

**Fairwood Greens Homeowners Association  
Monthly Board Meeting of Trustee  
January 25, 2022**

**Government/Guests Reports to the Board**

King County Sheriff's Department \_\_\_\_\_ Deputy  
Renton Regional Fire Authority \_\_\_\_\_ Battalion Chief

**Official Business**

***Approval of the Minutes:*** Jim Canterbury

**MOTION:** To approve the November Minutes as submitted. **Second:** Yes. **Discussion:** None. **Vote:** 0-Yes, 0-No. **MOTION CARRIED.**

***Review of Annual Calendar:*** Jim Canterbury

***Greeter's Report:*** Lenore Lee

**Homeowners Comments**

**Committee Reports**

***Executive Committee:*** Bonnie Lyon

The Fairwood Golf and Country Club has opened their facility for in person meetings. MASKS ARE REQUIRED PER GOVERNOR'S DIRECTIVE REGARDLESS OF VACCINATION STATUS. We thank King County for providing masks and hand sanitizer for our meetings. Homeowners who wish to take washable masks are welcome to take what they need.

Of note:

- A communication subcommittee met to review the current communication methods, address homeowner concerns, and update communication plan. Four people have volunteered to work on improvements, with thanks to: Charlie Baltazar, Jenny Buron, Mary Kay Cronk, and Brian Schantz, along with two board members, Mark Powell and Bonnie Lyon, and our office manager Judy Seidel. The board is reviewing recommendations that includes platforms, website, and digital (fillable) forms on the website; and communication plan. Two ideas are already implemented: semi-annual newsletter to homeowners included with dues statement; and fillable forms located at the website (architectural control,

park usage request and commercial vehicle exception request forms are ready for homeowner use). The website continues as the primary site for all information, records, and CC&R and R&R access.

- Fiduciary training was informative and presented valuable insights, prompting us to make improvements. We are making changes to our R&R for Aesthetics to address Signs/Symbols/Flags, those allowed and not allowed.

#### **Homeowners, important reminders:**

- **Please be sure to use the ACC form for any improvements to your property including fencing, painting, roofing.** Get requests in for approval well in advance of need to ensure timely response.
- **Check storm drains** and remove any debris that impedes stormwater flow. Alert King County Roads of any storm drain malfunction.
- **Pedestrian safety remains a high priority.** Please ensure that walkways are clear of plants, brush, or debris. If your property is adjacent to street lighting, ensure that there is 180° illumination of sidewalk, with no limbs or brush impeding pathway visibility.
- **Parking on sidewalks is strictly prohibited.** Please be advised that King County Sheriff has been requested to cite violators.

#### ***Common Property Committee:*** Jordan Bergeron

##### COMMON PROPERTIES REPORT – January 2022

- Allen Park Work
  - Planning is underway for the final stages of maintenance work at Allen Park, including installation of safety fencing, sports court painting, and replanting in garden beds.
  - Thank you, Steve Jackson, for helping with repairing the broken chains along the basketball court.
  - Thank you, Mark Powell, for helping replace the broken baby swing.
- Special Projects
  - Playground Equipment Subcommittee – Currently working on a new survey that is planned to go out early February to gather input on possible change to playground equipment at Allen Park and Toddler Park. The survey will be open for one month.

#### ***Communication Committee:*** Bonnie Lyon

A communication subcommittee met to review the current communication methods, address homeowner concerns, and update communication plan. This subcommittee is expected to convene to discuss actions the board may direct. It is expected that this committee will dissolve upon completion of activities.

Four people volunteered to work on improvements: Charlie Baltazar, Jenny Buron, Mary Kay Cronk, and Brian Schantz; along with two board members, Mark Powell and Bonnie Lyon; and our office manager Judy Seidel. The board is reviewing recommendations that includes platforms, website, and digital (fillable) forms on the website; and communication plan. Two ideas are already implemented: semi-annual

newsletter to homeowners included with dues statement; and fillable forms located at the website (architectural control, park usage request and commercial vehicle exception request forms are ready for homeowner use). The website continues as the primary site for all information, records, and CC&R and R&R access.

