

# MEADOWS-FERNDALE HOA/BOARD MEETING

## Minutes

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DATE: Tuesday, 27 February 2024  
TIME: 6:30 PM  
VENUE: Ferndale Public Library (Large Meeting Room)

### 1. Call to Order

- a. At 6:30 by Cindy Frakes (President). In addition to board members Ann Lesan (Treasurer/Secretary) and David Hall (Vice President), Brandye Hubbs and Eliza Morris from Windermere Property Management were present.
- b. Welcoming comments and introduction to guest speaker Tony Gallina, Managing Partner ATSI (Aqua-Terr Systems, Inc.). Our contractor that monitors and reports to the Army Corp, WA Dept of Ecology, and City of Ferndale, the development of our Natural Growth Protection Area aka "wetlands".

### 2. Guest speaker Tony Gallina, Managing Partner ATSI (Aqua-Terr Systems, Inc) Benefits of our 28 acres Natural Growth Protection Area (aka "wetlands")

- a. Wetland's main purpose is to filter water percolating into the aquifer, helping us to follow the Clean Water Act. Additional benefits are to provide habitat for wildlife.
- b. Pictures and maps were shown of the area before construction, during and after. Some of the existing wetlands were filled in and new ones were created.
- c. Roses planted adjacent to trails function to deter people from entering into the area. The local/county financial fines for disturbing the area are \$1000 per each offense.
- d. Monitoring reports can be found on our website [Meadows-Ferndale HOA \(meadows-ferndale-hoa.org\)](https://meadows-ferndale-hoa.org) under general information, reference document

### 3. Minutes for the December 19<sup>th</sup>, 2023 AGM

- a. Available for review on our website [Meadows-Ferndale HOA \(meadows-ferndale-hoa.org\)](https://meadows-ferndale-hoa.org) under meetings 2023 231219 HOA Annual General Meeting Minutes
- b. Will be officially approved at the next AGM scheduled December 12/10/2024.

### 4. Reports: Board and Committee Members

- a. President (Cindy)
  - (1) Working with Ann and David on the transition to the new board, thanking past president Chuck for handing over his zip drive of electronic files. The transition is complete.
  - (2) Working with Eliza and Brandye at Windermere, learning the budget and how to navigate the Appfolio software.
  - (3) Looking at all the electronic files, paper files, looking at everything especially the permits for the Wetland Mitigation.
  - (4) Working with the ARC (architectural review committee) to update the request form, and information on the website for better visibility and quick links.
  - (5) Update the website calendar to reflect the current 2024 HOA Board meeting schedule.

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### b. Treasurer (Ann)

- (1) Late dues as of Jan 31 is \$4,494. This is a decrease from the Jan 2023 amount of \$10,966. Thanked Winston McBride, (Past Secretary) for all his work to collect the late dues.
- (2) Announced by unanimous consent the board is proceeding with legal action against a homeowner owing \$3,033, dating back to 7/1/2019.
- (3) The dues increase to \$85 was incorrectly showing \$80 in the Appfolio. That was quickly corrected. That error with a few payments of \$60 left us with \$1,114 at 0-30 days. This should be resolved quickly.
- (4) The reserve study completed late 2023 is concerning and will be reviewed. The concerning issues are the study doesn't include everything needed such as the storm drains in the wetlands. The replacement cost appears inadequate. For example, landscape replacement year 2026 allows \$3850. Last year we spent \$4735 for 13 street trees. We haven't replaced any of the many dead plants in the Thornton St. landscape.
- (5) We are taking a hard look at all contracts for ways to reduce expenses and stay at or under budget. With our biggest expense being the landscape, we will be taking a hands-on supervision of all work.
- (6) After discovering that we did not have a written contract for ATSI (Aqua-Terr Systems), I asked for one. Signed a one-year contract to include the spring and fall monitoring, with two cuttings of the canary reed grass not to exceed \$14,000.

### c. ARC (Architectural Review Committee)

- (1) Dan O'Steen reported that with the neighborhood built out there are fewer requests. ARC did approve a front entry ramp, house painting, and solar panels.

## 5. Old Business-None

## 6. New Business (Actionable Items-Board motion or resolution required)

- a. Ann made motion to request Banner Bank remove all signatures on file except Cindy Frakes and Ann Lesan. David seconded. The motion was approved unanimously.
- b. To enforce Policy Resolution 1-2018-Dept Collection Policy effective May 1,2024. This policy is posted on our website [Meadows-Ferndale HOA \(meadows-ferndale-hoa.org\)](https://meadows-ferndale-hoa.org) and was included in this meeting's agenda, emailed on 2/13/2024, and hard copies sent to homeowners without email address.
  - (1) Cindy pointed out that this has not been enforced in the past, but, with the late dues of last year becoming an issue we needed to start enforcing this policy.
  - (2) Ann emphasized that enforcement of penalties was not about generating additional money, but a tool to encourage homeowners to stay current. The BOD and Windermere understand that life happens and if financial disruptions occur, talk to us about setting up a payment plan.
  - (3) Ann motioned that effective May 1, 2024 we start to enforce Policy Resolution 1-2018-Dept Collection. David seconded. The motion was approved unanimously.

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

- a. Clean up in the Wetlands March 16 10:00am
- b. Two ATSI employees will be performing the year 5 spring monitoring March 5 & 6. Ann Lesan will also be in the wetlands during this time to take inventory of signage.

### **8. Open Forum for Owner/Residents (Speakers please identify by name & address/lot#)**

- a. Kathy Young suggested we come up with a community wide method to cover our recycle bins to help reduce the debris blown out of the bins. Wooden covers are used by many homeowners. David (VP) has ideas on how to cover and suggested anyone else with ideas to share the information with pictures.
- b. David (VP) suggested that with a second entry (Chloe Ln. extension) we look into a second sandwich board, if our budget allows the expense.
- c. Jim Wolfgram asked what the big generator is for at the entrance off Thornton Rd. Dan Lesan said it was a lift station. Chuck Millard stated the city does a back flow test once a year. Ann Lesan stated we are required to maintain the access around the station.
- d. Kathy Young thanked Cindy and Ann for volunteering as new board members, and David for continuing to service his second year. Further commenting that without a board we would be put into a receivership.

### **9. Next Meeting**

- a. Date & Time: Tuesday, April 23 @ 6:30 PM.
- b. Venue: Ferndale Public Library (Large Meeting Room)

### **10. Adjourn (or Transition to Executive Session, if needed)**

- a. David motioned to adjourn; Ann seconded, and the Meeting adjourned at 7:29.
- b. No executive was session needed.