

**Fairwood Greens Homeowners' Association
Monthly Board Meeting of Trustees
November 22, 2022**

President Bonnie Lyon called the monthly meeting of the Board of Trustees to order at 7:00 pm at the Fairwood Golf and Country Club. A quorum was present. Trustees in attendance were Jim Canterbury, Steven Jackson, Joe Krumbach, Lisa Lord, Bonnie Lyon, Mark Powell, Nathan Popovich, and Brian Schanz. Absent: Rob Bradley. Two homeowners attended the meeting.

Government/Guests Reports to the Board

King County Sheriff's Department - Deputy Sam Shirley

Officer Shirley stated that FGHA remains a low-crime area in King County. He advised homeowners to be mindful about a recent TikTok trend regarding vehicles, particularly Kia and Hyundai, being stolen using a USB cord. He advised that if you drive a Kia or Hyundai to park it in the garage. He stated that 3 stolen vehicles were recently recovered in the neighborhood.

Official Business

Approval of the Minutes: Jim Canterbury

MOTION: To approve the October Minutes as submitted. **Second:** Yes. **Discussion:** Procedural discussion. **Vote:** 8-Yes, 0-No.
MOTION CARRIED. Minutes approved.

Review of Annual Calendar: Jim Canterbury

Homeowner Comments

The Board always welcome members to attend our meetings so you can stay informed about what is going on in the community. While member input is important, any member comments at a Board meeting must be related to an agenda item in that meeting and comments will be limited to 3 minutes, so Board meetings are not unduly prolonged and to give other attendees the opportunity to speak. **Homeowner comments are summarized.**

Homeowners commented on property maintenance violations and ACC applications.

Committee Reports

Executive Committee: Bonnie Lyon

We are encouraging homeowners to complete and submit a General Authorization for Electronic Communication to assist with budgeted mailing costs. A fillable form can be found at the association's website.

Be sure to check the website for other on-line fillable forms:

- Architectural Control Approval
- Commercial Vehicle Exception Request
- Homeowner Lessor Agreement
- Security Vacation Request
- Park Usage

Do you wish to volunteer within your community? There is always something to be done! We have 4 active subcommittees where you can assist; PLUS, upcoming one-time-only areas to assist such as holiday lighting.

Homeowners, be neighborly! These issues receive the highest complaints among homeowners.

- **Monitor your pets!** Keep dogs on leashes throughout the community and particularly within our parks and remove feces to your own trash receptacle
- **Keep pathways clear.** Do not park on sidewalks; ensure 180 deg illumination of sidewalks.
- **Mind traffic speed.** Saving a few seconds traveling at higher speeds does not impact your arrival times but may impact lives due to your carelessness.

Common Property Committee: Nathan Popovich

- **Holiday Lights**
 - Volunteers Needed - The committee will need 10-15 volunteers for decorations and safety.
 - Hot Cocoa, marshmallows, cookies, and holiday cheer!
 - A committee of volunteers is being formed to put up lights and decorate the entryway on Fairwood Blvd. This year we will not be using Green Effects. We are looking forward to saving money with volunteer involvement.
 - Mark your Calendars!
 - Decorating date - Saturday, November 26th at 10:00am.
 - Decoration Removal – Saturday, January 7th at 10:00am.
 - Volunteers willing to participate should email contact@fairwoodgreens.org
- **Allen Park**
 - The local Eagle Scout Troop has raised funds to purchase and install two 8-foot green thermoplastic coated stainless steel benches along the basketball courts. The targeted date for installation the weekend of November 26th.
 - Volunteers expanded an existing flower bed and created a new one. Thank you Neil Poussier and Jon Guenard.
- **Toddler Park**
 - This property had a large portion of play equipment removed a few years ago with nothing installed to replace.
 - The Subcommittee will be sending out a survey via Survey Monkey in the next few weeks looking for feedback on the current equipment selections.
- **Cul-de-sacs**
 - Volunteers visited, inspected, and catalogued the current state.
 - Improvements and repairs slated for Spring 2023.
- **Open Actions**
 - Re-writing of the lawn maintenance contract scheduled for December. Extending timeline for cul-de-sac plans to have work quoted along with lawn maintenance. Other bids will be obtained.

