

**Fairwood Greens Homeowners Association  
Monthly Board Meeting of Trustees  
October 25, 2016**

**Government/Guests Reports to the Board**

President Jim Canterbury called the monthly meeting of the Board of Trustees to order at 7:00 p.m. Trustees in attendance were Jack Bramson, Doug Christensen, Lori Conrath, David Dennis, Diana Garcia, Bonnie Lyon, and Jim Canterbury. Six homeowners attended the meeting.

**Renton Fire & Emergency Services Dept.:** Fire Captain Rick Myking  
Two types of fire alarms are ionization alarms that sense flames and the more common photo electric alarms that sense smoke. Smoke detectors are recommended on every level of a house and 10 feet from the kitchen. The smoke detectors should be tested monthly.

**Securitas Security Services:** Security Officer Ken Talkington

	9/1/16 - 10/19/16	9/1/15 - 10/22/15
Abandon Vehicles	6	
Alarm Calls Home/Vehicle	3	3
Barking Dog	1	2
Burglary	1	3
Emergency Response	2	3
Hit & Run		2
Information	2	
Loose Dog	1	2
Noise Complaints	1	1
Open Garages	48	64
Police Activities	4	5
Property Vandalism	2	2
Solicitors	1	
Stolen Property/Mail Recovery	1	
Stolen Vehicle	1	
Street Lights	6	8
Theft	4	
Trespassing	4	2
Vacation Checks	77	101
Vehicle Vandalism - Driveway	2	
Vehicle Vandalism - Street	1	

## **Official Business**

**Approval of the Minutes:** Jim Canterbury

**MOTION:** To approve the August Minutes as submitted. **Second:** Yes.

**Discussion:** None. **Vote:** 7-Yes, 0-No. **MOTION CARRIED.**

**Review of Annual Calendar:** Jim Canterbury

All up to date.

**Greeter's Report:** Lenore Lee

Twenty-two homeowners and one renter were greeted.

## **Homeowners Comments**

Homeowners from Kensington requested improvements to the cul-de-sacs and Kensington entrance.

A committee was formed to review improvements to Kensington and make a recommendation to the Board in the coming months.

## **Committee Reports**

**Executive Committee:** Jim Canterbury

Month – October 2016

1. The Executive Meeting at the end of the September Annual meeting on September 27<sup>nd</sup> the Board selected new Executive Committee and Officers for the 2016–2017 year and will be approved at the regular October Board meeting.

President – Chair Jim Canterbury

Vice President -Bonnie Lyon

Secretary -Lisa Lord

Treasurer -Doug Christensen

2. As a Reminder to all Homeowners:

Be aware that putting outgoing mail into your mail box with the red flag up is an opportunity to many others than the mailperson.

Also, be aware of packages, USPS, UPS or FedEx, delivered to your front door this time of year. A package left at the front door provides opportunity for theft if not picked-up timely.

Here is information from King County Sheriff's Website about identity theft:

Protect against identity theft by being vigilant about the security of your mail. Many identity thieves target home mailboxes and steal mail because it often contains valuable personal and financial information.

- Do not place outgoing mail in your home mailbox. Deposit it directly in a secure mailbox.
- Install a locking mailbox to receive all incoming mail.
- Pick up new checks from the bank in person instead of having them mailed to you.
- Shred pre-approved credit card applications delivered to your home.
- Stop mail delivery to your home when you are on vacation by using [www.USPS.com](http://www.USPS.com) or [www.FedEx.com](http://www.FedEx.com). (external link)
- Request a signature on delivery. "No Signature" indicates you will pick up packages at their facility.

If you see anything suspicious, call 911 immediately (King County Sheriff) and call Securitas (local roving officer) at 425-221-8170 to report. Try to obtain a vehicle description and license plate number.

3. The Board thanks Doug Christensen, David Dennis, Jim Canterbury, Glenn Bode, and Steve Bouchee for taking down the U.S. Flags in September within the HOA. Job well done.

**Common Property Committee:** David Dennis

Called Green Effects to check for leaks at the entrance and seeking a quote for new picnic table at Allen park.

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

No activity.

**Finance Committee:** Doug Christensen

#### Income and Expense Report

	August	Budget
<b>Revenues</b>		
Assessment Income	\$ 37,475	\$ 37,475
Other Income	\$ 6,105	\$ 2,750
<b>Total Income</b>	<b>\$ 43,580</b>	<b>\$ 40,225</b>
<b>Expenses</b>		
Administration	\$ 31,635	\$ 39,365
Bad Debt Expense	\$ 2,000	\$ 2,000
Office	\$ 1,211	\$ 1,811
Professional Fees	\$ 2,412	\$ 2,200

<b>Total Expenses</b>	\$ 37,258	\$ 45,376
<b>Net Income/Loss</b>	\$ 6,322	\$ (5,151)

**Year to Date Income and Expense Report**  
(Since September 1, 2015)

	<b>YTD</b>	<b>Budget</b>
<b>Revenues</b>		
Assessment Income	\$449,700	\$449,700
Other Income	\$ 68,727	\$ 33,000
<b>Total Income</b>	\$518,427	\$482,700
<b>Expenses</b>		
Administration	\$ 392,015	\$403,822
Bad Debt Expense	\$ 24,000	\$ 24,000
Office	\$ 17,708	\$ 24,932
Professional Fees	\$ 16,458	\$ 29,700
<b>Total Expenses</b>	\$ 450,181	\$482,454
<b>Net Income/Loss</b>	\$ 68,246	\$ 246

**Balance Sheet as of August 31, 2016**

<b>Current Assets</b>	\$838,436
<b>Allowance for Doubtful Accounts</b>	\$ (92,771)
<b>Current Liabilities</b>	\$174,787
<b>Income</b>	\$ 68,246
<b>Equity</b>	\$502,632

Delinquent letters were sent to 189 homeowners.

