets need to be replaced at front monument to enable display of annual holiday lighting.

Common Property Committee: Michelle Carlson

- 1-Tree has been removed from common area.
- 2- Working with King Co on mitigation on Toddler Park.
- 3- Electrician will fix GFI outlet at front entry in time for next year's holiday lighting and will

- repair wiring at Allen Park.
- 4- Play chips were installed at both Allen and Toddler Parks.
- 5- Trench dug to encourage drainage at Allen Park along walkway.
- 6- Basketball hoops at Allen Park are being repaired by homeowner volunteer.

Records, Correspondence, and Web Committee: Judy Seidel
 Audit report was completed and will be detailed on website.

Finance Committee: David Dennis

Income and Expense Report

	November	Budget
Revenues		
Assessment Income	\$ 37,475	\$ 37,475
Other Income	\$ 2,201	\$ 4,337
Total Income	\$ 39,676	\$ 41,812
Expenses		
Administration	\$ 42,038	\$ 36,114
Bad Debt Expense	\$ 2,000	\$ 2,000
Office	\$ 2,244	\$ 1,466
Professional Fees	\$ 1,279	\$ 2,229
Total Expenses	\$ 47,561	\$ 41,809
Net Income/Loss	\$ (7,885)	\$ 3

Year to Date Income and Expense Report
 (Since September 1, 2018)

	YTD	Budget
Revenues		
Assessment Income	\$112,425	\$112,425
Other Income	\$ 15,198	\$ 13,011
Total Income	\$127,623	\$125,436
Expenses		
Administration	\$ 147,255	\$108,342
Bad Debt Expense	\$ 6,000	\$ 6,000
Office	\$ 6,026	\$ 4,398
Professional Fees	\$ 3,436	\$ 6,687
Total Expenses	\$ 162,717	\$125,427
Net Income/Loss	\$ (35,094)	\$ 9

Balance Sheet as of November 30, 2018

Current Assets	\$ 683,820
Allowance for Doubtful Accounts	\$(108,675)
Current Liabilities	\$ 63,663
Income	\$ (35,094)
Equity	\$ 546,576

Income and Expense Report

	December	Budget
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Revenues		
Assessment Income	\$ 37,475	\$ 37,475
Other Income	\$ 7,057	\$ 4,337
Total Income	\$ 44,532	\$ 41,812
Expenses		
Administration	\$ 31,669	\$ 36,114
Bad Debt Expense	\$ 2,000	\$ 2,000
Office	\$ 511	\$ 1,466
Professional Fees	\$ 2,794	\$ 2,229
Total Expenses	\$ 36,974	\$ 41,809
Net Income/Loss	\$ 7,558	\$ 3

Year to Date Income and Expense Report
(Since September 1, 2018)

	YTD	Budget
Revenues		
Assessment Income	\$149,900	\$149,900
Other Income	\$ 22,255	\$ 17,348
Total Income	\$172,155	\$167,248
Expenses		
Administration	\$ 178,926	\$144,456
Bad Debt Expense	\$ 8,000	\$ 8,000
Office	\$ 6,537	\$ 5,864
Professional Fees	\$ 6,229	\$ 8,916
Total Expenses	\$ 199,692	\$167,236
Net Income/Loss	\$ (27,537)	\$ 12

Balance Sheet as of December 31, 2018

Current Assets	\$ 657,375
Allowance for Doubtful Accounts	\$(110,675)
Current Liabilities	\$ 27,661
Income	\$ (27,537)
Equity	\$ 546,576

Special Projects Committee: Bonnie Lyon/Cathryn Hummel

Jul 12-13-14 FGHA Garage Sale

Aug 4, 11, 18, 25 Concerts in the Park, 5PM each Sunday night in August

Sep 8 LAST SPLASH

Property Maintenance Committee: Andrew Jones

Property Management Report dated January 4, 2019 for December 2018

Inspection Date	Notice Date	Reversal Date	Regulations Violated	Actions	# of Inspections	1st Notice	2nd Notice	3rd or Greater Notice	Total Notice Count
11/28/18, 12/14/18			WC, weeds, grass, paint, grass in cracks of driveway & sidewalk, roof need cleaning, garage door, house painting etc.	Inspections	90				90
12/03/18,	11/20/18,		mow Lawn, weeds in flowerbed, grass in cracks of driveway, WC, grass in grave, bushes need trimming, moss in driveway	Notices		43	13	5	61
12/3/18	11/16/18		Car Tabs, POD	Inspection		1	2		3
			Vehicle parked in driveway					0	

Property Management Report dated January 21, 2019 for January 2019

Inspection Date	Notice Date	Reversal Date	Regulations Violated	Actions	# of Inspections	1st Notice	2nd Notice	3rd or Greater Notice	Total Notice Count
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12/14/18, 01/08/19,			WC, weeds, grass, paint, grass in cracks of driveway & sidewalk, roof need cleaning, garage door, house painting etc.	Inspections	61					61
12/14/18, 01/08/19	12/21/18, 01/11/19,		mow Lawn, weeds in flowerbed, grass in cracks of driveway, WC, grass in grave, bushes need trimming, moss in driveway	Notices		41	15	6		62
01/14/19			Car Tabs.	Inspection		9	1			2
			POD	In violation for 90 + days						1
01/14/19			Trailer 2 +			1				
01/14/19			Car Cover 2 + Weeks			1				

Property Management:

The owners of the property at code# 18604 will be assessed a fine of \$10.00 per day starting January 17, 2019 for Aesthetics in regards to weeds in cracks of driveway and sidewalk and two trash containers on the left side of the house.

