

**Fairwood Greens Homeowners Association  
Monthly Board Meeting of Trustees  
October 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 Jordan Bergeron, Jack Bramson, Jim Canterbury, Barrett Chilton, Cathryn Hummel, Andrew Jones, Lisa Lord, Jim Roberts, and Bonnie Lyon. Sixteen homeowners attended the meeting.

**Government/Guests Reports to the Board**

**King County Sheriff's Office:** Samuel Shirley

Four car prowls occurred in the neighborhood. Two home invasion robberies occurred within nearby communities. Cars were stolen in Fairwood Pond and Fairwood Firs. Be cautious with people at your front door. It is OK to be rude, safety before feelings.

Social Security scam is occurring. Social Security does not call you. They don't require payments by prepaid cards. Call 911 if you experience a scam. We want to track the statistics. King County will not prosecute unless there is many victims.

King County has protective services to help those with low faculties, including the extreme elderly or naïve.

**Securitas Security Services:** Officer Ken Talkington

	<b>9/1/19</b> - <b>10/16/19</b>	9/1/18 - 10/17/18	<b>9/1/19</b> - <b>10/16/19</b>	09/01/18 - 10/17/18
Abandon Vehicles	38	29	38	29
Alarm Calls Home/Vehicle	5	4	5	4
Arrest		1		1
Emergency Response	4	8	4	8
Hit & Run	1	3	1	3
Information	1	1	1	1
Loose Dog		1		1
Noise Complaints	3	1	3	1
Open Garages	61	49	61	49
Police Activities	10	6	10	6
Property Vandalism		1		1
Solicitors	1	2	1	2
Stolen Property/Mail	1		1	
Stolen Property/Mail Recovery	1	1	1	1

Street Lights	7	4	7	4
Theft	3	2	3	2
Trespassing	3	4	3	4
Vacation Checks	88	82	88	82
Vehicle Accidents	1	1	1	1
Vehicle Vandalism - Driveway	3	4	3	4
Vehicle Vandalism - Street	2	1	2	1

**Official Business**

**Approval of the Minutes:** Jim Canterbury

**MOTION:** Board moves to approve the August Minutes as submitted. **Second:** Yes. **Discussion:** None. **Vote:** 9-Yes, 0-No. **MOTION CARRIED.**

**Review of Annual Calendar:** Jim Canterbury  
Up to date.

**Greeter’s Report:** Lenore Lee  
Ten owners and two renters were greeted.

**Homeowners Comments**

A homeowner provided a list of suggestions for the Board to consider, including charging for vacation checks and better communication.

A homeowner said he is running for Fire Commissioner for Fire District 40. He wants to shape the community by giving back.

A homeowner suggested addresses be painted on curbs for better visibility.

A homeowner stated someone was sleeping in the common area by the front entrance. They are gone now.

A homeowner said a dog was free ranging in Allen Park two times. A 90 year old woman encountered the dog, which could have ended badly. There are no signs about the leash law in the park.

A homeowner recommended everyone lock their doors on parked vehicles.

**Committee Reports**

**Executive Committee:** Bonnie Lyon

As we embark on a new fiscal year for the association, I want to thank those who have stepped up to serve their community – board members are our neighbors. We are all neighbors, first and foremost. These who are giving up personal time to serve should be treated with kindness and respect. Their

service keeps our association dues the lowest in the state. Without the hours they give, each homeowner would be finding a significant increase in their semi-annual billing.

- The Board adopts a new policy regarding expected behavior
- The Board has received many ideas to improve our community. Committees are reviewing and will make recommendations to the board for action or enactment.
- Fall is the time to ensure that trees/limbs/shrubs are removed around light poles to allow light onto pedestrian pathways.

Here are highlights of the annual homeowners' meeting:

- Homeowners expressed concern over budget at the annual meeting, mostly with the expense of ATC (the association's vendor for monitoring for compliance and notifications to homeowners). It was agreed that the budget should contain a line item for monitoring services, irrespective of the vendor providing such service.
- Please utilize RESPONSE FORMS, either email or mail to the association's post office box to ensure that any noncompliance issues are closed out promptly, or to provide a schedule to bring issue into compliance.
- DO NOT PARK ON SIDEWALKS. We will ask King County to cite individuals. Please consider the safety of your neighbors and their children.
- We sincerely thank two departing board members for their many years of service and welcome two new board members.
  - David Dennis served as Treasurer and Common Properties chair for seven years
  - Michelle Carlson served as Common Properties chair and on the Property Maintenance committee for five years
  - Welcome Barrett and Jordan!

