



Foxhall Community Association
Board of Directors Meeting
July 11, 2023
Zoom 7:00 p.m.

Board Members Present:

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

Foxhall Members in Attendance:

Greg Darnell
Tam Findley
Denise Solveson
Doug Dyjak
Donna Bosshard
Jessica Bradley, chair of Trails Committee

Call to Order (Katie)

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

Review and approval of agenda (Katie)

Dave made motion to move budget portion to beginning of agenda, seconded by Katie, passed unanimously.

Dave moved to inform community members that the time for member questions and comments will occur at the end of the meeting, seconded by Katie, passed unanimously.

Verify members in attendance for minutes (John)

Five board members and six community members were in attendance.

Financial Update and Budget Proposal (Alan)

Alan presented a summary document (see Budget and Finance Report below).

Status of Account balances given.

Reserve Fund contributions are from the 2024 portion of the 10 yr table shown. Greg commented that last year's contribution was not taken from that table.

Expenses draft reviewed line by line. Greg observed that one insurance liability expense projection is lower than current amount. The reason is because there was a charge incurred last year for an amendment that will not be expected this year.

There was a question about why this year's mowing expense is so much under budget for park 1. The frequency of mowing is very much dependent on the weather. Also, we budgeted for weed spraying and aeration that we did not do.

Discussion of Reserve Study: Katie expressed that the amount of money projected for replacing playground structures will not be adequate. Current prices exceed the estimates. Perhaps there are new design standards that were not considered in the estimate. Figures can be revised in upcoming updates of the study. We are due one more level three study from our current reserve study consultant. We have the option of doing our own level two and level three studies in the future.

It was reiterated that the Reserve Funds may only be used for items identified in the reserve study. Any other improvements must come from savings or special assessments. There is a question of whether

upgrading listed elements is an approved use for reserve funds – for example, a larger play structure. It was also noted that there has been higher than expected inflation over the past two years. That may impact many of the replacement cost projections in the next revision of the reserve study and therefore the progress toward the Board’s stated goal is to achieve 70% of full funding by 2030.

In light of a higher than expected surplus from this year’s budget, two scenarios were presented by Dave based on two levels of dues assessments. The projected balance in savings was compared for both (the current) \$330 dues and (the previous) \$300 dues assessments. In the course of the discussions, projections for this year’s and next year’s expenses were revised. Jessica indicated that this year’s trails allowance will be spent and next year’s request needs to increase to reflect the cost of delivery for gravel. Delivery had been provided by Keith. The \$330 assessment could produce a savings account balance of \$23,652. A \$300 assessment could produce a savings account balance of \$19,992.

Discussion of what to present to membership for their feedback.

Katie advocated for keeping dues at current level of \$330. Alan, Katie, John and Alan expressed that they are leaning toward the \$330 level. Pros and cons were discussed, including unknown inflation factor for elements in reserve study, existing deficit in reserve fund compared to full funding, anticipated difficulty or ease in raising dues after a reduction, lack of specific goal for savings balance, wish list of community amenities, etc.

We will invite membership feedback on our proposed budget. The board will collaborate on the mailing.

Picnic – Katie will organize and asked that someone helps with shopping.

Jessica said trails committee may ask for a revised amount due to cost of gravel delivery which was previously done by Keith. Alan responded by revising that budget item.

Facilities Update (Karen)

Location for August Membership meeting

- We will have the meeting in Park 1 as done last year

Scotch Broom Removal

- Thanks to Alan for volunteering to take it to the waste facility.

Trail mowing

- Steve Stentz just mowed our trails.
- He replaced Keith Long who passed away.

Aggressive Dogs on Whoop-de-doo trail by Foxhall drive

- 2 incidents were reported to us by one resident (June 6th)
- Another incident reported on FB by another resident (late May)
- Karen has asked these residents if they have reported it to the Joint Animal Services. No response yet.
- We can write a letter to the off-Foxhall owner, but stating that complaints have been filed makes the letter stronger and more effective.

- Trail committee can build a fence there, if the board wishes.

Lower Entrance by Trail crossing

- Rob Armstrong raised the issue that the bushes where South Trail crosses the road were large enough that drivers might not see pedestrians.

- The area has now been mowed.

Weed whacking behind Retention Dam and along Canyon trail

- Greg weed whacked along Canyon trail recently

Old Business

Proposed bylaw or rules regarding equine operators. Discussion of equine operators insurance will require significant time and so will be tabled, given lateness of the hour.

