

**FRAGARIA LANDING HOMEOWNERS ASSOCIATION**  
**Board Meeting Minutes**  
**September 14, 2020 and September 23, 2020 (Continuation Meeting)**

The FLHA Board meeting of September 14, 2020 was held at the home of Elaine Herrera (8546). It was held outdoors and in keeping with Washington State self distancing requirements due to Covid-19.

Present: Elaine Herrera, President; Beth Lohr, Vice President; Michele Benson, Secretary; Lori Riis-Vestergaard, Treasurer; Robert Miller, Elected Board Member; Colleen Miko, Elected Board Member; Jeanette Guillaume Marshall, Elected Board Member; Jan Salomon, ACC Member; and David Aschmann, Guest.

**Secretary's Report:**

- Minutes from the June 15, 2020 Board meeting were reviewed and accepted.

**Treasurer's Report:**

- All FLHA special road assessments and regular assessments have been paid.
- A request was made for approval of the reclassification of the gravel payment of \$10,147.90 as well as monies being used out of the general operating fund to be moved into the road fund. This request was approved.
- A request was made for the future road spray expense to be budgeted and paid out of the road fund. This request was approved.
- The September 14, 2020 FLHA Quarterly Treasurer's Report was reviewed and accepted. (See page 2 for copy of the Treasurer's Report).

Fragaria Landing HOA Treasurers Report Sept 14, 2020	Year to Date January 1 through August 31, 2020	Year to Date January 1 through June 15, 2020	Change since last report	Comments
Beginning Operating Fund Balance 1/1/2020	\$ 21,975.94			
Income				
Paid Annual Assessments	\$ 8,225.00	\$ 6,650.00	\$ 1,575.00	Finished collecting all regular assessments.
Total Income	\$ 8,225.00	\$ 6,650.00	\$ 1,575.00	
Expenses				
Office	\$ 10.00	\$ -	\$ 10.00	Sec of State Filing Fee
Utilities	\$ 171.25	\$ 136.03	\$ 35.22	Regular electricity usage
Landscape Maintenance	\$ 1,340.57	\$ 364.35	\$ 976.22	Annual weed control and monthly maintenance
Officer Stipends	\$ 700.00	\$ -	\$ 700.00	Annual stipends
Liability Insurance	\$ 1,253.00	\$ -	\$ 1,253.00	Annual Premium
Annual Meeting	\$ -	\$ -	\$ -	
Legal	\$ -	\$ -	\$ -	
Snow Removal	\$ -	\$ -	\$ -	
Other	\$ 10,616.00	\$ 10,257.60	\$ 358.40	Kitsap County Portal Permit Fee
Total Expenses	\$ 14,090.82	\$ 10,757.98	\$ 3,332.84	
Ending Operating Fund Balance 08/31/2020	\$ 16,110.12	\$ 17,867.96	\$ (1,757.84)	
Balance per Bank 8/31/2020	\$ 16,110.12			
Fragaria Landing HOA Treasurers Report Sept 14, 2020	Year to Date January 1 through August 31, 2020	Year to Date January 1 through June 15, 2020	Change since last report	Comments
Beginning Road Fund Balance 1/1/2020	\$ 34,014.65			
Annual and Special Assessments	\$ 6,800.00	\$ 5,900.00	\$ 900.00	Finished collecting regular and special assessments
Interest	\$ 12.00	\$ 12.00	\$ -	
Bank Interest	5.48	\$ 3.70	\$ 1.78	Interest earned
Expenditures	\$ (16,553.21)	\$ -	\$ (16,553.21)	50% Deposit for road sealing.
Ending Road Fund Balance 08/31/2020	\$ 24,278.92	\$ 39,930.35	\$ (15,651.43)	
Balance per Bank 8/31/2020	\$ 24,278.92			

