

# MEADOWS-FERNDALE HOA BOARD MEETING

## MINUTES OF MEETING

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DATE: Monday, 27 June 2022  
TIME: 6:45 pm  
VENUE: Zoom™ Video Teleconference  
a. URL to Join: [Click Here](#).  
b. Meeting ID: 562 422 7350  
c. Passcode: 0R9JhC

1. Welcome, Introductions, and Call to Order (Roll Call)
  - a. Board Members: Kathy Young, Chris Chappell, and Chuck Millard
  - b. Homeowner Guests: Ann Lesan, Dan Lesan, Rick Horsman, David Hall, Katherine Morgan Kay and Calvin McCall, Kathy and Dan O'Steen
  - c. Windermere representative: Virginia Nordin
2. Approval/Modification of Current Agenda
  - a. Chuck Millard requested the addition of "Pest Control" to New Business (Section 6)
  - b. Agenda approved with no other changes
3. Approval/Correction of Previous Meeting Minutes
  - a. Approved without modification
4. Reports (Board and Committee Members)
  - a. Treasurer (KY). Windermere and the Board continue to monitor the finances and be mindful and careful with our all expenditures. The net variance has improved slightly since last month and appears to be on a path to recovery (either zero or positive net variance).
  - b. Architectural Review Committee (RH).
    - i. Rick Horsman is acting chair while Dan O'Steen is unavailable. The ARC seeks to remind, refresh, and communicate to both our existing and new neighbors about the process to make changes to their home or yard. City of Ferndale policies can impact what may or may not be allowed. Rick reports that all lots have now been sold and two duplex townhouses are construction. The last build will be another duplex townhouse, but no plans have been submitted at this time.
    - ii. Most ARC submissions are easily and quickly approved (e.g., paint colors, fences, solar panels, sheds). The ARC cannot approve a project that needs permission from the city (e.g., driveways, sidewalks, and curbs on city streets). Verbal or informal applications cannot be accepted. Please send any ARC application to our Meadows email address (meadowsferndalehoa@gmail.com).
5. Old Business (Information updates – Board motions not required)
  - a. Mailbox lighting (CC). The Board initially considered solar-powered lights, but there was concern about limited amount of daylight etc. making it not efficient/worth the cost. We researched tapping into the existing PSE power grid and found it would be very expensive (about \$35K more) and unlikely to be approved by PSE. Electrical engineers felt solar was the best option after all. A light and motion activated solar panel would not turn on in daylight and would be activated by movement in the dark. The units should be relatively quick to receive once ordered, but we still need to find qualified installers. Target date would be end of October.

- b. Footbridge handrails (KY). Chris had someone come out for a bid and initially it looked promising, but then no more communication. We called Raven Contractors and they came out and measured, inspected etc. They feel it is a job they could do. They will provide a detailed bid, indicating the cost per bridge (we have three). David Hall brought up a good point that most estimates provided by contractors are usually good for only 30 days, so we should anticipate higher cost if we do take care of the rails in phases. The expired estimates can be used for budgetary estimates.
- c. Neighborhood Beaver (CC). The beaver is still enjoying his quiet pond (in the southwest corner of the property), but not doing any more noticeable damage. We will continue to monitor the situation.

## 6. New Business (New or revised – Board motions required)

- a. Thornton Common Area Landscaping (CM).
  - i. The Board met with ATSI and inspected the Thornton frontage and identified trees, shrubs etc. that did not make it through the winter. After seeing the scope of the project, the Board decided we needed to break the project into phases, the first being the removal of the dead plants, unneeded stakes, and weeds. When Phase I is complete, we will re-inspect the area and decide what additional work was needed to bring the frontage to acceptable condition. Phase II will build on that re-inspection and move ahead with any additional work, including potential replacement of the items that were removed, and possibly adding bark/mulch etc.
  - ii. Ann Lesan asked if the irrigation system had been inspected and if ATSI is qualified to operate/maintain the system. Chuck and Chris acknowledged the concern as an issue to be checked.
  - iii. Ann Lesan also pointed out that just because a sprinkler system is in place, it does not guarantee that the plants are getting what they need to thrive (watering schedules, quantity, etc.). Chuck said ATSI is awaiting our go-ahead for this project and we will remind ATSI to check the system to ensure that it is functioning properly – a task for which the Board believes ATSI is qualified.
  - iv. A motion to approve moving forward with Phase I of the Thornton Landscaping project passed (3-0).
- b. Planting Strips (CM).
  - i. The City of Ferndale advised us that the likely cause for the failure for our planting strips is the poor soil under the strips, which is probably just fill dirt – not good topsoil. It might also contain construction debris, which is also not unusual. This caused the Board to step back and reconsider our planting strip refurbishment strategy. Our current strategy is (or was) a 100% replacement of the grass of the type recommended in the Landscape Committee report. However, after incorporating the COF advice, the Board determined that the cost would be prohibitive for digging out the planting strips, adding enough new soil (12-18 inches) to support healthy sod, and then adding the recommended sod. This would add at least \$35K to the project cost. Board then started to discuss a new plan: the possibility of framing the trees with pavers and then doing an aggressive effort to weed, feed, seed, and water the existing grass in areas without the pavers. Chuck moved to do a few planting strips as test areas and see how it looks/grows and give us a better estimate of the cost.
  - ii. Following the seconded motion, discussion included David Hall asking how the grass would be watered and what led the Board to consider pavers. Chuck replied that planting strip watering is in the current ATSI contract, but he would have a detailed discussion about how they would accomplish that task. He also indicated that the pavers will be decorative and will allow water to drain through. Another point was that weed whackers can damage the trees, and so the border of pavers could keep the weed whackers a bit further from the tree. David pointed out that weeds can and will come through the pavers.

