



Foxhall Community Association
Meeting of the Board of Directors
September 12th, 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:

Linda Long
 Roland Kouhsen
 Ryan Graves
 Doug Dyjak

Call to Order (Dave)

Dave called the meeting to order at 7:02 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.*

Dave 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 was adopted, moving the e-bike discussion to the beginning.

Reading and Adoption of Minutes (John)

Motion: John moved to approve minutes of FCA Board Meeting as distributed, dated August 8, 2024; seconded by Karen. Passed unanimously.

Verify members in attendance for minutes (John)

Five board members, and four community members were in attendance.

E-Bike usage on the trails

Dave gave a summary of the current policy prohibiting motorized vehicles on the trails (as stated in the [Trail Use Guidelines](#) and a [letter from our insurance agent](#), available on the FCA website). Roland Kouhsen was given the opportunity to share his opinions on the current policy. He spoke about the use of his own class 2 e-bike to access a part of the trail to reach the gate at Forest Park. He uses the lowest gear and is limited to about 10 mph. His objective is to connect with the roads accessible from the Forest Park neighborhood, avoiding Hawks Prairie Road. Ryan Graves also advocated for use of the short stretch of trail between their homes and that gate.

Dave spoke to some of the past opposition. One major concern is the potential for startling horses and endangering horse and rider. Roland withdrew his request to ride his e-bike on the trails, stating he could walk his bike on the trail if he wishes to access the Forest Park Gate.

Financial Practices/Protocol

The Board wishes to update our practices concerning responsibilities for handling revenues, paying expenses, bookkeeping and reporting. Currently the Treasurer has been handling all these tasks. It has been recommended that we divide these responsibilities among multiple board members and perhaps an assistant treasurer.

Linda Long is a community member with extensive experience in the field of finance and auditing (Deputy State Auditor). She has had experience with HOA work. Linda put together a short document for the board to review regarding accounting practices and controls.

The Board should be responsible for:

- Approving the annual budget
- Adopting written policies and procedures for an internal accounting system and controls (general and subsidiary ledgers, procedures for handling cash flow, and the production of timely and reliable monthly and fiscal year-end financial statements
 1. Income and expense statements
 2. Balance sheets
 3. Budget status reports)
- Retaining all financial records in accordance with federal and state laws
- Adopting policies to ensure Foxhall's assets are not misappropriated or wasted and that assets are invested prudently
- Adopting a data back-up plan in the event of a computer failure or security breach

Linda also listed 5 practices to implement for adequate control in its system of financial management.

- No one individual should have control over two or more phases of a financial transaction or operation:
 1. An individual that receives cash should not also be responsible for the deposit
 2. A bookkeeper making accounting entries should not have check signing authority
 3. Bank statements and cancelled checks should be reconciled monthly by someone independent of all other accounting duties
- Incoming checks should be restrictively endorsed and deposited within a specified time frame
- Outgoing checks should be supported by an approved invoice, receipt or voucher; all disbursements should be approved by someone other than the person making the payment
- Checks should be signed by two people and never be signed in advance
- Timely and reliable monthly and fiscal year-end financial reporting is necessary to demonstrate stewardship and sound financial decision making. Without this information, there's no way to track budget performance.

Linda said that in addition to these short term measures, a long term plan and policy is needed to provide a comprehensive system and continuity from one group of board members to the next.

With regards to carrying out these recommendations, the following points were raised:

- The treasurer currently handles all these financial tasks, so additional board members or other individuals must be assigned some of these responsibilities;
- We have two sets of keys to our P.O. Box. Alan holds one and John the other. Karen suggested there may be a way to access a record of what comes into the box;
- Foxhall has in the past paid an individual to act as Assistant Secretary, as allowed in our bylaws;
- Carol has investigated several firms or individuals who could provide a financial review; she also identified someone who could provide ongoing bookkeeping and reconciliation at a reasonable rate;
- Alan said he believes the bank does not encourage a requirement of two signatures on checks;
- Alan keeps a spreadsheet in addition to Quickbooks for the purpose of having a complete view of the progress of the dues assessment (showing the status of payment for each property).
- Our dues invoices are generated through Quickbooks and provide the options of paying by bank transfer or by check (we do not offer the option of credit card payment because of the higher expense). Therefore, some assessments are received directly into our account, while approximately 50 payments are received through the mail by check.

As a temporary measure toward dividing up financial responsibilities and control for this year's assessment cycle, Karen will work with Alan. Alan will begin the process of sending out the invoices. He will present his record of the checks received to Karen. He will also deposit the checks. Karen will also have access to the bank statement to see that the funds have appeared. Karen can meet with Alan weekly until the majority of checks are received. The bottom line is that we know that there are to be 122 payments to account for.

The October meeting can focus on what we can establish for monthly financial reporting and continue the discussion regarding our financial practices.

Facilities Update (Karen)

Trails Committee has submitted their spending plan up to the budgeted amount. Jeff will carry out additional work on the retention pond.

They also are proposing beginning fence replacement on a section of Olympic Trail. Karen will get an estimate for the cost of contracting that work.

Financial Update (Alan)

Alan presented a report showing that we have funds available for the remainder of the fiscal year. One lot has not yet paid. He estimates approximately 22% of budget remaining as surplus. The \$1000 in capital improvements is dedicated to the picnic shelter skirting.

Foxhall Community Association Financial Report, Alan Vaughn, FCA Treasurer

As of 9/11/2024

Checking: \$6,137.96 (FY24 Funds)

Savings: \$20,000.00 (HOA)

\$1075.00 Keith Long Memorial Fund (Picnic Shelter)

\$10,240.47 (FY24 Funds)

\$1,830.00 (FY25 Credit Funds)

Total: \$33,144.35

FY24 Dues Received [121 lots]: \$330.00 remaining to collect (delinquent), plus late fees.

Reserve: \$44,317.06

TOTAL CURRENT FUNDS ON HAND: \$83,600.49

Current Expenditures FY24: \$23,815.81

Category	Total Spent	Remaining Budget	Percent Remaining
Administrative and Operating	\$8,558.45	\$976.55	10%
Repairs and Maintenance	\$7,474.36	\$8,475.64	55%
Capital Improvements	\$0.00	\$1,000.00	100%
Reserve Fund	\$7,783.00	\$0.00	0%
TOTALS	\$23,815.81	\$10,490.59	31%

Alan believes that he can send out the electronic invoices next week, and the paper invoices by the following week. Requests for electronic invoices should be made by September 21st in order to avoid the paper mailing. The electronic payment is in the form of debit card payment/bank transfer.

Dave wants to renew his membership in the homeowner's board association. We have sufficient funds to cover the approximate \$25 fee.

Upcoming Meetings

Board of Directors Meetings: Second Thursdays of each month

- October 10th Board Meeting, via Zoom at 7:00 pm
- November 14th Board Meeting, via Zoom at 7:00 pm
- December 12th Board Meeting, via Zoom at 7:00 pm

Member Comments

None

Adjournment

Meeting adjourned at 9:25 p.m.

Minutes approved at Board of Directors Meeting: October 10, 2024