



Foxhall Community Association
Meeting of the Board of Directors
July 11, 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
 Donna Bosshard
 Greg Darnell

Call to Order (Dave)

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

Standing Rules (Dave)

Standing rules:

*The agenda will be adopted at the beginning of the meeting.
 Presentation of issues on the agenda will be by those assigned.
 Input and questions will be allowed at the close of every agenda item.*

Speaking rules:

*Please respect others and speak one at a time
 To speak you must be recognized by the chair
 No one can speak for more than 1 minute at a time
 No one can speak more than twice on any subject
 Maximum discussion on agenda item 5 minutes unless there is a motion to continue discussion.*

Motion rules

*If people are speaking on a Motion:
 Maximum debate is 20 minutes
 Debate may be extended after motion to extend debate and then a majority vote on motion.*

The chair may assign the following penalties for speaking out of turn.

*First time - warning
 Second time –a member may be asked to leave*

Karen moved to adopt these rules, Carol 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 June 6th, 2024; Dave declared the minutes approved without comment.

Verify members in attendance for minutes (John)

Five board members, three community members were in attendance.

Facilities Update (Karen)

New gas lines will cross our water lines. Karen will communicate with contractors to ensure protection of our irrigation lines.

Weeding has happened at front entrance. Irrigation underway.

Pond inspection report to be submitted in August. Karen will take care of this.

Alan has been responsible for trapping moles in the retention pond.

There have been several trees cleared from the trails. Greg proposes writing an agreement with Forest Park Neighborhood so that we can do some maintenance on their trees and shrubs from their septic field and retention pond areas in exchange for some other cooperation regarding communication with their group. Dave said he would contact their president with the request. Greg also received a request from a camp trail resident to cut down a tree on Foxhall property. Greg said the tree on the trail property is a young healthy maple and he sees no need to remove it. Other trees of concern are located on a Foxhall resident's property and Greg suggested that the Camp resident contact them directly. Discussion included our potential for doing tree assessment and removal. We have people on the trails committee capable of assessing whether trees pose a hazard and how best to remove them. We do not have a specific contractor to call in the event that there is a tree that the trails group is unable to remove.

Proposed Budget Discussion

Alan shared current expenditures (screen share of excel budget sheet):