The owners of the property at code# 122442 will be assessed a fine of \$10.00 per day starting January 17, 2019 for Aesthetics in regards to waste containers stored on right side of house.

The owners of the property at code# 015129 will be assessed a fine of \$10.00 per day starting January 17, 2019 for Aesthetics in regards to weeds in sidewalk and driveway.

The owners of the property at code# 16444 will be assessed a fine of \$10.00 per day for Aesthetics in regards to roof cleaning starting 1/31/2019 as allowed by the Association's Aesthetics R&R.

The owners of the property at code# 161355 will be assessed a fine of \$10.00 per day for Aesthetics in regards to weeds in driveway and sidewalk starting 1/31/2019 as allowed by the Association's Aesthetics R&R.

The owners of the property at code#11483 will be assessed a fine of \$10.00 per day for Aesthetics in regards to the waste container on the right side of the garage need to be removed starting 1/31/2019 as allowed by the Association's Aesthetics R&R.

The owners of the property at code# 11911 will be assessed a fine of \$10.00 per day starting January 29, 2019 for tabs expired since June 2018 as allowed by the R&R.

The owners of the property at code# 01517 will be assessed a fine of \$10.00 per day starting January 29, 2019 for a POD stored in driveway for 90+ days as allowed by the R&R.

Architectural Control Committee: Jim Roberts
5 approved projects

Legal Committee: Jim Canterbury

1. Discussed deceased HO property going to Sheriff Sale and evicting son.
Sale date of October 26th, 2018 was cancelled again.
If Owner cannot sell by December 7, 2018 supposed to go back on Sheriff Sale.
Mortgage Service Company is paying dues. Copy of violation letters also being sent to Mortgage Service Company. On December 14th the Court was requested for a new Sheriff Sale date.
2. Discussed several payment and collection plans.
3. Fiduciary training held on Thursday December 6th, 2018 was interesting and enjoyed by all Trustees. Thank you.

Security Committee: Jack Bramson

The King County Sheriff patrols, in addition to high visibility and traffic emphasis resulted in the following stats:

- 14 Moving Traffic Violation Warnings
- 2 Moving Traffic Violation Citations (NOI) for Speeding
- 2 Parking Violations
- 10 Patrol Assists
- 73 Citizen Contacts
- 1 On View Residential Burglary Arrest
- 7 Night Patrols (after 10:00 p.m.)

The Securitas period reports showed no increase/decrease in any reporting category. Securitas did respond to several alarms as well as a trespassing reported by a homeowner. Additionally, they contacted several solicitors and advised them of FGHOA regulations.

In addition to the above, KCSO did respond to a residential burglary report.

Ken Jennigan, of Securitas, will now take over operational management of the FGHOA account, replacing Kevin Morris in this responsibility.

External Affairs: Cathryn Hummel

Effective January 1, 2019 a new King County Department was formed to serve the unincorporated areas of King County, including Fairwood Greens. This department is called King County Local Services and will deal with permitting, code enforcement, road services, animal control, parks, sheriff services, among other community items. More information can be found at:

<https://www.kingcounty.gov/depts/local-services.aspx>

A new year can bring about new goals, which may include cleaning and organizing your home. When cleaning out your medicine cabinet, it is important to properly dispose of old or unused medications by taking them to a drop-box located throughout King County. Mail-back envelopes are also available for residents that are home bound or have limited mobility. There is no cost to residents to use this service. To find out more information or your nearest drop-off location go to:

<https://kingcountysecuremedicinereturn.org/>. Electronic items you no longer want around your home, working or not, can also be recycled for free at 1 Green Planet conveniently located near The Landing in Renton. Learn more about what they accept at: <http://www.1greenplanet.com/recycle.html>

Tax season is also upon us. The United Way has teamed up with our local Fairwood Library to offer free tax help from IRS-certified volunteers starting now through April. No appointment is needed, just check the Fairwood Library Event page for days and times they will be there and what you will need to bring along. More information can be found at the United Way website: <https://www.uwkc.org/need-help/tax-help/> or the Fairwood Library Event Page: [https://kcls.bibliocommons.com/events/search/fq=branch_location_id:\(1508\)/event/5c06ffec25e1613500a5571a](https://kcls.bibliocommons.com/events/search/fq=branch_location_id:(1508)/event/5c06ffec25e1613500a5571a)

Active Work

Discussion: Jim Canterbury

MOTION: Board moves to approve Fair Housing and Harassment Policy. **Second:** Yes. **Discussion:** None. **Vote:** 7-Yes, 0-No. **MOTION CARRIED.**

MOTION: Board moves to approve policy of Code of Conduct for Board Members and Officers. **Second:** Yes. **Discussion:** None. **Vote:** 7-Yes, 0-No. **MOTION CARRIED.**

Adjournment: Bonnie Lyon

Motion: Board moved to adjourn the meeting. **Second:** Yes. **Discussion:** None. **Vote:** 6-Yes, 0-No. **MOTION CARRIED.**

Discussion: Bonnie Lyon

A grant option to improve common areas was discussed. Suggestions for improvement are welcome.

Closing

The meeting adjourned at 7:45 p.m. The next meeting of the HOA will be held on **Tuesday, February 27, 2019** and will begin at **7:00 p.m.** at the Fairwood Golf and Country Club. A Meet and Greet will begin at 6:30 p.m. with beverages and cookies. 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