Finance Committee: Mark Powell

Please note that budget amounts are allocated across the 12-month period. The FGHA 2023 budget (Sept 2022 to Aug 2023) is planned to run a monthly deficit until January 2023 when planned assessment dues increase.

Board members attended a session with the association’s CPA to understand fully the responsibility and requirements of budget practices for HOA

Income and Expense Report - October

	Actual	Budget
Revenues		
Assessment Income	\$ 39,357	\$ 39,349
Other Income	\$ 5,788	\$ 5,520
Total Income	\$ 45,137	\$ 44,869
Expenses		
Security	\$ 30,425	\$ 32,040
Common Properties	\$ 3,834	\$ 4,279
Special Events/Community	\$ 382	\$850
Utilities	\$ 86	\$1,300
Office	\$ 5,355	\$ 1,537
Professional Fees	\$ 9,368	\$ 12,495
Other	\$2,000	\$2,000
Total Expenses	\$ 51,136	\$ 49,501
Net Income/Loss	\$ (5,999)	\$ (4,632)

Year to Date Income and Expense Report (September 1, 2022 to October 31, 2022)

	Actual	Budget
Revenues		
Assessment Income	\$ 78,706	\$ 78,698
Other Income	\$ 15,379	\$ 11,000
Total Income	\$ 94,085	\$ 89,738
Expenses		
Security	\$ 60,897	\$ 64,080
Common Properties	\$ 9,614	\$ 8,558
Special Events/Community	\$6,330	\$1,700
Utilities	\$4,266	\$2,600
Office	\$ 9,174	\$ 3,074
Professional Fees	\$ 20,900	\$ 14,990
Other	\$5,683	\$4,000
Total Expenses	\$ 116,864	\$ 99,002
Net Income/Loss	\$ (22,779)	\$ (9,264)

Balance Sheet as of October 31, 2022

Total Assets	\$ 402,368
Total Liabilities	\$ 78,857
Total Equity	\$ 323,511

Special Projects Committee: Bonnie Lyon

A subcommittee has been formed to promote the Fairwood PARK TO PARK 5K. If homeowners are interested in helping plan this event, please email contact@fairwoodgreens.org (or use the online communication form at www.fairwoodgreens.org).

Upcoming event planning will begin in March. Tentatively, 2023 dates for events are:

- July 7-8-9 Garage Sale
- August 6,13,20,27 Music in the Park
- September 10 Last Splash

Events depend upon funding and participation from King County by way of Alan Painter Grant from CSA.

Property Maintenance Committee: Lisa Lord

For safety of our community be sure to keep sidewalks clear of leaves and debris. If you are located by a storm drain, please clear of leaves and debris.

Complete Rules and Regulations are available on the website. www.fairwoodgreens.org

Friendly reminders:

- Sidewalk in need of repair, contact the King County Road Department-
- Sidewalks, contact King County Road Dept. 24/7 helpline: 206-477-8100 or 800-527-6237
<https://kingcounty.gov/depts/local-services/roads/services.aspx>
- Street light out, contact PSE 1-888-225-5773 or email: customercare@pse.com
- Suspect water leak, contact Cedar River Water and Sewer - Office 425-255-6370, Email - custsvc@crwsd.com

Inspection Summary Report July 1, 2022-November 22, 2022

Number of Properties with Violations	52
Total Violations	76
1st Violation	67
2nd Violation	9

Violation Categories

Rules & Regulations - Animals	1
Rules & Regulations - Vehicles	4
Rules & Regulations - Aesthetics - Yard Maintenance	43
Rules & Regulations - Aesthetics - Trees & Shrubs	2
Rules & Regulations - Aesthetics - Signs	1
Rules & Regulations - Rentals of Single Family Homes/Tenants	1
Rules & Regulations - Recreational Vehicles	8
Rules & Regulations - Commercial Vehicles	12
Rules & Regulations - No Business and Commercial Use	1
Rules & Regulations - Aesthetics - Home Exterior Maintenance	1
Rules & Regulations - Annoyance/Offending Conduct	1
Rules & Regulations - ACC Non-compliance	1
Closed Violations	32