## **ACC Report:**

- A copy of the ACC report was submitted to Elaine by Carol McGhee in advance of the Board meeting.
- **ACC Report Sept. 14, 2020**  
**Approved:**
  - 06/18/2020 8340 Replace existing deck with Fiberon composite
  - 07/06/2020 8529 Arbor extension
  - 07/28/2020 8565 New deck off NE side of house. Replace window with door.
  - 07/30/2020 8696 Build a storage shed with paint scheme to match house.
  - 07/30/2020 8696 Build a raised bed garden with fence.
  - 09/01/2020 8364 Landscape change—add fruit trees

## **Old Business:**

### **Road Sealing Project-Superior Asphalt :**

- Elaine reported that the road sealing project has been completed.
- Lori reported that the balance of the payment to Superior Asphalt has been paid.
- A concern was voiced about a crack in the road at 8414 Landing Lane. It was noted that the crack was not part of the original project specifications and that sealing would fill in the crack to protect it from further deterioration. This was confirmed post-meeting.

### **Beach Road:**

- The placement of the gravel appears to be helping resolve the problem of the erosion of the beach road near Jeannette's house. Once the rains increase, it will be determined whether or not more gravel or rocks will be required.

### **Stairs at the Beach:**

- An overview was given regarding what research has been done so far and what the potential costs might be.
- Issues and potential alternatives were discussed.

## **New Business:**

### **Annual Budget:**

- Due to the time constraints of this meeting, a second session to discuss this topic has been scheduled.  
The session will take place on Wednesday, September 23, 2020 at 6:30 pm.

### **Articles of Incorporation:**

- Articles of Incorporation – The FLHA website will be updated to include the signed version of Articles of Incorporation that are on file with the State of Washington.

**The meeting was adjourned at approximately 7:40 pm.**

**Continuation Meeting:** The Continuation Meeting took place via ZOOM at 6:30 pm on September 23, 2020.

Present: Elaine Herrera, President; Michele Benson, Secretary; Lori Riis-Vestergaard, Treasurer; Robert Miller, Elected Board Member; Colleen Miko, Elected Board Member; Jeanette Guillaume Marshall, Elected Board Member; and Jan Salomon, ACC Member. Absent was Beth Lohr, Vice President.

### **Treasurer's Report Discussion Continued:**

#### **Emergency Fund:**

- The Board approved setting aside \$10,000 out of the Operating Fund for emergency purposes.

#### **Proposed Budget:**

- There are a number of updates being made to the HOA's budget process in order to align reporting with the HOA's fiscal year and to comply with recent state laws for HOA accountability.
- State law requires that the proposed budget must be voted on by the general membership each year.
- A copy of the proposed budget, a reference document of explanation, and instructions for voting will be sent by e-mail at the end of October 2020.
- A Zoom meeting will take place on November 14, 2020 with the full membership to review the proposed budget and provide an opportunity to answer any questions. The time is yet to be determined.
- Voting must be completed by midnight on November 21, 2020.

### **Access to the Beach:**

- Discussion from the FLHA Annual Meeting indicated there is interest in improving access to the beach, which has been a selling point for FLHA homes and a source of recreation for many members.
- It is evident that access to the beach has been deteriorating and may be inaccessible sometime in the near future
- In response to the desire for better beach access, the Board has been doing extensive research towards a possible solution which included a consultation with the Kitsap County Permitting Department.
- Required preliminary actions, including a biological report and a geo-tech report, are estimated to cost about \$6,000.00. These reports would provide information as to the feasibility of adding beach stairs and whether or not there is even an option to move forward with determining additional costs and building specifications.
- In order to proceed towards the next steps in the process, county approval must be given based the two reports mentioned above, and is not guaranteed.

- **It is important to note that spending money on the biological and geo-tech reports is not a guarantee that the project will move forward. The results may be that we cannot proceed.**
- More questions need to be investigated by the Board. Information is being compiled for a proposal to the membership for a vote.

**The meeting was adjourned at 8:15 pm.**

**Next FLHA Quarterly Board meeting:**

- Monday, December 7, 2020 via Zoom at 7 pm.

Minutes submitted by Michele Benson; FLHA Secretary.