

Fairwood Greens Homeowners' Association
56th Annual Board of Trustees Meeting
September 27, 2022

President Bonnie Lyon called the 56th Annual Meeting of the Board of Trustees to order. Trustees in attendance were Jordan Bergeron, Robert Bradley, Jim Canterbury, Steven Jackson, Lisa Lord, Bonnie Lyon, Nathan Popovich, Mark Powell, and Steven Schmidt. There were 46 homeowners in attendance.

Recognition was given to PCS for completing one year of service as the association's security provider. No governmental agencies were present.

A welcome was given by the president, citing that "volunteering" is an action verb in the community. Volunteers were invited to stand, those who have worked on the LAST SPLASH picnic, or placed and removed flags, or participated on subcommittees. Volunteers received a round of applause.

Also noted, Lenore Lee's retirement as the Association's greeter after 27 years of service.

Approval of September 28, 2021, Minutes: Jim Canterbury

MOTION: To approve the Minutes of the September 28, 2021, Annual Meeting. **Second:** Yes.

Discussion: None. **Vote:** 9-Yes, 0-No. **MOTION CARRIED.**

Greeter's Report: Lenore Lee

FGHA Greeter's Report for 9/1/21 - 8/31/22			
2021 - 2022	Owners	Renters	Total
Sept - Jan	48	5	53
Feb, Mar	11	2	13
Apr, May	12	1	13
June - August	13	2	15
TOTALS	84	10	94
PREVIOUS YEAR	152	7	159

Validation of a Quorum: Bonnie Lyon

The number of proxies and attending homeowners is greater than the 150 votes needed for a quorum, which allows for a valid election.

Homeowners Vote on 2023 Budget: Lisa Lord

The budget was mailed to all homeowners with the Annual Meeting Notice.

**Fairwood Greens Homeowners' Association
Budget
September 1, 2022 – August 31, 2023**

Income	
Assessment Income	\$535,396
Penalties, Fees & Other	\$ 66,000
Interest Income	\$ 240
Total Income	\$601,636
Operating Expenses	
Administrative	
Security	\$360,000
Security-Other	\$ 24,480
Common Properties	\$ 35,748
Common Properties - Other	\$ 15,860
Office Manager	\$60,000
Special Events/Community	\$ 10,200
Utilities	\$ 15,600
Bad Debt Expense	\$ 24,000
Total Administration Expense	\$545,888
Office Expense	
Mailings, Postage	\$ 5,880
Supplies	\$ 2,400
Dues and Subscriptions	\$ 9,924
Computer Hardware/Software	\$ 240
Taxes-Property IRS	\$ 1,570
Total Office Expense	\$ 20,014
Professional Expense	
Insurance	\$ 17,940
Accounting/Audit	\$ 4,100
Legal Fees – Counsel/Advice	\$ 12,000
Total Professional Expense	\$ 34,040
Operating Expense	\$599,942
Plus Depreciation Expense	\$1,560
Total Operating Expense	\$601,502
Net Income (Loss)	\$ 134

Per RCW 64.38.025 “Unless at that meeting the owners of a majority of the votes in the association are allocated or any larger percentage specified in the governing documents reject the budget, in person or by proxy, the budget is ratified, whether or not a quorum is present.”

36 Homeowners voted to reject the budget. The need for rejection is 751 homeowners. The budget is ratified.

Nomination Committee Report: Mark Powell

Joe Krumbach, Lisa Lord, Jeff Pittman, Nathan Popovich, and Brian Schanz agreed to run for three open Board positions. There were no additional nominations written in or from the floor.

Board Commitment of Proxies: Mark Powell

MOTION: The Board vote the proxies and apply the results to the election. **Second:** Yes.

Discussion: None. **Vote:** 9-Yes, 0-No. **MOTION CARRIED.**

Accomplishment/Goals of the HOA for the Year

LEGAL

Trustee Fiduciary Training held January 13, 2022. It was a very difficult year for statewide HOAs as they operated within the State Governor's Proclamations. We finalized a settlement with a sheriff sale/short sale of one homeowner property.

ARCHITECTURAL CONTROL

We appreciate all homeowners who follow the process for architectural approvals prior to changing colors, roofs, fencing, etc. ACC evaluates and responds within 1 week or less of receiving ACC approval forms in general; however, we ask that forms be submitted 3-4 weeks ahead of project to ensure there are no delays. This past year, 249 ACC approval forms were submitted, evaluated, and responded to. Only three of these were not approved. Four ACC violations were identified, and appropriate action taken. ACC worked with King County Permitting and WA State environmental permitting to clarify unincorporated King County and WA State codes and regulations regarding several issues: 1) Setbacks on all sides of properties for any structures proposed to be built; 2) Environmental requirements of FGHA owned green spaces and parcels with streams flowing (designated wetlands and/or fish habitats) and impacts on adjoining FGHA homeowner properties; and identified when KC and/or WA state permits are required. Project for coming year is to investigate integration of ACC process into the HOALife monitoring software and programs

COMMON PROPERTIES

We recognize the monumental work done by our chair of three years, Jordan Bergeron. Jordan is "retiring" from the board, and we want to thank him for his leadership. He accomplished so much in his three years, and the community will benefit from his efforts for a long time. Thank you, Jordan!