**Common Property Committee:** Jordan Bergeron

Upcoming work for this committee involves:

- moving forward with tree planting at Toddler Park
- purchasing industrial-strength holiday lights, arranging vendors to put up/take down (Green Effects)
- early May, arranging volunteers for flags to be placed and in September for their removal
- improvements at Allen Park, including new play area, and possible inclusion toys

**Records, Correspondence, and Web Committee:** Judy Seidel

Property Maintenance Monitoring Vendor Policy and Frequently Asked Questions regarding property maintenance monitoring have been uploaded to the website [fairwoodgreens.org](http://fairwoodgreens.org).

**Finance Committee:** Lisa Lord

## **Income and Expense Report**

	<b>August</b>	<b>Budget</b>
<b>Revenues</b>		
Assessment Income	\$ 37,475	\$ 37,475
Other Income	\$ 8,877	\$ 4,337
<b>Total Income</b>	\$ 46,352	\$ 41,812
<b>Expenses</b>		
Administration	\$ 39,202	\$ 36,114
Bad Debt Expense	\$ 2,000	\$ 2,000
Office	\$ 2,243	\$ 1,466
Professional Fees	\$ 3,990	\$ 2,229
<b>Total Expenses</b>	\$ 47,435	\$ 41,809
<b>Net Income/Loss</b>	\$ (1,083)	\$ 3

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

	<b>YTD</b>	<b>Budget</b>
<b>Revenues</b>		
Assessment Income	\$449,700	\$449,700
Other Income	\$ 95,733	\$ 52,044
<b>Total Income</b>	\$545,433	\$501,744
<b>Expenses</b>		
Administration	\$ 542,494	\$433,368
Bad Debt Expense	\$ 24,000	\$ 24,000
Office	\$ 17,232	\$ 17,592
Professional Fees	\$ 21,097	\$ 26,748
<b>Total Expenses</b>	\$ 604,823	\$501,708
<b>Net Income/Loss</b>	\$ (59,390)	\$ 36

**Balance Sheet as of August 31, 2019**

<b>Current Assets</b>	\$ 778,308
<b>Allowance for Doubtful Accounts</b>	\$(112,132)
<b>Current Liabilities</b>	\$ 178,990
<b>Income</b>	\$ (59,390)
<b>Equity</b>	\$ 546,576

**Income and Expense Report**

	<b>September</b>	<b>Budget</b>
<b>Revenues</b>		
Assessment Income	\$ 37,475	\$ 37,475
Other Income	\$ 8,549	\$ 5,355
<b>Total Income</b>	\$ 46,024	\$ 42,830
<b>Expenses</b>		
Administration	\$ 38,870	\$ 37,152
Bad Debt Expense	\$ 2,000	\$ 2,000
Office	\$ 2,329	\$ 2,381
Professional Fees	\$ 1,342	\$ 1,960
<b>Total Expenses</b>	\$ 44,541	\$ 43,493
<b>Net Income/Loss</b>	\$ 1,483	\$ (663)

**Balance Sheet as of September 30, 2019**

<b>Current Assets</b>	\$ 730,236
<b>Allowance for Doubtful Accounts</b>	\$ (98,292)
<b>Current Liabilities</b>	\$ 143,275
<b>Income</b>	\$ 1,483
<b>Equity</b>	\$ 487,186

**Special Projects Committee:** Bonnie Lyon/Cathryn Hummel

Save the date:

- July 10-11-12 Garage Sale
- August 2, 9, 16, 23, 30 Music in the Park
- September 13 Last Splash

Do you have a favorite band you'd like to have play? Send info to [contact@fairwoodgreens.org](mailto:contact@fairwoodgreens.org).