March 7, March 16, April 15 and May 25, 2023 Minutes (John)

Motion: Approve minutes of FCA Board Meeting dated March 7, March 16, April 15, and May 25, 2023. Moved to approve by Alan. Seconded by Karen. Discussion: None. Result: motion approved unanimously.

Upcoming Meetings and Event

- Informational mailing regarding proposed budget
- Board of Directors meeting Thursday August 3rd
- Picnic August 5th
- Official mailing with adopted budget and notice of ratification meeting
- Ratification meeting of Tuesday August 29th at the park 1 picnic shelter.

Member Comments

Donna expressed desire for more restraint on budget items, particularly regarding the trail expenses. She advocates putting off some projects.

Jessica responded that current level of funding is at a basic level and is lower than the years where past lack of maintenance had to be rectified.

Katie declared the meeting adjourned.

Meeting adjourned at 9:07 p.m.

Minutes Approved August 3, 2023



**Foxhall Community Association
Budget & Finance Report, July 11, 2023
Alan Vaughn, Treasurer**

Summary

FCA continues to retain a strong financial standing despite current inflation rates for goods and services. We are on a path to a balanced and strongly funded budget by 2026 with our current Reserve Study and at this time I project no shortfalls in reaching this goal. The draft budget of \$35,418 suggested by the board includes annual adjustments for maintenance costs and services throughout the community. At this time, I feel that there are no unforeseen events that may disrupt the budget draft.

Current Financial Status

Heritage Bank Balances, 7/11/2023

Checking:	\$7,717.24
Reserve:	\$34,972.37
<u>Savings:</u>	<u>\$23,700.49</u>
Total:	\$67,202.95

FY 2023 Dues Collection/Revenue:

Current FY dues of \$330 have been received from all parcels.

Total Annual Revenue: Dues + Fees + Interest Earned (if applicable) = **\$40,260.00**

Draft FY 2024 Budget (October 1, 2023 – September 30, 2024)

The draft budget is based on the current projections with the following details:

- Administrative and Operating Expenses
- Repairs and Maintenance of Common Areas
- Community Improvements
- Reserve Fund
- Additional projects for discussion:
 - o Quote for Park 2 weed control
 - o \$500 for retention pond trash gates
 - o \$350 for “Dead End” road signs on private roads
- Trails Committee requests (materials only, all labor done by volunteers):
 - o Discussion for potentially having the lower entrance cleared of berry vines.
 - o Discussion for purchasing handicap signs for Park 1

FCA Picnic shelter funding will cease for next year’s budget as the project is considered “completed.”

RCW 64.90.525 mandates that dues and assessments are now part of the budget approval process. The dues amount specified in the bylaws is now superseded by the dues incorporated in the budget process (RCW 64.90.080(2)).

Reserve Fund

The board passed a resolution to reach >70% funding (considered to be “strong” funding) by 2030. According to the reserve study “Make up Funds” are directed to ensure that the community reaches recommended funding by the year passed for resolution. Therefore, \$4,550 dollars will be placed in the fund, in addition to the annual maintenance funding currently scheduled/required. This will ensure that in 2028 there are sufficient funds to complete the maintenance projects within the neighborhood that will start to reach their life-cycle end (i.e., retention pond fencing).

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2022	2023	2024	2025	2026	2027	2028	2029	2030
FULL FUNDING WITHIN 10 YEARS									
Beginning Reserve Balance	27,742	34,727	43,187	51,912	60,909	70,187	79,755	58,387	64,209
Full Funding Annual Maintenance Funding	6,452	3,139	3,233	3,330	3,430	3,533	3,639	3,748	3,861
Planned Special Assessments / Make up Funds		4,550	4,550	4,550	4,550	4,550	4,550	4,550	4,550
Annual Total Property Contribution to The Reserve Fund	6,452	7,689	7,783	7,880	7,980	8,083	8,189	8,298	8,411
Average Monthly Contribution to the Reserve Fund per Unit	5.12	5.25	5.32	5.38	5.45	5.52	5.59	5.67	5.74
Annual Capital Expenses	-	-	-	-	-	-	30,924	3,690	10,446
Interest Income	533	771	942	1,117	1,296	1,485	1,368	1,214	1,264
Ending Reserve Balance	34,727	43,187	51,912	60,909	70,187	79,755	58,387	64,209	63,438
Percentage of Full Funding	50.0%	53.5%	60.7%	67.2%	73.2%	76.6%	76.9%	82.9%	87.7%