1. Minutes content, reports: Chairs should provide as full a report as they can, ensure that promised communication occurs and is noted in following month's report.
2. Email between board and homeowners: include position or signature of chair as appropriate for emails sent to homeowners.
3. Begin sending a communication piece with each dues statement (twice yearly, newsletter format).
4. Improve forms to make them fillable, digital.
5. Ensure that mobile apps can access our website (Apple default browser – Safari - does not work with current website drop downs/links; is there a fix?); security certificate
6. Emergent options: twitter, facebook/instagam, improve website
7. Future: Twitter account for emergent info, alerts for events (monthly meeting, community events)

Emergency contact methods may include:

- Email
- Facebook/Instagram (no comment allowed)
- Twitter (may be subject to comments)

We formed from the communication subcommittee a more-focused website team which has held one planning meeting. The team consists of two volunteer homeowners who are website development professionals (Jenny Buron and Charlie Baltazar), one board member (Mark Powell) and the FGHA office manager and webmaster (Judy Seidel) in an advisory role. The team recommends the following;

1. Create a new GoDaddy account with WordPress web developer tools to develop the prototype website and test environment.
2. The development will be done in phases; first phase will be the recreation of the sitemap and content of current FGHA web site and improvement to the look and feel. The first phase website will be tested and possible soft launched with a link/invitation from current FGHA web site. Future phases will be defined when prototype website has taken shaped.
3. The new GoDaddy account is planned to change ownership in the future to the FGHA and probably migrate the fairwoodgreens.org domain name to the new website, when ready.

Project objectives are to migrate the current FGHA website to a sustainable, accessible, and secure website with a more modern look and feel, with consistent branding and consistent communications in support of the FGHA Communications Plan.

**Finance Committee:** Lisa Lord

### Income and Expense Report

	November	Budget
<b>Revenues</b>		
Assessment Income	\$ 37,475	\$ 37,475
Other Income	\$ 8,020	\$ 5,550
<b>Total Income</b>	\$ 45,495	\$ 43,025
<b>Expenses</b>		
Administration	\$ 45,772	\$ 37,875
Bad Debt Expense	\$ 2,000	\$ 2,000
Office	\$ 1,413	\$ 965
Professional Fees	\$ 346	\$ 1,864
<b>Total Expenses</b>	\$ 49,531	\$ 42,704
<b>Net Income/Loss</b>	\$ (4,036)	\$ 321

### Year to Date Income and Expense Report

(September 1, 2021 to November 30, 2021)

	YTD	Budget
<b>Revenues</b>		
Assessment Income	\$112,425	\$112,425
Other Income	\$ 24,475	\$ 16,650
<b>Total Income</b>	\$136,900	\$ 129,075
<b>Expenses</b>		
Administration	\$166,175	\$113,625
Bad Debt Expense	\$ 6,000	\$ 6,000
Office	\$ 6,052	\$ 2,895
Professional Fees	\$ 6,864	\$ 5,592
<b>Total Expenses</b>	\$185,091	\$128,112
<b>Net Income/Loss</b>	\$ (48,191)	\$ 963

### Balance Sheet as of November 30, 2021

<b>Current Assets</b>	\$ 586,034
<b>Allowance for Doubtful Accounts</b>	\$(120,263)
<b>Current Liabilities</b>	\$ 68,105
<b>Income</b>	\$ (48,191)
<b>Equity</b>	\$ 445,857

### Income and Expense Report

	December	Budget
<b>Revenues</b>		
Assessment Income	\$ 37,475	\$ 37,475
Other Income	\$ 8,968	\$ 5,550
<b>Total Income</b>	\$ 46,443	\$ 43,025
<b>Expenses</b>		
Administration	\$ 45,032	\$ 37,875
Bad Debt Expense	\$ 2,000	\$ 2,000
Office	\$ 1,584	\$ 965
Professional Fees	\$ 4,075	\$ 1,864
<b>Total Expenses</b>	\$ 52,691	\$ 42,704
<b>Net Income/Loss</b>	\$ (6,248)	\$ 321