**Property Maintenance Committee:** Andrew Jones

**Property Management Report for October 2019 dated October 19, 2019**

<b>Inspection Date</b>	<b>Notice Date</b>	<b>Reversal Date</b>	<b>Regulations Violated</b>	<b>Actions</b>	<b># of Inspections</b>	<b>1<sup>st</sup> Notice</b>	<b>2<sup>nd</sup> Notice</b>	<b>3<sup>rd</sup> or Greater Notice</b>	<b>Total Notice Count</b>
9/25/19			Mow, weeds, moss, hedges	Inspections	61				61

9/9/19 9/10/19	9/25/19 10/19/19		Shrubbery growing over s/w, mow, weeds and grass in s/w, d/w, house paint	Notices Sent		32 23	8 8	13	84
9/16/19	10/19/19		Expired plates, inoperable vehicle, trailer/plates, Vehicle parked in yard	Notices sent		15	8		23
8/26/19, 10/9/19			Dead foliage/paint, weeds	Retraction	3				3
9/26/19, 10/9/19			Vehicle with car cover, KIA tabs expired		2				2

**Architectural Control Committee:** Jim Roberts  
20 approved projects

**Legal Committee:** Jim Canterbury

1. Discussed several payment and collection plans
2. Discussed homeowners renting / leasing homes
3. Discussion regarding websites using HOA Entrance Monument picture
4. Discussed Fiduciary Training for Trustees.

**Security Committee:** Jack Bramson

At the time of this report, the King County Sheriff's Office performed 12 dedicated Fairwood Greens patrols. These patrols emphasize traffic and rules of the road compliance as well as high visibility in our neighborhood. The following stats are from the patrols.

- (4) Traffic (Moving Violation) warnings issued
- (2) NOI's (tickets) issued for speeding with one being in a school zone
- (3) Citizen contacts
- (1) Patrol Assist
- (1) 911 hang up call response

Three of these patrol shifts were performed during night time hours

The Securitas monthly report stats showed an increase in:

- Open garages (61)
- Vacation Checks (88)
- Police Activities (10)

Additionally, KCSO was contacted regarding a possible homeless/transient squatter on the property near the power lines. Reporting homeowner was contacted by KCSO and advised of laws and actionable response.

**External Affairs:** Cathryn Hummel  
Anyone can register to vote up to the day of voting.

### Active Work

**Active Work:** Bonnie Lyon

**MOTION:** Board moves to appoint officers for 2019-2020 fiscal year. **Second:** Yes. **Discussion:** None. **Vote:** 9-Yes, 0-No. **MOTION CARRIED.**

President	Bonnie Lyon
Vice President	Cathryn Hummel
Secretary	Jim Canterbury
Treasurer	David Dennis

Whereas there has been a noticeable lack of civility and following several requests by homeowners, board members, and volunteers at recent homeowner meetings wherein several were drinking openly; a new policy is enacted. This policy will hopefully remove alcohol as the cause for uncivil behavior.

**MOTION:** Upon motion duly made, seconded, and passed unanimously, it was: RESOLVED, that alcohol may not be consumed during the meeting. If a homeowner exhibits signs of intoxication, they will be asked to leave the premises. Harassment of board members, association staff, vendors for the association, or other association members will not be tolerated. Rude and obnoxious members will be requested to leave or be subject to removal. **Second:** Yes. **Discussion:** None. **Vote:** 9-Yes, 0-No. **MOTION CARRIED.**

Code of Conduct for Board Members and Officers was provided to new members for their signatures.

**Active Work:** Jim Canterbury

**MOTION:** Board moves to send a letter to the two websites using the Fairwood Greens Entrance Monument picture on their website and for the removal of the picture. **Second:** Yes. **Discussion:** None. **Vote:** 9-Yes, 0-No. **MOTION CARRIED.**

**Adjournment:** Bonnie Lyon

**MOTION:** Board moves to adjourn the meeting. **Second:** Yes. **Discussion:** None. **Vote:** 9-Yes, 0-No. **MOTION CARRIED.**

### Closing

The meeting was adjourned at 7:50 p.m. The next meeting will be on **Tuesday, November 26, 2019** and will begin at **7:00 p.m.** at the Fairwood Golf and Country Club. Any homeowner wishing to enjoy dinner in the dining room prior to the meeting can be served from 5:30-6:45 p.m. The club has a dress code rule of wearing shirts with collars. All attendees are requested to respect the dress code.

Respectfully submitted,

Jim Canterbury  
Secretary