



**Foxhall Community Association**  
**Meeting of the Board of Directors**  
**June 6, 2024**  
**Zoom 7:00 p.m.**

**Board Members Present:**

Dave Fleming, President  
 John McKinnon, Secretary  
 Karen Dillon, At-large/Facilities  
 Carol Vannerson, Vice President  
 Alan Vaughn, Treasurer

**Foxhall Members in Attendance:**

Denise Solveson  
 Pamela Wimer  
 Donna Bosshard  
 Greg Darnell

**Call to Order (Dave)**

Dave called the meeting to order at 7:02 p.m. via zoom.

**Standing Rules (Dave)**

*Foxhall HOA Bd mtg standing rules:*

**MEMBERS OF THE BOARD ARE ASKED TO ADOPT THE FOLLOWING STANDING RULES FOR CONDUCT OF A FOXHALL HOA BOARD MEETING:**

1. *The meeting will be held on Zoom and the meeting will be recorded,*
2. *The president will be the chair of the meeting and will recognize members as necessary for participation in the meeting,*
3. *The first article of business will be adoption of the AGENDA. The tentative agenda will be prepared by the Secretary and finalized during adoption. Once the agenda is adopted it will be subject to amendment on motion of a member or as raised by the chair and approved by a majority vote.*
4. *Please respect others and speak one at a time*
5. *To speak you must be recognized by the Chair.*
6. *Each item on the agenda is limited to a maximum 10 minutes unless there is a motion to continue discussion which is approved by a majority.*
7. *Issues which are brought up to discuss and not specifically part of the agenda will be limited to a ten minute discussion.*
8. *Discussion will move on to the next agenda item after the expiration of a time limit.*
9. *Non Board member participation*
  - a. *During the Meeting the Chair may recognize a non-board member for participation on certain issues for which they are responsible to the HOA. For Example the chair may recognize the Trails committee chair for reporting on trail issues.*

*Alan moved, Karen seconded, rules adopted unanimously.*

**Announce Recording of Meeting**

Dave announced that the meeting would be recorded through Zoom. No objections were heard.

**Agenda (Dave)**

*The agenda is adopted as read.*

**Reading and Adoption of Minutes (John)**

The minutes were read by John.

*Motion: Approve minutes of FCA Board Meeting, dated May 16, 2024; Dave declared the minutes approved without comment.*

**Verify members in attendance for minutes (John)**

Five board members, four community members were in attendance.

## **Facilities Update (Karen)**

The road lane divider dots have been installed on Foxtrail Drive bends.

Trail and park and ponds have been mowed.

Greg Darnell spoke about Trails Committee projects that may be done this year:

1. Widening North Trail near the wetlands area.
2. Putting a stone bridge / stepping stones at the wet crossing on Canyon Trail
3. Regrading a steep section of Whoop-de-doo Trail.

Karen and Dave went to meet the owners of a neighboring property outside the Far East trail. No fence is planned to replace the fence that was removed. The neighbor shared that his intention is to remove underbrush, make his own walking trails and leave the trees. No repairs to our trail are needed at this time. Deerfield Park is the name of their HOA, although they don't have an active association.

Copperhill HOA is another neighboring association located outside of the northeast corner.

## **Financial Update (Alan)**

Current Financial Status:

### Heritage Bank Balances, 6/5/2024

Checking: \$8,103.50: FY24 Funds

Savings: \$38,141.88

\$20,000: HOA Contingency Funds

\$1,075: Keith Long Memorial Fund (Picnic Shelter)

\$1,830: FY25 Credit Dues

\$15,236.88: FY24 Funds

Reserve: \$44,312.61

Total: \$90,557.99

FY 2024 Dues Collection/Revenue:

Current FY dues of \$330 have been received from 121 parcels (1 parcel in arrears).

Total Annual Revenue: Dues + Fees + Interest Earned (if applicable) = \$39,966.30

Alan presented his first draft of the fiscal year 2025 budget (Oct. 2024 to Sept. 2025). Last year we had six versions up to adoption.

Discussion: Secretary's note: points raised during Alan's presentation and follow-up discussion have been arranged by topic.