**Year to Date Income and Expense Report**  
(September 1, 2021 to December 31, 2021)

	<b>YTD</b>	<b>Budget</b>
<b>Revenues</b>		
Assessment Income	\$149,900	\$149,900
Other Income	\$ 33,443	\$ 22,200
<b>Total Income</b>	<b>\$183,343</b>	<b>\$172,100</b>
<b>Expenses</b>		
Administration	\$211,206	\$151,500
Bad Debt Expense	\$ 8,000	\$ 8,000
Office	\$ 7,636	\$ 3,860
Professional Fees	\$ 10,940	\$ 7,456
<b>Total Expenses</b>	<b>\$237,782</b>	<b>\$170,816</b>
<b>Net Income/Loss</b>	<b>\$ (54,439)</b>	<b>\$ 1,284</b>

**Balance Sheet as of December 31, 2021**

<b>Current Assets</b>	\$ 549,465
<b>Allowance for Doubtful Accounts</b>	\$(122,263)
<b>Current Liabilities</b>	\$ 35,784
<b>Income</b>	\$ (54,439)
<b>Equity</b>	\$ 445,857

***Special Projects Committee:*** Bonnie Lyon

Announcing this year's events!

July 8-9-10 – GARAGE SALE

August 7, 14, 21, 28 – AUGUST (SUNDAY) NIGHTS IN ALLEN PARK CONCERT SERIES

September 11 – LAST SPLASH COMMUNITY PICNIC IN ALLEN PARK

***Property Maintenance Committee:*** Rob Bradley

Violation Notices Sent to Homeowners in December:

- First Notices: 15
- Second Notices: 8
- Third + Notices: 2

Types of Violations noted:

- Commercial trucks parked on premises or in street without Approval
- Moss: On Roof and covering driveways/sidewalks
- Trees covering street lights and street signs
- Excessive debris from trees/shrubs covering sidewalks and driveways
- Waste Cans left out / not out of sight from street

Property Maintenance committee issued a Request for Proposal (RFP) on 5 January 2022 to four companies requesting bids for performing regular inspections of Fairwood Greens to ensure all homeowners are adhering to the CC&Rs and all Rules & Regulations (R&Rs). One company, Around The Clock (ATC) who is our current provider of this service, has replied that they will not be submitting a bid.

Bids are expected to be submitted on 21 January with contract award in February and contract start on or about 1 March 2022.

**Architectural Control Committee:** Mark Powell

21Nov 21 to 23Jan 22

22 Approved Projects

- 9 Reroof
- 4 AC or Heat Pump install or replace
- 1 Solar installation
- 1 Shed
- 1 Garage door
- 1 New House Construction
- 1 Replace concrete back patio
- 1 Fence
- 1 Chimney rebuild
- 1 Retaining walls
- 1 Brick exterior repair

0 Disapproved Projects

6 Enquiries for guidance/clarification of rules/guidelines

- 1 Fencing
- 1 Roofing
- 1 Call about large remodel in back of neighbor house? (FGHA approved it)
- 1 Do Trellises in back yard require ACC? Recommend yes
- 1 Solar panel installation guidelines
- 1 New Home Owner; questions on exterior projects; roofing, fencing, etc.

Misc.

- Security alerted ACC about an approved roofing project was delivered with not approved, lower grade roofing material. Contractor notified by ACC and not approved material removed and replaced by higher grade FGHA approved material. Protected home owner from wrong material.
- All fencing projects require an approved ACC form. One home owner installed fence without ACC form and it intrudes over property line into neighbor's property.
- For all concerns or questions with exterior projects, please feel free to call the Chair of the ACC to discuss projects BEFORE they start.

**Legal Committee:** Jim Canterbury

1. Discussed several payment and collection plans.
2. Trustee Fiduciary training held on January 13<sup>th</sup> and appreciated by all.

3. Discussed non-foreclosure sales and advancing to a Sheriff Sale. Now underway and the sell date scheduled for January 21<sup>st</sup> , 2022.
4. Discuss settlement agreement with Allen Park Homeowner on Adverse Possession and Timber Trespass Claim.
5. Guidance on Homeowner's Account Balance Policy.

