

# MEADOWS-FERNDALE HOA/BOARD MEETING

## Minutes

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DATE: Monday, 07 October 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 from Windermere Property Management were present. Fourteen homeowners were present.

### 2. Minutes from July 22, 2024

- a. No corrections to be made
- b. Ann made motion to approve the minutes, David second, motion approved.**

### 3. Reports: Board and Committee Members

- a. President (Cindy)
  - (1) Storm water project-met with two vendors on site and hope to have their estimates for our scheduled Zoom town hall meeting scheduled November 6.
  - (2) David's board position expires 12/31/24, leaving us with an open position to fill. We need a homeowner to volunteer. Self-nomination forms will be sent out in the next week or so and this will be a topic for discussion during our upcoming scheduled Zoom town hall meeting. Brandi added that the State requires us to maintain our three-member board and without it we would be put into receivership, costing us more money.
- b. Treasurer (Ann)
  - (1) Late dues as of 10/07/2024 is \$5347.00. \$5002.00 of this is in collection when a lien was filed on 6/6/24. With no payments received and after council from attorney Greg Thulin, a pre-lawsuit demand letter was sent on 10/2/2024, with a payment deadline of 10/31/2024.
  - (2) Our balance sheet as of 10/31/24 has \$63817.64 in operating cash, \$62100.32 in Reserves. We are staying on and under budget.
- c. Secretary (Ann)
  - (1) Our ice cream social was successful with 48 households attending and 114 ice cream products handed out.
  - (2) Attended a training session for board members conducted by WSCAI-Washington State Chapter Community Associations Institute. Found the training very helpful and recommend joining the organization.
- d. Architectural Review Committee (Rick Horsman)
  - (1) Asked for new members to join the committee. With no new builds the applications are minor requests. The storm water project has added new responsibilities of informing homeowners about impervious water calculations and setbacks.

### 4. Old Business-None

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

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- a. Ann started discussion of the draft 2025 budget going through each line item number answering questions as asked.
- (1) 5060-What is the AGM packet? The AGM (Annual General Meeting) packet is required to be mailed and includes the adopted budget for ratification, self-nomination forms for open board position, ballot, and proxy for voting.
  - (2) 5220-Brandi commented she will have this changed to water irrigation so it's less confusing.
  - (3) 5291-Do we know what needs to happen immediately? Yes, the city of Ferndale inspections has found bolts missing, and shear gate needing repair. We provided the vendors a list of priorities to phase the vegetation clearing to expand several years. We are wanting to avoid asking for a special assessment.
  - (4) 5352-What is the work to be done in the wetland area? This work is to cut the invasive canary reed grass around cuttings planted last December by the ATSI employee Walker Smith in wetlands area 16. The goal is to get the cuttings established and shade out the grass. We will need to continue to cut the grass until the cuttings get established. Walker Smith has left ATSI and has started his own company, Forager Landscape. After interviewing him we feel confident he will be responsive and perform quality work. He has also proposed gathering and planting oak acorns, and will cut a path through cattails for our bullfrog eradication team. ATSI did not get a bid to us for this maintenance work. **Ann motioned to accept Forager Landscape's bid, David second, motion passed.**
  - (5) 5595-How many more years will we have to do this wetland monitoring? We are in year five of a ten-year monitoring period. ATSI is pushing to have us released in year six or seven. Regulators will be coming next summer to inspect and determine if our mitigation is self-sustainable.
  - (6) 5710-Will we get the same services? Cindy explained that in year 2028 a new law will require contracts be sent out to HOA members. We decided to start this process now and this is why you received the contracts for review. David explained we requested five bids. Augusta and Whatcom Lawns declined as our scope of work was too big for them. This was a big project to get these bids. We needed to add tract R trimming behind three houses on Jenjar that hasn't been maintained, and tract P needs to have mature trees inspected. Cindy commented that of the 68 acres in our subdivision, 28 is common grounds. David continued to explain that North County was a good bid but didn't include our pet waste disposal. He tried to find a contractor to dispose of our pet waste but couldn't. The Yard Man's bid was more expensive, he isn't licensed to apply chemicals, and has no back up. Windwood provided a good bid that included disposal of pet waste. Ann added we would be getting more serves with the chemical, fertilizer application, and four trimmings of fence line cut back. **Ann made motion to approve Windwood's bid, Cindy second, motion approved.**
  - (7) 5710-Cindy explained North County and Windwood's bids included applying de-icer, causing potential problems to homeowner's concrete driveways. PCL's contract does not have a no de-icing clause and Cindy will ask to have it put in. PCL requested that we call sooner when needing snow removed, and will need to bring larger equipment to move snow from Josie to Monument if we have a big snow event costing an estimate of \$6-8K more. Brandi commented that we reallocate funds so we didn't have to raise our dues by adding the extra 10k to our budget. **Ann motioned to approve PCL, Cindy second, motion was approved.**
  - (8) Ann explained our reserve money is in a separate account that Windermere can't remove funds from. Cindy and I are required to request the transfer of money out to pay for capital projects after meeting notification. We are proposing a landscape project to refurbish the Thornton landscape. Our reserve study allows for refurbishment in 2026 \$3,850 and 2036 \$6,271. This is an example of our concerns about underfunding in our reserve study. We are budgeting for minor fence repair per resolution 2022-03, noting the reserve study allows for replacement in 2028

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\$39,829. Our study allows for foot bridge repair next year for \$4,050. We don't believe our bridges need the full allowance and have budgets \$1000.

(9) **Ann motioned to carry over surplus funds. David second, motion passed.**

(10) **Ann motioned to adopt the draft 2025 budget, David second, motion passed.**

### **6. Open Forum for Owner/Residents**

- a. Question regarding the construction work at the blue house on Brian Ct and Monument. Cindy explained a retaining wall was being rebuilt and the project had been approved by the ARC.

### **7. Next Meeting**

- a. Date & Time: Wednesday November 6 @ 6:30 PM.
- b. Zoom Town Hall Meeting

### **8. Adjourn**

- a. Ann made motion to adjourn, David second. Meeting adjourned at 7:45pm