

MEADOWS-FERNDALE HOA BOARD MEETING

MINUTES

DATE: Monday, 24th October 2022

TIME: 6:45 PM

VENUE: Zoom™ Video Teleconference. See the "Zoom Meeting Instructions" document that accompanies this Agenda.

SUMMARY (details follow)

- 1. Call to Order.** Meeting called to order at 6:45 PM
- 2. Agenda** of this Board meeting. Approved without change.
- 3. Minutes** of previous Board meeting. Approved without change.
- 4. Reports**
 - a. Treasurer. 2022 budget is on track for close to zero net variances at EOY.
 - b. ARC. A contractor failed to get ARC approval for paint and fence. Issue is being resolved.
 - c. NPSC. New committee members introduced.
- 5. Old Business**
 - a. Church Hill Ranch. Completion delayed to late spring or early summer 2023. No significant issues. Signage recommendation still "in process".
 - b. Planting strips. Test project went well and will be expanded in the spring.
 - c. Irrigation system. Repairs completed. Will be winterized after backflow testing.
 - d. Trail maintenance. Underway: trimming back from the edges to make room for users.
 - e. Fall cleanup. Scheduled for November 6th.
- 6. New Business**
 - a. 2023 Operating Budget. Proposed, discussed, and approved by the Board. Ratification by owners scheduled for annual meeting on Dec 20th.
- 7. All Other Business**
 - a. Newsletter. Fall issue recently distributed by email and USPS.
 - b. Annual meeting. Scheduled for Zoom on Dec 20th. Details discussed. Meeting packet will be distributed by Windermere by mid-November.
 - c. Winterizing. Some important recommendations about preparing for winter.
- 8. Open Forum.** Comments and questions from residents.
- 9. Next Meeting.** Annual meeting on Dec 20th. Meeting packet by mid-November.
- 10. Adjourn.** The meeting adjourned at 7:44 PM.

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DETAILS

1. **Call to Order** (Roll Call, Introductions, and Welcoming Comments) See attendee list at end of minutes.
2. **Agenda** (current meeting): Modification or Approval. Approved w/o change.
3. **Minutes** (previous meeting): Correction and/or Approval Approved w/o change.
4. **Reports:** Board and Committee Members (as needed)
 - a. Treasurer. Financials are looking good with us approaching a net zero (on budget with expense equaling income) for the end of the year, which is the goal. Financial reports may be found on the HOA website.
 - b. Architectural Review Committee (requests and outcomes). Rick Horsman acting for Dan Osteen. Only two lots remain to be sold, and it will be a townhouse/duplex between Monument and Rossie. The other townhouse/duplexes at the corner of Chloe and Monument are well underway with one of the units on Monument already occupied. There has been some conversation regarding the paint scheme of the occupied Monument unit. The developer neglected to submit an ARC request for paint approval. Given the resulting color this might not have been approved. A fence was also installed without ARC approval. This will be considered an innocent oversight due to the developers otherwise excellent record on communication and adhering to the requirements. But an ARC application must be submitted (even after-the-fact) for projects like fences, exterior paint jobs, solar panels, and sidewalk or driveway work. These applications help ensure that the projects will be in compliance with our own rules and regulations as well as the city of Ferndale requirements. The Board discussed the issue and decided not to pursue remedial action, based partly on the fact the chosen colors are widely used elsewhere and apparently quite popular even among some neighbors.
 - c. Neighborhood Project Support Committee. Welcome and thank you to David Hall, Kathy Healey and Kim Lourenco who volunteered to serve on this committee that will provide extra support for the Board as we investigate issues, concerns, and potential projects.
5. **Old Business** (Information and updates – Board motions not required)
 - a. Church Hill Ranch Update (CM). The recent newsletter shared the most recent update information. The project was scheduled to be completed toward the end of the year, but new projection is March 2023. A request for “Welcome” and “Animals Crossing” signs is still pending approval by the City.
 - b. Planting Strip Development (KY). Despite the disappointment and setbacks regarding the initial plans for the planting strips, the Board continued to research some cost-efficient ways to create a more pleasant and uniform look. We decided to see if they could recover with a bit of extra care (weed, seed, feed, and water) and new mulch kept in place by Bend-a-Board. Results are very promising, and the estimated cost is affordable. With no irrigation system for the planting strips, we will encourage homeowners and residents to water “their” planting strips during the heat of summer. The Board will need to pay for watering those that are not cared for by owners/residents. Funds for taking the planting strip renovation project to completion has been allocated in the 2023 budget and work will resume next spring as weather allows.
 - c. Irrigation System (KY). With a recommendation from Windermere, we contacted Custom Cut Landscaping and Irrigation (CCLI) and the owner was able to assess our entire system that runs along Thornton, Rossie, the Monument sign, and small area on the west side of the Monument entrance. CCLI discovered five of the eight zones were not working, that some

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O-rings needed to be replaced, and some lines needed to be re-laid to ensure they were watering where it was actually needed. A spigot was installed which will allow the water bags to be filled on-site. The spigot will have a lock on it to ensure only those allowed will be able to use it. Winterization of the irrigation lines will begin soon.

