



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

Board Members Present:

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

Board Members Absent:

Carol Vannerson, Vice President

Foxhall Members in Attendance:

Doug Dyjak

Call to Order (Dave)

Dave called the meeting to order at 7:07 p.m. via zoom.

Standing Rules (Dave)

Foxhall HOA Board meeting 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. *At the close of regular business each audience member may speak once for a maximum of two minutes.*
 - b. *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.*

Karen moved to adopt these rules, Alan 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 was adopted as presented. Moved by John, sec. by Karen, passed unan.

Reading and Adoption of Minutes (John)

Motion: Dave moved to approve minutes of FCA Board Meeting as posted, dated October 10, 2024; seconded by Karen. Passed unanimously.

Verify members in attendance for minutes (John)

Four board members, and one community member were in attendance.

Trails Committee Report (Karen)

- Thank you to volunteers for tree clearing (Dave, Greg, Kit, Dave Toler), Canyon Trail bridge work, and spreading gravel.
- Dave has surveyed some trails recently and expressed his appreciation for their excellent condition.
- Karen explained that she alerts members over Facebook when trail hazards are present.

Facilities Update (Karen)

- Forest Park Gate proposal:
 - Karen confirmed that the gate was authorized by the Board at the October 12, 2010 meeting. It was built in the fall of that year. The gate is used by FCA members for access to the Forest Park Equestrian Center.
 - Karen will post the notice of the intended locking at the gate location and to the neighboring association.
 - Our membership will be made aware of the opportunity to be given the combination for this lock.
 - *Karen moved that we lock the gate as of January 15th, there will be notifications to our members and the Forest Park association, and a posting on the gate on January 1st. Dave seconded, Passed unan.*
- Olympic Trail Fencing RFP:
 - Two scenarios: the easternmost 300 ft. or the entire Olympic Trail section. Jeff Buelow is interested in bidding. The trails committee will review responses and bring to the board for a vote.
- Hazard trees at Camp Trail and Foxtrail Drive locations
 - A neighbor from the camping club across Camp Trail emailed us regarding a tree that fell onto his property. The tree originated from a Foxhall resident's property. Karen has communicated with the FCA homeowner and passed on the complaint and contact information.
 - The county intends to take out a hazard tree on Foxtrail Drive. Karen will contact the county to verify.
 - Greg has volunteered to do some trimming along the same stretch of road.

Financial Update (Alan)

Foxhall Community Association Financial Report as of 11/06/2024

Checking: \$28,911.93 (Working FY25 Funds)

Savings: \$23,455.82

Uncommitted/contingency savings \$9,589.82

FY24 Surplus: \$11,791.00

Keith Long Memorial Fund (Picnic Shelter): 1,075.00

Picnic Shelter: \$1,000.00

Reserve: \$52,936.01

TOTAL CURRENT FUNDS ON HAND: \$105,303.76

Revenues to collect (accounts receivable)

FY24 Dues: \$330 plus late fees from one property

FY25 Dues: \$6,840 from 24 properties

Current Expenditures FY25: \$724.47

- Alan explained the management of the checking and savings accounts. He will use the checking account so that its balance reflects the state of the current budget year's balance. All dues for 2024/25 will be transferred into that account, including the budgeted transfer from savings, and all budgeted expenses will be paid from that account.
- Alan proposed the following use for the FY24 surplus: dedicate about \$3000 to savings and the remainder to the Reserve Fund.
- Dave inquired about the process and timing of taking further action on delinquent dues. Currently, we begin with delinquency notices, then certified letters, personal contact, and if this fails, then file a lien through an attorney. The next step for Alan is to attempt contacting the property owner in person.
- *Dave moved to table the discussion of the budget surplus until next meeting, Karen seconded, passed unan.*

Ongoing/Pending Business

Financial Practices/Protocol (Dave)

- *Dave moved that we begin a financial review committee to advise on FCA practices: Linda Long and Gloria Papiez are community members with auditing experience and are willing to participate. Dave and Karen will participate as board member representatives. Seconded and approved unanimously.*
- Discussion regarding access to bank reports and banking by Board members. Currently the treasurer and assistant treasurer have banking privileges. Only the treasurer holds and writes checks and manages the accounts. The assistant treasurer holds a debit card in case a payment must be made when the treasurer is not available to do so.
- Discussion regarding two member signatures on checks or authorization. Currently only one signature is required, but there are provisions for having a second board member authorize large payments.
- Discussion of Quickbooks regarding its authorization features (available with a higher cost subscription level).
- Discussion of how we go about paying reserve account expenses. When a reserve expense must be paid, Alan will first transfer the amount from the reserve account into checking and then pay the bill.

- *Dave moved to have permission to contact the bank and access banking records and reports for FCA. John seconded, passed unanimously.*

Reserve Study Vendor

Candidates: Cedcore out of Tacoma does reserve studies, referred by friend of Dave's.

Welcome Letter (John): John made some small revisions to the draft he received from Karen. He will distribute it to the other board members for suggestions.

Street Signs (John): The county confirmed that private road signs should be blue. We need to have the signs made and find someone to install the new signs and posts. Karen advised on the steps she takes to come up with multiple bids. She advertises for interested vendors on Facebook and Nextdoor as well as searching the web for local contractors. She verifies the licensing and insurance coverage of possible vendors.

Other News/Good of the Order

Neighboring Holly Hills Association –

Dave contacted their president. She may be a good resource to consult regarding board business. Their association does not have a reserve fund (limited assets/no amenities).

Upcoming Meetings

Board of Directors Meetings: Second Thursdays of each month

- December 12th Board Meeting, via Zoom at 7:00 pm
- January 9th Board Meeting, via Zoom at 7:00 pm

Member Comments

None

Adjournment

Meeting adjourned at 8:58 p.m.

Minutes approved at Board of Directors Meeting: December 12, 2024