Category	Adopted	October	November	December	January	February	March	April	May	June	July	August	September	Total Spent	Remaining	Percent Remaining
CLIN 1: ADMIN AND OPERATING																
County & Federal Taxes	\$ 800.00						\$ 739.07							\$ 739.07	\$ 60.93	8%
State Licenses and Fees	\$ 65.00	\$ 29.00												\$ 29.00	\$ 36.00	55%
Miscellaneous	\$ 100.00								\$ 8.05					\$ 8.05	\$ 91.95	92%
Postal Box	\$ 220.00			\$ 216.00										\$ 216.00	\$ 4.00	2%
Software (Quickbooks)	\$ 500.00	\$ 32.85	\$ 32.85	\$ 32.85	\$ 32.85	\$ 32.85	\$ 32.85	\$ 32.85	\$ 32.91	\$ 32.91	\$ 32.91			\$ 328.68	\$ 171.32	34%
Administrative	\$ 150.00	\$ 69.30	\$ 9.90	\$ 12.00										\$ 91.20	\$ 58.80	39%
Mailings	\$ 800.00	\$ 89.95	\$ 9.90	\$ 12.00	\$ 30.00	\$ 156.18								\$ 276.13	\$ 523.87	65%
Web Site & Zoom	\$ 500.00	\$ 17.51	\$ 17.51	\$ 17.51	\$ 17.51	\$ 17.51	\$ 17.51	\$ 17.51	\$ 17.51	\$ 17.51				\$ 157.59	\$ 342.41	68%
Picnic	\$ 400.00													\$ -	\$ 400.00	100%
Insurance - General Liability	\$ 1,800.00		\$ 1,699.00											\$ 1,699.00	\$ 101.00	6%
Insurance - D & O / Shelter	\$ 2,600.00		\$ 350.00				\$ 2,189.00							\$ 2,539.00	\$ 61.00	2%
Insurance - Umbrella	\$ 1,600.00		\$ 1,465.00											\$ 1,465.00	\$ 135.00	8%
TOTAL	\$ 9,535.00	\$ 236.61	\$ 3,574.26	\$ 278.96	\$ 80.36	\$ 206.54	\$ 50.36	\$ 2,976.43	\$ 38.47	\$ 90.42	\$ 32.91	\$ -	\$ -	\$ 7,546.72	\$ 1,986.28	20.83%
CLIN 2: REPAIRS & MAINTENANCE																
Park 1	\$ 3,650.00	\$ 107.60					\$ 260.00	\$ 260.00	\$ 520.00					\$ 1,147.60	\$ 2,502.40	69%
Garbage/Porta Potty		\$ 17.54	\$ 17.53	\$ 17.46	\$ 17.55	\$ 17.55	\$ 17.46	\$ 167.46	\$ 167.46					\$ 167.46		
Park 2	\$ 2,850.00	\$ 122.40					\$ 125.00		\$ 350.00					\$ 597.40	\$ 2,252.60	79%
Retention Pond	\$ 2,500.00						\$ 150.00	\$ 150.00	\$ 600.00					\$ 900.00	\$ 1,600.00	64%
Trail Mowing	\$ 2,200.00							\$ 541.50	\$ 1,083.00					\$ 1,624.50	\$ 575.50	26%
Trail Safety & Maintenance	\$ 4,000.00						\$ 44.97		\$ 470.18					\$ 515.15	\$ 3,484.85	87%
Main Entrance	\$ 750.00	\$ 79.24	\$ 57.51				\$ 50.00	\$ 350.00	\$ 95.06					\$ 631.81	\$ 118.19	16%
TOTAL	\$ 15,950.00	\$ 326.78	\$ 75.04	\$ 17.46	\$ 17.55	\$ 17.55	\$ 62.43	\$ 752.46	\$ 1,468.96	\$ 3,285.70	\$ -	\$ -	\$ -	\$ 6,023.93	\$ 9,926.07	62%
CLIN 3: Capital Improvements																
Picnic Shelter	\$ 1,000.00													\$ -	\$ 1,000.00	100%
TOTAL	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	100%
CLIN 4: Reserve Fund																
Scheduled	\$ 3,233.00			\$ 3,233.00										\$ 3,233.00	\$ -	0%
Make-Up Funding	\$ 4,550.00			\$ 4,550.00										\$ 4,550.00	\$ -	0%
TOTAL	\$ 7,783.00	\$ -	\$ -	\$ 7,783.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,783.00	\$ -	0%

The majority of maintenance costs are yet to be paid (mowings).

Alan projects coming out even in maintenance and a little bit of surplus from administration allocations.

Overall, there is projected to be \$5946 as surplus.

John presented his proposal for a budget (screen share).

ADMIN. AND OPERATING EXPENSES			
County & Federal taxes	800	739	761
State Licenses and Fees	65	29	30
Misc.(ballots, bank charge, etc.)	100	50	51
Postal Mailing Box rent	220	216	222
Treasurer Software & Expenses	500	400	412
Admin. Supplies	150	150	155
Mailings	800	700	721
Web Site & Zoom	500	250	258
Picnic	400	400	412
Insurance - General Liability (BLS)	1,800	1,699	1750
Insurance - Directors & Officers	2,600	2,189	2255
Insurance – Picnic Shelter	0	350	361
Insurance - Umbrella Policy (ESO)	1,600	1,465	1509
<Insurance Sum/Subtotals>	6,000	5,703	5875
Financial Audit			2500
<<Subtotal, Operating Expenses>>	9,535	8,637	\$11,397
REPAIRS & MAINTENANCE OF COMMON AREAS			
Park 1 Mowing & Maintenance	3,650	3,650	3760
Park 2 Mowing & Maintenance	2,850	2,850	2936
Retention pond Mowing & Maintenance	2,500	2,500	2575
Trail Mowing	2,200	2,200	2266
Trail Brush Clearing			\$2,400
Trail Safety & Maintenance	4,000	4,000	4120
Main Entrance Water & Maintenance	750	750	773
<<Subtotal, Repairs/Maintenance>>	15,950	15,950	\$18,830
IMPROVEMENT PROJECTS			
Picnic Shelter (FY24)	1,000	1,000	0
Road Sign Improvements			\$3,000
<<Subtotal, Improvements>>	1,000	1,000	3000
RESERVE FUND			
Scheduled Reserve Fund contribution	7,783	7,783	\$8,616
Additional reserve fund contribution			\$8,000
Renew Reserve Study Contract			\$2,500
<<Subtotal, Reserve Fund>>			\$19,116
TOTAL EXPENSES	\$34,268	\$33,370	\$52,343