**Security Committee:** Steven Jackson

**Security Summary** *(Based on Pacific Coast Security monthly report)*

	Nov 15-21	25Nov22-28	Nov 29-Dec 5	Dec 6-12	Monthly Total
<b>Abandon Vehicles</b>					<input type="checkbox"/>
<b>Alarm Calls Home/Vehicle</b>					
<b>Arrest</b>					
<b>Arson</b>					
<b>Assault</b>					
<b>Barking Dog</b>					
<b>Break-In</b>					
<b>Burglary</b>					
<b>Dog Attack</b>					
<b>Domestic Violence</b>					
<b>Emergency Response</b>					
<b>Fire</b>				1	1
<b>Noise Complaints</b>	1			1	2
<b>Open Garages</b>	1	2	2	2	
<b>Property Vandalism</b>					
<b>Solicitors</b>	1		1		2
<b>Theft</b>			1		
<b>Trespassing</b>		1	1	2	4
<b>Vacation Checks</b>	11	16	12	9	48

9 homes on vacation check list as of report date, which account for 48 vacation checks.

**Security Activities of Note:**

- 1) On November 29, 2021, Vehicle broken into at [ ]. Resident said that someone had broken into his vehicle between 1930 hours on the 25th of November and 1200 hours on the 26th of November. Also nothing was taken but the glove compartment was open. He also stated that he reported the

incident to the King County Sheriffs.

- 2) On December 11, 2021 Noise Complaint from [ ].
- 3) On December 16, 2021, Suspicious Person. Resident reported a person sleeping in a car. Security spoke with the male went into residence located at [ ].
- 4) On December 22, 2021, Solicitor report at residence [ ] white male. Resident report he was canvassing residence property.
- 5) On December 23, 2021 at 1:47 pm resident stated that as she was walking on the sidewalk by house [ ], 2 large dogs came out from the side gate towards her and one of the dogs bit her leg just causing a rip on her trousers.
- 6) On December 25, 2021 at ~12:00 pm resident reported suspicious person dressed in white trimmed red suit and hat prowling neighborhood near Allen Park. Presence of perpetrator later confirmed by board member.

**King County Sheriff's Office** - Info from daily officer log:

Continued off-duty patrols for September and October, traffic emphasis generally around 15200 SE Fairwood Blvd, 14700 SE Fairwood Blvd, SE 172th Place/155 Ave SE, and SE 166 Ct/ 162 Ave SE corridor.

- 1) [ ] – 22 Nov – 9:00-2:00 - 4 hrs - Issued 1 warning
- 2) [ ] – 27 Nov – 9:00-2:00 - 4 hrs
- 3) [ ] – 02 Dec – 2:00 pm – 6:00 pm – 4 hrs – At 1700-1730 hrs, assisted with a School Bus vs. Pedestrian traffic accident at SE Fairwood Blvd. and 140 Ave SE.
- 4) [ ] – 06 Dec – 9:00-2:00 - 4 hrs - Issued 4 warnings.
- 5) [ ] – 07 Dec – 2:00 pm – 6:00 pm – 4 hrs - Assisted disabled motorist who needed assistance from the Fire Department near SE Fairwood Blvd and 141 Ave SE.
- 6) [ ] – 09 Dec – 2:00 pm – 6:00 pm – 4 hrs – Assisted with audible residential alarm SE 175/ 151 Ave SE
- 7) [ ] – 13 Dec – 9:00-2:00 - 4 hrs - Suspicious vehicle, turned out to be a lost uber eats driver. Flagged down by homeowner wanting to report a vandalism. This was a civil issue involving ex-tenants. No crime.
- 8) [ ] – 14 December – 2:15 pm – 6:15 pm – 4 hrs
- 9) [ ] – 06 Dec – 2:10 pm – 6:10 pm – 4 hrs – 1 warning for speeding
- 10) [ ] – 14 Dec – 9:00-2:00 - 4 hrs - Stopped a suspicious truck towing an unsecured vehicle
- 11) [ ] – 20 Dec – 9:00-2:00 - 4 hrs
- 12) [ ] – 21 Dec – 9:00-2:00 - 4 hrs



- 13) [ ] – 21 Dec – 2:00 pm – 6:00 pm – 4 hrs - Traffic stop for lane travel and rolling through a stop sign. Warning given. Parent showing kids Christmas lights.