**Income and Expense Report**

	<b>September</b>	<b>Budget</b>
<b>Revenues</b>		
Assessment Income	\$ 37,475	\$ 37,475
Other Income	\$ 7,051	\$ 2,907
<b>Total Income</b>	\$ 44,526	\$ 40,382
<b>Expenses</b>		
Administration	\$ 34,698	\$ 45,223
Bad Debt Expense	\$ 2,000	\$ 2,000
Office	\$ 2,632	\$ 2,271
Professional Fees	\$ 972	\$ 1,860
<b>Total Expenses</b>	\$ 40,302	\$ 51,354
<b>Net Income/Loss</b>	\$ 4,224	\$(10,972)

**Balance Sheet as of September 30, 2016**

<b>Current Assets</b>	\$811,195
<b>Allowance for Doubtful Accounts</b>	\$ (94,461)
<b>Current Liabilities</b>	\$141,632
<b>Income</b>	\$ 4,224

Equity	\$570,878
--------	-----------

Second delinquent letters were sent to 38 homeowners.

**Special Projects Committee:** Bonnie Lyon  
No activity.

**Property Maintenance Committee:** Lisa Lord / Michelle Carlson  
No report.

**Architectural Control Committee:** Lori Conrath  
7 requests were submitted and approved

3 roofing  
3 paint  
1 fence

1 letter sent regarding unapproved project underway.

**Legal Committee:** Jim Canterbury  
Month – **October 2016**

1. Reviewed status of delinquent Homeowner accounts.
2. Sought guidance on collection lawsuit with junk and vehicles stored outside.
3. Evaluated and closing settlement of remodeling collection lawsuit.

**Security Committee:** Jack Bramson

The King County Sheriff's Office performed 12 Fairwood Greens dedicated patrols during this period. The emphasis is high visibility and traffic enforcement. These patrol shifts resulted in the following:

21 traffic warnings issued  
9 parking violations  
1 Notice of Infraction issued for exceeding the speed limit  
1 response to a residential burglar alarm with no evidence of crime  
28 citizen contacts

The Securitas monthly report showed no trends (upwards or downwards) in any reported category.

**External Affairs:** Diana Garcia

**Red Cross Home Fire Campaign:**

The Red Cross has launched a "Home Fire Campaign" which aims to reduce the number of fire deaths and injuries in the U.S. by 25%. As part of this program,

the Red Cross and its partners will install a limited number of free smoke alarms for those who cannot afford to purchase smoke alarms or for those who are physically unable to install one.

The Red Cross also provides free presentations for children and adults on local hazards, disaster awareness, and basic first aid. For more information on any of these programs, please contact Madison Hoover at (253) 441-7621 or go online to [www.getasmokealarm.org](http://www.getasmokealarm.org).

**Keep storm drains debris-free:**

The grated storm drains that you see on almost every street corner allow rainwater to drain from our streets. They are especially important during storms when the high volume of water falling on streets would otherwise cause flooding. It is important to monitor and clean catch basins to prevent street flooding, property damage, and hazards to the traveling public.

If the storm drain by your home needs to be cleared, stand on the curb and use a rake or pitch fork to clear leaves, limbs, and debris from the top of the grate. Do not attempt to remove the grate itself. Place leaves in your yard waste bin for composting.

The best time to inspect the storm drain in front of your home is before a rainstorm or during the fall when the trees are shedding their leaves. When the forecast calls for heavy rainfall or snow and ice, remove debris from the grate before a storm arrives. After a storm, maintain the openings to the storm drain by clearing away any snow or ice. Create a 10 to 12-inch path along the curb for melting snow and ice to drain. To report drainage and water quality problems in unincorporated areas, contact King County's Storm Water Division at 206-477-4811.

**Winter Driving Safety:**

The City of Renton is holding a free Winter Driving class on Saturday, October 29<sup>th</sup> from 10:00 – 12:00 noon at the Renton Technical College. Renton Police will discuss important winter driving preparations, principles to apply when driving in the snow & ice, and alternate transportation options that are available.

**Holiday Bazaar:**

The City of Renton will hold their annual Holiday Bazaar on Friday, November 18 and Saturday, November 19 at the Renton Community Center. Over 100 vendors will be selling items and admission is free.

## **Active Work**

**Action Items:** Jim Canterbury

**Motion:** To elect the Board Officers and Executive Committee for the year 2016 - 2017.

President - Chair, Jim Canterbury

Vice President - Bonnie Lyon

Secretary - Lisa Lord

Treasurer - Doug Christensen

**Second:** Yes. **Discussion:** None. **Vote:** 7-Yes, 0-No. **MOTION CARRIED.**

1. Favorable Comments from homeowners Annual Meeting regarding the Board  
Thank you
2. Kensington area and monuments
3. Concert cover for concrete pad in Allen Park
4. Picnic Table Allen Park
5. Committee assignments 2016 – 2017

**Adjournment:** Jim Canterbury

**Motion:** To adjourn the meeting and move into Executive Session. **Second:** Yes. **Discussion:** None. **Vote:** 7-Yes, 0-No. **MOTION CARRIED.**

## **Closing**

The meeting adjourned at 8:15 p.m. The next meeting will be held on **Tuesday November 22, 2016** and will begin at **7:00 p.m.** at the Fairwood Golf and Country Club. Any homeowner wishing to enjoy dinner in the Club prior to the meeting can be served from 5:30-6:45 p.m. in the dining room. The Club has a dress code rule of shirts with collars must be worn in the Clubhouse. All attendees are requested to respect the dress code.

Respectfully submitted,

Jim Canterbury  
President