	FY 2024	FY 2024	FY 2025
BUDGET CATEGORIES	Adopted	Estimates	DRAFT Budget
	8/3/23	Proj. to 9/30	6/6/24
ADMINISTRATIVE AND OPERATING EXPENSES			
<<Subtotal, Operating Expenses>>	\$9,535	\$8,637	\$11,397
REPAIRS & MAINTENANCE OF COMMON AREAS			
<<Subtotal, Repairs/Maintenance>>	\$15,950	\$15,950	\$18,830
IMPROVEMENT PROJECTS			
<<Subtotal, Improvements>>	\$1,000	\$1,000	\$3,000
RESERVE FUND			
<<Subtotal, Reserve Fund>>	\$7,783	\$7,783	\$19,116
TOTAL EXPENSES	\$34,268	\$33,370	\$52,343
Revenues/Credits/Transfers			
DUES Assessed/Collected (dues/lot)	\$40,260 (330)	\$39,966 (330)	\$34,770 (285)
RESIDUAL SURPLUS, FY25 Credit (from savings - FY23 budget year surplus)	\$1,830		\$1,830
Residual Surplus, FY25 credit from FY24 budgeted surplus (FY24 savings transfer)			\$5,992
SAVINGS Transfer for reserve fund (reassignment of contingency savings)			\$8,000
Savings Transfer for reserve study (reassignment of contingency savings)			\$2,500
Total Revenues/Credits/Transfers			\$53,092
PROJECTED Budget Surplus or (Deficit)	\$5,992	\$6,596	\$749
BANKING PROJECTION TOTALS (EOY)			
SAVINGS – contingency fund portion		\$20,000	\$9,500
RESERVE FUND		\$44,314	\$60,930

Note: Savings and Reserve account management policies are as follows:

\$8,500 of savings will be managed for unforeseen expenses related to legal, weather, or health and safety requirements (contingency fund). Withdrawals will be repaid to the contingency fund within two years.

Non-budgeted expenditures from savings will require a vote of the Board of Directors.

Reserve Fund contributions will be guided by reserve study recommendations and votes of the Board. Contributions for

Comments:

- Suggestion to place reserve contract expense with the admin, expenses.
- Suggestion to add detail to the banking projections table to show how funds are to be transferred between accounts.
- Comment in support of this budget because of lowering dues as well as keeping existing levels of service plus adding some elements of service such as trail clearing and contributions to the reserve fund.
- Comment in support of redirecting a portion of contingency funds to the reserve fund.
- Greg pointed out that the trail committee request will likely be \$3000 for this year, and there will be about \$1000 unspent from this year.

- Alan stated that for the purposes of fiscal solvency, a budget contribution cannot be cited for an unknown amount such as this year’s budget surplus. Therefore, the line stating a contribution to revenues in that amount is improper.
- Karen asked if we have a cash accounting for our current balances. We need to know that the funds are available for all the proposed transfers.
- A note states \$8500 will be managed as contingency, but table shows \$9500 in contingency – not a typo, \$8500 is the amount to preserve, rather than a set amount.

Alan shared a revised version of the budget report draft presented in the June meeting.