- d. Trail Maintenance (CC). Estevan, "The Yard Man" (our landscaping contractor) has been busy on the trail system, pushing back overgrowth, removing thistles etc. He has had a huge undertaking this spring and into summer as he dealt with the delayed spring maintenance (due to weather and contract changes) and has worked hard to get caught up. He has appreciated people expressing their thanks as they walk the trails. Estevan noted some boards on the trail bridges need some attention, so Chris will meet with him soon to assess. The dog waste disposal stations are missing some hardware, and upon contacting the manufacturer, learned that they recommend replacing the entire lid at a cost of over \$100. Estevan found some parts at Ace Hardware which will fix the problem at a much lower cost.
- e. Fall Cleanup (KY). Rain or shine, there will be a neighborhood clean-up on Sunday November 6th at 1:00 PM. Volunteers will meet near the new mailboxes and will be provided with gloves, a picker, colored safety vest, and trash bag. We will not enter the wetlands due to thick growth and possibly muddy or slick conditions, but we will cover the walking trails, streets, and sidewalks -- including Thornton and Rossie. We hope to see you there.

6. **New Business** (new or revised – Board motion or resolution required)

- a. 2023 HOA Operating Budget: for review and approval by the Board. (CM). The proposed budget has been modified slightly since the version that was sent with the agenda, but the "tweaks" are minor and relatively unsubstantial. The predicted 2023 income is based on the expectation that we will have 155 units paying dues, with the only omission being the remaining duplex lot between Monument and Rossie. When completed and sold, this duplex will bring us to the complete 157 units in our community. There will be no increase in dues, which have remained the same for over five years now. Our 2023 expenses are predicted to remain close to those in 2022, with some increases for watering and maintaining the planting strips and common areas. Windermere rates also remain unchanged. The snowplow budget will decrease from 2022 because earlier this year the contractor plowed some city streets, which should not be an expense for us. He was reminded to only do our private streets per our contract – unless there is an emergency requiring "out of scope" plowing.
- b. Open for comments- no comments from neighbors in attendance.
- c. Chuck motioned to approve the 2023 HOA Operating Budget. KY second. All approved. The 2023 HOA Operating Budget was approved and will be submitted for ratification at the annual meeting.

7. **All Other Business** (Board Comments, Announcements, etc.)

- a. Fourth Quarter (4Q) Newsletter (CM). Newsletter has been sent by email and USPS.
- b. Annual General Meeting (CM). The AGM will be held December 20 at 6:45. Packets will be mailed out between now and mid-November per notification requirements. There will be one open position for the AGM elections: Secretary/Treasurer as Kathy will not be seeking re-election. A detailed job description is available for anyone who may be interested in serving on the Meadows Board. There was an open discussion about whether this meeting should be held in person, or via zoom. Concerns about new variants, RSV, and the annual flu season resulted in a motion by Chuck to hold this AGM via zoom. Seconded by KY and followed by unanimous vote to hold the AGM via zoom.
- c. Winterizing our neighborhood (homes, streets, pets, etc.) (CC). The weather has definitely turned to fall, and with the winds coming, please remember to secure any outdoor furniture

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etc. On snow days please refrain, if possible, from parking on the street to ensure the snowplow can pass through. As a reminder: please avoid using ANY de-icer on your driveway or sidewalk, even those products advertised as "safe to use". Many states, including Washington, have moved to use more environmentally friendly products when doing sidewalks and driveways. These surfaces simply do not hold up well to the de-icers and ice inhibitors. The spalling damage can also be caused by freeze/thaw cycles. Whatever the cause, damage to driveways is the responsibility of the lot owner, and the city of Ferndale can hold lot owners liable for any damage.

- 8. Open Forum** for Owners/Residents (Speakers please identify by name & address/lot#)
 - a. Calvin McCall asked about a rumored new development west of us. Chuck indicated he had not heard of anything other than the proposed re-zoning across Thornton, for which a public hearing is scheduled at some point.
 - b. David Hall asked if the Dead End sign for the end of Jenjar had been looked into, and Chuck said he would look into it asap as it had been overlooked.
- 9. Next Meeting** (Annual General Meeting): 6:45 PM, Tuesday 20th December by Zoom™ Video Conference. As previously noted, a meeting package with all essential information will be mailed to owners by mid-November.
- 10. Adjourn** (or Transition to Executive Session, if needed)
 - a. Meeting adjourned at 7:44 PM
 - b. No Executive Session

ATTENDEES (17)

All Board members present- Chuck Millard, Chris Chappell, Kathy Young. Virginia Nordin for Windermere, Rick Horsman, Shane Ward, Skip Mann, David Hall, Summer Fang, Kathy O'Steen, Dan O'Steen, Mike Ignatz, Cheryl Ignatz, Kay McCall, Calvin McCall, Scott Kellow, Jim Gizzi.