Architectural Control Committee: Mark Powell

21 Oct to 18 Nov 2022

9 Approved Projects

- 1 Exterior painting
- 3 Roofs
- 1 Solar
- 1 Chimney replace
- 1 Windows replace
- 1 Back Patio Pergola
- 1 Heat pump

0 Unapproved Projects

3 ACC violations

- Hedge overgrown, not comply with R&R
- Retaining wall construction started without approved ACC
- Fence replacement without approved ACC

5 Enquiries for guidance/clarification of rules/guidelines

- Solar & roofing requirements
- Paint colors allowed
- Exterior paint project
- Update to previous approved ACC project
- Dumpster approval

Misc.

- All exterior projects require an approved ACC form to be in place prior to start of projects. Failure to do so may result in fines.
- For all concerns or questions with exterior projects, please feel free to call the Chair of the ACC to discuss projects BEFORE they start. Phone 425-902-6994
- Please allow 4 weeks in advance of your exterior projects to submit ACC forms for review and approval. Our goal is to turn them around quickly, depending on follow up questions or inspections
- Dumpsters, Storage pods, and Porta Potties on driveways or properties for longer than 72 hours require an approval from FGHA to avoid violation notices.
- Setbacks – FGHA and King County Code require minimum 5-foot setbacks for all structures in side yards, backyards and front yards. Be sure your projects are in compliance.
- Exterior landscaping projects near natural streams (Madsen Creek and tributaries) may be situated within the 65-foot critical natural area buffer along the streams. These projects MUST apply and be granted permits from King County Permitting and WA State Dept of Wildlife & Fish, before FGHA ACC approval will be granted.
- Shed projects that have electricity and/or water installed become “habitable” and will require King County Permits to be legal.

Legal Committee: Jim Canterbury

1. Fiduciary Training for Trustees held November 9, 2022. Good meeting and all enjoyed.
2. Discussed several payment and collection plans.
3. Discuss settlement agreement with Allen Park Homeowner on Adverse Possession and Timber Trespass Claim. Action taken 2/11/2022. Insurance Carrier Liberty Mutual Attorneys, a local firm, have taken over the issue. Attorneys are requesting discovery documents and depositions. No further action.
4. Request guidance drafting an Anti-Harassment policy between Homeowners.

Security Committee: Steven Jackson

Summary (Pacific Coast Security monthly report)

	Nov 2022 Total	October 16 - 22	October 23 - 29	October 30 - November 5	November 6 - 12
Abandon Vehicles					
Barking Dog					
Hit & Run	1		1		
Loose Dog	1		1		
Noise Complaints	1	1			
Open Garages	16	4	2	7	3
Property Vandalism					
Solicitors	2	1		1	
Stolen Property/Mail					
Stolen Property/Mail Recovery	1	1			
Stolen Vehicle					
Theft	1			1	
Trespassing	2		1		1
Vacation Checks	61	20	13	12	16
Vehicle Accidents					
Vehicle Vandalism - Driveway					

Security Activities from officer daily activity report and weekly summaries:

- 1) On October 16, 2022, at 12:44 am resident called security at 12:06 am concerned about loud noises coming from their backyard. Resident mentioned the noise continued for a while. Resident also thought she heard footsteps on her back porch. Security went to the resident and patrolled the area along her backyard thoroughly. Security did not observe anyone.
- 2) On October 17, 2022, at 8:06 am resident report solicitors going door to door.
- 3) On October 22, 2022, at 9:46 am a resident report that his trailer was stolen with tools inside. The theft occurred between the hours of 8:00 pm on Oct. 21 and Oct 22. Resident was not in resident when theft occurred. Police were notified.
- 4) On October 26, 2022, at 12:17 pm resident called security resident called and stated the resident stated that she saw a suspicious person enter the property. HO knows that neighbor is on vacation. Stated that he looked like a white male about 5'6" to 5'7" in height wearing a black long sleeve shirt with a gray vest with red shoulders, blue jeans, sneakers and a ball cap and that he was rummaging through what looked like a white purse. Security responded and was unable to locate the suspicious person.
- 5) On October 26 at 1:28 pm resident reported that the landscaping company that was doing work. The resident continued to explain that they hit his neighbors white Chevy Silverado that was parked roadside. The resident stated that he went to his neighbor's home to inform them but found only 2 children were home, so informed them.
- 6) On October 27, 2022, at 6:05 am security observed a loose dog at Fairwood Blvd by the golf area.
- 7) On November 01, 2022, at 2:23 pm resident security observed a solicitor going door to door. Company was Renewal by Andersen.
- 8) On November 02, 2022, at 11:24 am resident reported that her vehicle was broken into.

- 9) On November 06, 2022, at 3:32 pm there were two nooses hanging from a tree branch between SE 165th Street and SE 166th Street. Security removed the nooses.
- 10) On November 10, 2022, at 4:47 am a resident reported a suspicious yellow mustang driving slowly down the street and parking in front of their residence on 161st Ave SE. Security responded but was unable to locate the vehicle.

King County Sheriff's Office from daily officer log:

- FGHA reduced KCSO off-duty patrols to one deputy. Currently evaluating need to go back to second officer during long nights, children in school and return to work.
- KCSO continued off-duty patrols for October and November. Activities include traffic emphasis generally around SE Fairwood Blvd.
- Traffic emphasis - Follow up on some parked cars that were asked to have moved on 10/18/22. 1 vehicle had been moved off street and the other was still there. Checked the license plate and was advised the tabs were current. The vehicle had not moved from where it had been parked. Tagged the vehicle for 24-hour impound since there had been a parking complaint on the vehicle. Spoke to one of the residents of the house and explained why officer was there. They stated they would move the vehicle, follow up next Tuesday. Assisted patrol with a 2-car multiple injury traffic accident at SE Petrovitsky and 143 Ave SE. Followed up on 911 hang-up call in the neighborhood. Kid playing on a cell phone.
- Traffic emphasis – Issued 1 warning for speeding. Put the 25 mph sign back up on speed reader.
- Traffic emphasis – Found disabled vehicle on SE Fairwood Blvd, driver had a tow on the way. Issued 1 warning for speeding.
- Traffic emphasis
- Traffic emphasis
- Traffic emphasis – Issued 1 notice of infraction for speed.
- Traffic emphasis

Vehicle Report

20 vehicle violations currently under active management via HOALife and KCSO.

Pacific Coast Security – Contract Oversight:

- Completed a compliance inspection of FGHA Security patrol vehicle's emergency equipment provisions are available, properly maintained and stowed.
- Met with Pacific Coast Security leadership and signed 2022-2023 Security Agreement.

Other:

- Homeowners are reminded to be vigilant during the holiday season regarding porch pirates.
- Washington state law RCW 46.61.570 – "... it is unlawful to stop, stand, or park a vehicle on a sidewalk or planting strip."
- Washington state law RCW 46.61.560 – "... it is unlawful to park opposite the flow of traffic."

Addresses and names are redacted out of respect for homeowner privacy.

External Affairs: Joe Krumbach

No report.

ACTIVE WORK

President Bonnie Lyon

- Discussion how to energize our members to attend our meetings. Discussion on bringing in speakers outside of the normal approach, such as local representatives. Discussion on providing additional tools and resources for our homeowners.
- Adoption of Board Proxy Votes Procedure
- Trustee commitments to ethical behavior

MOTION: To adjourn meeting **Second:** Yes. **Discussion:** None. **Opposed:** 0. **MOTION CARRIED.**

The meeting adjourned at 8:00 PM. It was confirmed that the December meeting will not have a quorum; meeting is cancelled. The next meeting will be held on **Tuesday, January 24, 2023**, and will begin at **7:00 p.m.**