	FY 2024	FY 2024	FY 2025
BUDGET CATEGORIES	Adopted	Estimates	DRAFT Budget
	8/3/2023	Proj. to 9/30	7/11/2024
ADMINISTRATIVE AND OPERATING EXPENSES (A & O)			
County & Federal taxes	800	739	800
State Licenses and Fees	65	29	65
Miscellaneous (ballots, bank charge, etc.)	100	50	100
Postal Mailing Box rent	220	216	230
Treasurer Software & Expenses	500	400	500
Admin. Supplies	150	150	150
Mailings	800	700	800
Web Site & Zoom	500	250	300
Picnic	400	400	450
Insurance - General Liability (BLS)	1,800	1,699	1,850
Insurance - Directors & Officers	2,600	2,189	2,600
Insurance – Picnic Shelter	0	350	375
Insurance - Umbrella Policy (ESO)	1,600	1,465	1,600
<Insurance Sum/Subtotals>	6,000	5,703	6,425
<<Subtotal, Operating Expenses>>	9,535	8,637	9,820
REPAIRS & MAINTENANCE OF COMMON AREAS (R & M)			
Park 1 Mowing & Maintenance	3,650	4,000	4,500
Park 2 Mowing & Maintenance	2,850	2,850	3,000
Retention pond Mowing & Maintenance	2,500	2,500	3,000
Trail Mowing	2,200	2,500	2,500
Trail Safety & Maintenance	4,000	4,000	4,000
Main Entrance Water & Maintenance	750	750	1,000
<<Subtotal, Repairs/Maintenance>>	15,950	16,600	\$18,000
IMPROVEMENT PROJECTS (IMP)			
Picnic Shelter (FY24)	1,000	1,000	0
<<Subtotal, Improvements>>	1,000	1,000	0
RESERVE FUND (RF)			
Replenishment of Reserve Fund	7,783	7,783	8,616
TOTAL EXPENSES	\$34,268	\$34,020	\$36,436

	FY 2024	FY 2024	FY 2025
BUDGET CATEGORIES	Adopted	Estimates	DRAFT Budget
	8/3/23	Proj. to 9/30	7/11/24
ADMINISTRATIVE AND OPERATING EXPENSES (A & O)			
<Insurance Sum/Subtotals>	\$6,000	\$5,703	\$6,425
<<Subtotal, Operating Expenses>>	\$9,535	\$8,637	\$9,820
REPAIRS & MAINTENANCE OF COMMON AREAS (R & M)			
<<Subtotal, Repairs/Maintenance>>	\$15,950	\$16,600	\$18,000
IMPROVEMENT PROJECTS (IMP)			
<<Subtotal, Improvements>>	\$1,000	\$1,000	\$0
RESERVE FUND (RF)			
Replenishment of Reserve Fund	\$7,783	\$7,783	\$8,616
TOTAL EXPENSES	\$34,268	\$34,020	\$36,436
FISCAL YEAR 2025 REVENUE			
DUES REVENUE	\$40,260	\$39,966	\$34,770
RESIDUAL FUNDS FY23 Credit			\$1,830
TOTAL REVENUE FY25			\$36,600
EST. YEAR END RESIDUAL FUNDS	\$5,992	\$5,946	\$436
BILLABLE DUES PER LOT			\$285
SAVINGS BANKING TOTALS (EOY)			
<i>Legal</i>	\$7,500	\$7,500	
<i>Immediate Health & Safety</i>	\$7,500	\$7,500	
<i>Exceptional Increases in Budget</i>	\$5,000	\$5,000	
CONTINGENCY SAVINGS TOTAL	\$20,000	\$20,000	\$9,600
CONTINGENCY SAVINGS DELTA			(\$10,400)
REALLOCATION OF SAVINGS FUNDS			
(A & O) Financial Audit			\$2,500
(R & M) Trail Brush Clearing			\$2,400
(IMP) Road Sign Improvements			\$3,000
(A & O) Renew Reserve Study Contract			\$2,500
TOTAL REALLOCATION OF FUNDS			\$10,400
REALLOCATION OF EST. FY24 SURPLUS			
		\$5,946	

- Alan presented a balanced budget with revenues from dues at \$285 plus \$1830 credit held back from previous budget surplus. Expenses for the financial audit, trail brush clearing, road sign improvements, and reserve study contract to be paid from a portion of savings previously characterized as contingency funds. The surplus of approximately \$5,946 will be known in November following the close-out of this year's budget. At that point the board can choose to apply them as a supplement to the reserve fund.