### **December Vehicle Report**

## **Process and Content** **Under Review**

### **2021 Security Contract:**

Celebrate success this holiday season, no reports of porch pirates, and no reports of mailbox break-ins !!

- Credit vigilant neighbors
- Disciplined 24/7 Fairwood Security Patrols
  
- NOTE: In Washington state, it is unlawful to park your vehicle on the sidewalk.

***External Affairs:*** Steve Schmidt

### **Special Election: Kent School District No. 415, Proposition No. 1**

Replacement of Expiring Educational Programs and Operations Levy

Levy assessment of \$1.88/ \$1,000 to support educational programs and operations expenses

**Via to Transit is a pilot, on-demand service: Renton highlands added to the Via Transit service list.** Connects riders to and from transit and community hubs. Anyone in the service areas can download the Via app or call **206-258-7739** to request a ride.

**Recovery Funds for Cultural artists:** Grants of between \$1,000 and \$12,000 to eligible cultural producers who have been financially impacted by the pandemic, as they recuperate, adapt, and advance their practice. Heather Dwyer [heather.dwyer@4culture.org](mailto:heather.dwyer@4culture.org), (206) 263-1597

**Blood Bank needs:** Blood supply at extreme low. Schedule your appointment at 800-398-7888.

**Chocolate and Coffee Crawl:** Downtown Renton, February 12<sup>th</sup> and 13<sup>th</sup>, 5 coffee houses and (12) chocolate stops.

<https://chamber.gorenton.com/events/details/downtown-renton-coffee-chocolate-crawl-2022-10603>

**King County Local Services for “Friday Local Lunch”:** King County Local Services serves the unincorporated communities within King County. You can join the conversation Friday, noon hour **to** share questions or comments, ask for help, or just to chat, 206-477-3800.

**Roads Maintenance:** Plugged street storm water drains? Pot holes? If you have issues with roads in your neighborhood, call the 24/7 Road Helpline at 206-477-8100 or email [Maint.Roads@kingcounty.gov](mailto:Maint.Roads@kingcounty.gov)

**Pause of Restorative Community Pathways:** Regan Dunn is asking the King County Prosecuting Attorney to pause the RCP program. RCP offers diversion for youth involved in a range of felony crimes, including organized retail theft, assault, residential burglary, burglary, and unlawful display and possession of a firearm. [Mayors of south end cities have expressed deep concern with the program’s diversion of firearm crimes](#) as their communities continue to endure record-high levels of gun violence. The total gunshots fired in King County in Q1-Q3 of 2021 is up 48% from the four-year average. The number of shooting victims is up 76% from the four-year average.

### **Active Work**

**Active Work:**

**Bonnie Lyon:**

**MOTION:** To appoint Lois McMillan to the Board of Trustees. **Second:** Yes. **Discussion:** None. **Vote:** -Yes, -No. **MOTION CARRIED.**

**Jordan Bergeron:**

**MOTION:** To approve the budget increase that was discussed in September 2021 for the Allen Park Maintenance Project from \$137K to \$212K. **Second:** Yes. **Discussion:** None. **Vote:** -Yes, -No. **MOTION CARRIED.**

**Jim Canterbury:**

**MOTION:** To approve Rules & Regulations Aesthetics – Revised 1/21/22 **Second:** Yes. **Discussion:** None. **Vote:** -Yes, -No. **MOTION CARRIED.**

**MOTION:** To approved Homeowner’s Account Balance Policy. **Second:** Yes. **Discussion:** None. **Vote:** -Yes, -No. **MOTION CARRIED.**

**Adjournment:** Bonnie Lyon

### Closing

The next meeting will be held on **Tuesday, February 22, 2022** and will begin at **7:00 p.m.**