Yellow Highlighted Cells Represent Make-Up Funds

Draft for Membership Review, July 11, 2023

Foxhall Community Association Expenses and DRAFT FY 2024 Budget

	FY 2023		FY 2024
BUDGET CATEGORIES	Adopted	Actuals	DRAFT
	8/2/2022	Proj. to 9/30	7/11/2023
ADMINISTRATIVE AND OPERATING EXPENSES			
County & Federal taxes	800	739	800
State Licenses and Fees	30	65	65
Miscellaneous (ballots, bank charge, etc.)	100	50	100
Postal Mailing Box rent	220	198	220
Treasurer Software & Expenses	500	394	500
Admin. Supplies	150	0	150
Mailings	800	100	800
Web Site & Zoom	500	210	500
Picnic	400	352	400
Insurance - General Liability (BLS)	1,650	2,036	1,800
Insurance - Directors & Officers	2,200	2,444	2,600
Insurance - D&O lawsuit contingency	0	0	0
Insurance - Umbrella Policy (ESO)	1,550	1,465	1,600
<Insurance Sum/Subtotals>	5,400	5,945	6,000
Legal and Professional Fees	2,500	0	2,500
<<Subtotal, Operating Expenses>>	11,400	8,053	12,075
REPAIRS & MAINTENANCE OF COMMON AREAS			
Park 1 Mowing & Maintenance	7,500	1944	3,650
Park 2 Mowing & Maintenance	1,500	810	2,850
Retention pond Mowing & Maintenance	2,700	810	2,500
Trail Mowing	2,800	448	2,200
Trail Safety & Maintenance	3,400	3400	4,000
Main Entrance Water & Maintenance	1,000	420	750
Winter Snowplow Roads	100	0	100
<<Subtotal, Repairs/Maintenance>>	19,000	7,832	16,050
IMPROVEMENT PROJECTS			
Picnic Shelter	3,000	3000	0
Road Signs, Trash Gates, Park 1 Project	1,510	0	1,000
<<Subtotal, Improvements>>	4,510	3000	1,000
RESERVE FUND			
Replenishment of Reserve Fund	7,214	7,214	7,783
TOTAL EXPENSES	\$42,124	\$26,099	\$36,908

Draft for Membership: Expense Totals

Foxhall Community Association Expenses and DRAFT FY 2024 Budget

	FY 2023		FY 2024
BUDGET CATEGORIES	Adopted	Actuals	DRAFT
	8/2/22	Proj. to 9/30	7/11/23
ADMINISTRATIVE AND OPERATING EXPENSES			
<Insurance Sum/Subtotals>	\$5,400	\$5,945	\$6,000
<<Subtotal, Operating Expenses>>	\$11,400	\$8,053	\$12,075
REPAIRS & MAINTENANCE OF COMMON AREAS			
<<Subtotal, Repairs/Maintenance>>	\$19,000	\$7,832	\$16,050
IMPROVEMENT PROJECTS			
<<Subtotal, Improvements>>	\$4,510	\$3,000	\$1,000
RESERVE FUND			
Replenishment of Reserve Fund	\$7,214	\$7,214	\$7,783
TOTAL EXPENSES	\$42,124	\$26,099	\$36,908
DUES COLLECTED (\$330 per household FY 2024)	\$40,260	\$40,260	\$40,260
PROJECTED FUND BALANCE	(\$1,864)	\$14,161**	\$3,352
RESIDUAL SAVINGS SURPLUS		\$6,139	
BANKING PROJECTION TOTALS (EOY)*			
SAVINGS		\$20,300	\$23,652
RESERVE FUND		\$34,972	\$42,755

DUES COLLECTED (\$300 per household FY 2024)	\$40,260	\$40,260	\$36,600
PROJECTED FUND BALANCE	(\$1,864)	\$14,161**	(\$308)***
RESIDUAL SAVINGS SURPLUS		\$6,139	
BANKING PROJECTION TOTALS (EOY)*			
SAVINGS		\$20,300	\$19,992
RESERVE FUND		\$34,972	\$42,755

*EOY – End of Year (Fiscal)

**These projected surplus funds are currently located in the savings account.

***Deficit would be covered from EOY checking account surplus if available; if not, covered from savings account.