Comments:

- Dave feels that because of the size of the projected surplus, the disposition or commitment of those funds belongs in the budget process rather than at a Board meeting.
- Discussion about how funds are labeled: Our checking and savings are cash on hand and has accrued over time from different sources and budget years.
- You can commit from cash on hand to the budget. It is appropriate to use an estimate how much your surplus will be in your calculations of such a contribution.
- It is appropriate to add budget notes that cite account transfers in amounts yet to be determined, such as additional reserve contributions.

Motion by Dave, seconded by Karen, to adopt John's budget with expressed revisions as a proposed budget to distribute to the membership. Passed unanimously.

Budget Mailings

John summarized possible elements to accompany budget in the mailing to residents. (from page 4 of John's proposal).

Budget Mailing Highlights

- Current Financial Status – Account Balances as of June 5, 2024

Checking and Savings Accounts, combined		\$46,245.38
	FY2024 funds in checking	\$8,103.50
	FY2024 funds in savings	\$15,236.88
	FY2023 surplus funds in savings	\$1,830.00
	Keith Long Memorial Fund	\$1,075.00
	Uncommitted/Contingency	\$20,000.00
Reserve Fund Account		\$44,312.61
Total of all accounts		\$90,557.99

- Review of previous and current budgets
 - 2023 budget results (final close out in Nov. 2023)
 - Assessed dues of \$330
 - a surplus of \$3373.04
 - \$1543.04 was reallocated to the reserve to correct an incorrect fencing calculation
 - \$1,830 was preserved in savings to supplement 2024 revenues (for dues reduction of \$15/household)
 - 2024 budget projections (final close out to be in Nov./Dec. 2024)
 - Expenses projected to be \$900 below budget (mowing expenses unknown). Any surplus from 2024 expenses will be preserved to apply to 2026 budget.
 - The budgeted surplus from 2024 to be applied to 2025 budget (\$5,992)
- 2025 budget proposal
 - Maintain current budget expenditure levels plus an inflation factor of 3%
 - New item for contracting brush clearing due to decreased volunteer labor
 - \$2500 allocated for Financial Audit
 - \$3000 Road sign improvement project
 - Previous known budget surpluses applied and will result in dues reduction to \$285 for 2025
 - Savings transfer to supplement reserve fund and to pay for new reserve study contract.
- Explanation of savings management and budgeting practices
 - Checking and Savings account components, purposes and accounting
 - Checking (dynamic, a portion of current fiscal year funds)
 - Savings (one account, tracked as follows)
 - Current budget year funds (dynamic: dues minus budgeted expenses paid)
 - Earmarked contributions (static: picnic shelter donation)
 - Prior year funds: (static following budget close out) surplus, if available, identified following close of budget year – use shall be compatible with origin. For example, exceptional expenses in budgeted items or preservation as revenue for next budget
 - Legacy/uncommitted savings. \$8500 of uncommitted savings shall be
- Suggestion: limit information for mailing to the budget proposal bullet points.

- Financial status including year to year impact on accounts. A balance sheet table will accompany the budget tables.
- Discussion about labeling of contingency funds:
 - \$20,000 available last fall was labeled by us as contingency funds, this proposal specifies that \$8500 of those funds be preserved for certain contingencies. The funds are actually uncommitted net assets. It is typically reported as an asset on the balance sheet and available for the Association through board actions.

Karen offered to create the form for member feedback.

Dave moves to adopt the timeline for distributing information to the membership and collecting feedback. Seconded by Karen. Passed unanimously.

Other Business

Carol will contact board members regarding picnic tasks yet to be assigned.

Upcoming Meetings

Board of Directors Meetings: Second Thursdays of each month

- First Budget Mailing July 18th
- Board of Directors Meeting, Thursday, August 8, 2024, 7:00 pm
- Foxhall Community Picnic, Saturday August 10, 2024, noon to 2 pm
- Second Budget Mailing August 12th
- Budget Ratification Meeting, Thursday August 29th, 6 pm at Park 1

Member Comments

None

Adjournment

Meeting adjourned at 8:57 p.m.

Minutes approved at Board of Directors Meeting: August 8th, 2024