- iii. Ann asked what happened to the bid from ATSI. Chuck said they looked at several bids and selected ATSI as the most responsive and detailed (and also the least expensive).
- iv. The motion to approve moving forward with a test area for the revised approach was approved (3-0).
- c. Pest Control (CM).
  - i. Chuck noted that we do have a pest control problem but pest control is not a part of our current contract with ATSI. We are, therefore, seeking a qualified pest control agent who is licensed and follows environmental standards. Aphids are on many of our trees and leaving them sticky messes, which attracts wasps, damages the tree, and stains sidewalks when it drips from the tree.
  - ii. Ann asked if we might try introducing plants and insects that could help deter aphids, a solution that may address multiple concerns. Since the Board is just starting to look into how to deal with the infestation, we will consider all reasonable and environmentally friendly options.
  - iii. Since the Board strategy has not yet been finalized, no motion was made.

## 7. Board Comments, Announcements, and All Other Business

- a. Sidewalk Responsibilities per COF Municipal Code & CC&Rs (CC).
  - i. A recent meeting between the Board and Bo Westford (COF Public Works Supervisor) revealed new information regarding both sidewalk "ownership" and why our sidewalks pitted after winter storms and the use of so-called "safe" de-icer/salt products. To meet increasingly difficult environmental standards, many states (including Washington) require sidewalks to be made of an environmentally friendly mix of cement and concrete that just does not hold up well. Older cement surfaces (before the new environmental restrictions) endured better. Neighbors are asked to please refrain from using these products (even if they claim to be "safe") and to look at other options such as sand.
  - ii. The COF right-of-way goes 30 feet on each side of the city streets from the center line on the road. This means COF technically owns the sidewalks, curbs, and planter strips (which is also why the planter strip project was delayed by the need for permits). But the COF municipal code assigns responsibility for the maintenance of these items to homeowners. Based on the Americans with Disabilities Act (ADA), any ¼ inch variance in height due to settling, divots etc. must be repaired. However, repairs within the COF right-of-way require an Encroachment Permit from the city -- and a licensed contractor must be used. The Board recommends contacting the ARC for advice if you feel your sidewalk might need repair.
  - iii. A summary of these points was recently emailed to all HOA members. It contains links to the COF site that contains the Encroachment Permits for downloading.
- b. Transition to ATSI (CM)
  - i. We recently consolidated our landscaping and maintenance contracts into a single contract with ATSI. The consolidation was based on cost, quality of work, responsiveness, and ease of management.
  - ii. There is a learning curve associated with this consolidation as we work with ATSI to ensure that we are able to communicate effectively, work together efficiently, and understand the realities and expectations from both perspectives.
  - iii. David Hall asked about the truck with "The Yard Guy" on the side. The Yard Guy is a subcontractor for ATSI.
- c. Walking path/trail maintenance (KY). The paths were badly overgrown. ATSI widened the trails, but weeds and grasses are coming up through the gravel trails, making them much narrower. The Board is exploring options to see how we might keep the trails in better shape.

- d. Spring Cleanup (KY). The Board thanks Calvin McCall for taking on this task and congratulates him for its success. Calvin said he was pleased to report there were seven families participating and very little trash was collected.
  - e. July 4<sup>th</sup> Fireworks. (CM). Links to COF fireworks regulations and to best practices to ensure neighbors use them safely were included in the agenda for this meeting and are repeated herein. A reminder that what comes up, must come down, so please be sure that aerial fireworks are aimed properly and remember to pick up any debris. Celebrate safely and have a happy 4th.
    - i. For Ferndale Fireworks guidance: click [HERE](#).
    - ii. For information about fireworks safety, click [HERE](#).
8. Open Forum for Owner/Resident Attendees (Speakers please ID yourselves)
- a. No additional discussion.
9. Next Meeting: 6:45 pm, 22 August, Zoom™ Video Conference
10. Adjourn (or transition to Executive Session, if needed)
- a. No Executive Session was required.
  - b. The meeting was adjourned at 7:45 pm.
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2022 HOA MEETING DATES (All meetings at 6:45 pm)

1. January (no scheduled meeting)
- 2. February 22** (moved from 21 Feb due to President's Day Holiday)
3. March (no scheduled meeting)
- 4. April 18**
5. May (no scheduled meeting)
- 6. June 27**
7. July (no scheduled meeting)
- 8. August 22**
9. September (no scheduled meeting)
- 10. October 24**
11. November (no scheduled meeting)
- 12. December 19: Annual General Meeting**