WORK COMPLETED:

- Courts painted, fenced, and ready for use
- New bench, tables, and balance equipment installed
- Replace Toddler Park saddle swing with toddler swing
- Repaired irrigation system at Allen Park
- Removed beavers, received permits, and began clean-up at Madsen Creek property
- Established two sub-committees focused on the next stage of improvements at our parks

Projects that have been identified but are currently not funded include:

- Toddler Park Play Equipment Replacement est. \$300,000 Subcommittee formed, planning in work, start date dependent on funding, will require special assessment
- Allen Park Play Equipment Replacement est. \$600,000 Subcommittee formed, planning in work, start date dependent on funding, will require special assessment
- Cul-de-sac Island Rejuvenation \$75,000 Looking to gather quotes at same time as lawn maintenance contract

PROPERTY MAINTENANCE

In recent months, the Property Maintenance committee along with the Security Chair reviewed the property maintenance inspections processes for our community. During this review, it was determined that there was a need to improve the overall process.

For the previous five years, FGHA had contracted with a professional property management company to provide inspections, reporting, and notification of non-compliance to homeowners. The committee analyzed the process and determined that it was best moving forward to conduct property maintenance reviews internally to the overall benefit of our community.

In order to accomplish this, property maintenance committee reviewed options best suited for homeowner associations to manage the process. A software service named HOALife was chosen to accomplish this. This software service is managed and overseen by the Property Maintenance Committee. Changing from an outside vendor for inspections to an internal procedure reduced overall property maintenance process cost by 70%.

HOALife allows for inspections and processing in a more efficient and timely manner. It also allows for homeowners to log in to their personal homeowner portal and review the non-compliance issue and photos and communicate with the committee.

The official launch of the new process began in July 2022 and so far, has exceeded our expectation.

During the review of the property maintenance procedures, the committee reexamined the association's Rules & Regulations (R&R) and discovered inconsistencies and a lack of clarity. The committee revised the R&R to resolve these deficiencies and create more concise language throughout. We also added one R&R, 'Electric Vehicle Charging Stations'. The updated R&R will be mailed to all homeowners and available on the website - www.fairwoodgreens.org

This update coincides with the removal of restrictions on fines that the governor had imposed during COVID. We appreciate the patience of our homeowners during this transition time.

SPECIAL PROJECTS

Following the annual garage sale in July, there were four concerts in August and the Last Splash in September. Events were well attended, and people enjoyed the entertainment. We are interested in hearing from our neighbors' what events or bands they might enjoy.

We were once again successful in obtaining a grant from King County to support the Last Splash event.

SECURITY

FGHA moved-on to a new security contractor in 2021, Pacific Coast Security. They are a local company (Tacoma), have considerable HOA experience, and pay a livable wage to their officers and staff. Their 2021-2022 work performance speaks for itself: verified on-site 24/7/365 security presence, friendly professional officers, timely and accurate security reports. Crime has been all but eliminated in FGHA neighborhoods.

The King County Sheriff's Office has repeatedly informed us that we are one of the safest communities in King County. Crimes of violence are minimal to non-existent and many of the other reported crimes can be associated with crimes of opportunity (i.e., leaving vehicles unlocked with keys in ignition, valuables left in unlocked cars overnight).

Pacific Coast Security's leadership has been able to successfully staff to our requirements. Pacific Coast Security's performance-to-date has exceeded our expectations.

Pacific Coast was granted a 10% rate increase, and we confirmed the corresponding wage increase went to officers and staff. Doing so enables Pacific Coast Security to attract, train and retain human resources that support FGHA staffing at current levels.

The professionalism of Pacific Coast Security has also allowed us to reduce our off-duty KCSO support by 50% (one officer from two).

Next Steps:

- Compliance inspection of patrol vehicle emergency equipment.
- Formal signing of updated 2022 contract.
- Continued development, evaluation and training of Pacific Coast officers and staff.

We continually ask that homeowners/residents not park on sidewalks for several reasons.

- Asking pedestrians to enter streets causing risk of life
- Correctly parked cars narrow the roadway causing drivers to slow down

We hear often from neighbors that these are matters of high importance to them.

COMMUNICATION

Homeowners are invited to complete the General Authorization for Electronic Communications. Nearly 300 homeowners have returned their completed forms. While voluntary and revocable, we estimate that there could be substantial savings to the association for mailing of dues assessments, notices, ballots, proxies, and other forms of communication.

TOWN HALL

A town hall was convened wherein homeowners were invited to comment. A member of the Communication subcommittee spoke of the improvements added to the website and discussed the association's Facebook page. Common Properties subcommittees displayed several idea boards for the future of Allen and Toddler Parks and several members of the subcommittees spoke on the need to focus on future updates of aging play equipment.

Election Results: Mark Powell

The election was conducted, closed, and the votes tabulated. Lisa Lord, Nathan Popovich, and Brian Schanz were elected to the Board.

MOTION: To adjourn the meeting and move into Executive Session to elect new Officers and discuss personnel matters. **Second:** Yes. **Discussion:** None. **Vote:** 9-Yes, 0-No. **MOTION CARRIED.**

The meeting adjourned at 8:30 PM. The next meeting is scheduled on Tuesday, October 25, 2022, at 7:00 PM at the Fairwood Golf and Country Club. Prior to the meeting, a Meet & Greet for members will be held at 6:30 PM. Join the Board for cookies, coffee, and tea. Homeowners are welcome to attend Board Meetings.

EXECUTIVE SESSION- OFFICER SELECTION

After the Annual Meeting was adjourned the Board convened into Executive Session. The Board voted on the following as Officers of the Association for the 2022-2023 election year. The Officer positions are as follows:

President – Bonnie Lyon
Vice President – Lisa Lord
Secretary – Jim Canterbury
Treasurer – Mark Powell