### Expense projections

- Admin and Operations
  - Projected to be \$900 under budget
  - Discussion of budget item to fund assistant treasurer. Perhaps \$2000 could fund a number of hours to take on some of these tasks. Also, it would be beneficial to have a succession/transition plan in place for the end of a treasurer's stint. Perhaps commit to a year as assistant following their treasurer term.
- Repair and Maintenance of Common Areas
  - Projected same as budgeted
  - New item to specify trash removal at park
  - New maintenance contracts

- Option of arranging hired labor to replace volunteer maintenance - cost could be in the range of trail mowing - \$800-1200 for initial clearing of brush from trails; tree removal could be \$1000-3000. New lines in budget would be necessary to set aside dollars if we expect to contract for these things.
      - Question about responsibility for maintaining roadsides of private roads. Homeowners currently do whatever work gets done. County roads are the county's responsibility, though not a high priority.
    - Trails Committee requests (materials only, all labor done by volunteers)
      - \$3000 the likely request for coming budget
- Community Improvements (health and welfare)
  - Projected same as budgeted (\$1000 for picnic shelter)
  - Unfinished projects: Will get an estimate for the completion of the road sign installation. New estimate required to include post installation.
  - New projects proposed
    - None at this time. Past example: completed picnic shelter project– process includes creation of a community committee to define and propose project for board approval and inclusion in budget.
- Reserve Fund
  - Reserve study contract
    - Need for adjustments, regardless of who does the next study;
      - 2023 update included contractor price for fence replacement (\$751/ft.) of Olympic Trail fence. The previous study had a calculation based on an inaccurate length. Other fencing sections in the study will also need to be recalculated for contractor pricing.
    - Alan will ask the consultant for an estimate of extending the contract. Carol volunteered to study the Reserve Study and act as a representative on the level two walk through.
  - Reserve fund contribution
    - 2025 budget contribution proposed \$8,616 from 2024 column of table 4.5, 10 year plan
    - 2023/4 Budget shows \$7,783 contribution
    - Refer to table 4.5 – full funding within 10 years, calendar year 2024
    - The 2023 update revealed that we remained at approximately 50% of full funding despite the make-up contributions of last year.
    - Proposal to apply the anticipated \$6,000 surplus from the 2024 budget into the Reserve Fund.

Savings Account Disclosures: no extra withdrawals so far this budget year

#### Contingency Fund in Savings

- Contingency fund balance = \$20,000.
- The question was raised about the amount we should preserve as a contingency fund. Is \$20,000 really necessary or appropriate? A portion of those savings could be redirected into the Reserve Fund to bring down the deficit in Full Funding.
- Previous budgets and dues included contingencies for legal and snow expenses that we now are going to omit and pay from savings reserved for that purpose.
- An argument against going back to the practice of including legal and weather contingencies in the budget is that it can be seen as double-billing ourselves – unspent contingencies go to savings while the next budget generates a new contingency. The current practice would essentially bill the community after the expense, in the form of a savings replenishment item in the following budget year.

- Discussion of past experiences with the use of unused contingencies: previous boards voted to redirect such funds to other budget categories, if needed, or toward funding the reserve account. If not, the balance would remain in savings.
- It was suggested that a note be added to the budget documentation that references unbudgeted/unknowable expenses such as legal fees and snow removal are provided for through preservation of a portion of savings for such needs, a contingency fund.

#### Revenue/assessment projections

- 2024 estimate of expenses is about \$900 under budget, (not counting the built-in surplus);
- Surplus carry-over estimated at \$6,596 due, in part, to maintaining \$330 dues assessment and budgeted surplus.
- Residual surplus (from closeout of FY 23) of \$1830 to apply to FY 25 as \$15 per lot reduction in dues assessment.
- This year it was proposed to set the amount of dues to match the budgeted expenses, not a set figure such as \$330. The goal is to create a budget that will come within 2% of the actual expenditures, when closed out at year end. The previous argument was that we should try to keep the dues the same from year to year to avoid confusion.

#### Old Business

#### New Business

#### Upcoming Meetings

Board of Directors Meetings: Second Thursdays of each month

- Board of Directors Meeting, Thursday, June 20, 2024, 7:00 pm
- Board of Directors Meeting, Thursday, July 11, 2024, 7:00 pm
- Board of Directors Meeting, Thursday, August 8, 2024, 7:00 pm
- Foxhall Community Picnic, Saturday August 10, 2024, noon to 2 pm
- Budget Ratification Meeting, Thursday August 29<sup>th</sup>, 6 pm at Park 1

#### Member Comments

None

#### Adjournment

Meeting adjourned at 9:05 p.m.

Minutes approved at Board of Directors Meeting: July 11, 2024