



**Foxhall Community Association
Board Meeting
December 12, 2019
South Bay Fire Station**

Board Members Present:

Andrew Kolibas, Vice President
Don Noyes, Treasurer
Judith M. Anderson, Secretary
Greg Darnell, Facilities

Robert Jackson, President

Foxhall Members in Attendance:

Donna Bosshard
Jessica Bradley
Bert and Lynn Lewis
Theresa Lowe
Kyrsten Sherwood
Denise Solveson

Call to Order

Andrew called the meeting to order at 7:06 p.m.

November 13, 2019 Minutes

Don read the minutes. There were several clerical changes throughout.

DECISION: Moved to approve November 13, 2019 minutes with amendments. Seconded.
Approved unanimously.

Andrew requested the agenda be taken out of order to accommodate Kyrsten Sherwood who is here to talk about the Foxhall website and Social Committee.

Foxhall website.

Kyrsten designs websites and created a prototype for Foxhall. She has spoken to Greg about the current cost of the website host which is around \$204. The host site she would like to work in is comparable in price. She would maintain the site for free. The website can be designed anyway Foxhall would like and it can be changed easily. Some features could be a blog site, which visually would keep individuals up to date on Foxhall events and modified or restricted as needed. Other features include email options, ecommerce (dues payments), comes to your news feed so you will know if something is updated on the site. It could also be interactive with the various committees of Foxhall. Such as, "ask your Board a question". She can monitor, modify or turn off any features as needed.

Greg has seen the site and it is a more modern design. Rob rebuilt the website after the first one was hacked and tried to keep the look and feel, but it needs updating.

Kyrsten stated there are many options and set-ups and she just needs to know what we want the site to do and how we want it to look.

The prototype has a deadline for viewing of December 22, 2019 but Kyrsten will try to extend it. She uses Squarespace and the current site is on Wix. Don was concerned that we have already purchase the host site for the year. Kyrsten commented that most companies will refund those costs. Kyrsten will contact the current host. She also noted that everything on the current site would upload to the new site.

The intent was to always have back-up instead of only having one administrator. If we change hosts, we need to make sure someone else knows how to use Squarespace and is an administrator. Kyrsten noted that Squarespace has an excellent customer service department and her husband, also a web designer, knows how to use it. Greg also thought he could learn how to use it as well. At the very least we need someone to manage the site and two administrators who know how to use Squarespace.

Action Item: Table the Decision about the site until the Board members can look at the prototype. If they want to move forward and we can receive a refund, we will work with Kyrsten to establish all the needs and have a decision by next month.

Social Committee

Kyrsten is also on the social committee but stated there hasn't been much since Halloween. They are planning on meeting in February. Some ideas on the table are to plan more for holiday events and continue to plan a Halloween event. There was some discussion about holding a trunk or treat event.

Judith noted that all the small groups and committees could be listed on the webpage with contact information so that interested Foxhall members could easily join or learn about various activities.

The Board thanked Kyrsten for all her work on the website prototype, the social committee and her willingness to help the community.

Insurance Update

There isn't much to report. Don has been in contact with the insurance representative who is waiting for responses from several companies he reached out to. Should hear something this Friday.

Don noted that he sent the Board members a copy of the Coverage for the Board members and the 21 parcels.

Trail Committee Report

Jessica reported the committee held a meeting last week to review the budget and they are finishing up several projects and recently took care of some fallen trees. In the coming year they would like to focus on “green” projects and getting the community members involved in maintaining the trails around their property. Would like some time at the Annual Meeting in April to encourage this involvement and to let members know if they cannot maintain the trails the trail committee will be there to help.

One item that they have had on hold is the trail usage guidelines. On the tri-fold, one side is a map of the trails, which now includes the lengths of each trail, and on the other side are the suggested guidelines. The tri-fold went out to the membership several months ago requesting comments. Other priorities tabled final review and vote by the Board and she now request the Board review the trail usage guidelines at the next meeting. She distributed a copy of all the comments received.

Jessica also distributed a copy of the Hoss & Wilson-Hoss, LLP letter (dated July 18, 2016) regarding Advice, Trail Rules which discusses the need for the creation of a Trail Guidelines.

Action Item: Review of Trail Usage Guidelines will be on the January agenda.

Facilities Report

Retention Pond: The back fence was reinstalled, temporary gates have been installed. The permanent gates will be built over the next year. All the vegetation that was damaging the dam has been removed. All of this work was done by volunteers.

He received quotes form NW Relining (same contractor that slip lined our outlet pipe) for inlet pipe relining. The quotes were \$8,043 plus tax for the materials and \$4,500 plus tax for the labor. Greg feels that the Foxhall volunteers can do the labor. This isn't a project that needs to be done now.

Greg attended a half-day “Stormwater Facilities Maintenance Workshop for Contractors” by Thurston County and the Cities of Olympia, Lacey and Tumwater. Key takeaways: our pond is in very good shape and we are following most of their best practices. Areas for improvement: Keep vegetation away from the fence (need to work with homeowners); Thurston County requires trash rack on culverts larger than 18” and we shouldn't rock or use beauty bark in swales. Vegetation in Swales and ditches slows water flow and acts as a filter. He received other tips as well.

A culvert collapsed in county ROW on 46th Court NE leaving a hole in the ground. Kyle Anderson contacted the county and they have replaced the entire culvert and created an outlet area.

Greg attended the “train the trainers” class for Map Your Neighborhood, a FEMA program designed to prepare neighborhoods for emergencies and disasters where first responders may take hours or days to respond. We are a larger neighborhood than Map Your Neighborhood is designed for but Greg feels we can modify it if we want to pursue this idea. We can send an information piece about it with the next mailing (elections) and ask for input and volunteers.

Board Schedule (January – April/June)

Andrew has been in contact with the fire station and they are ramping up trainings so the site isn't as available as it was in the past and dates are filling up. He has tentatively penciled in January 2, 2020 for the next Board meeting but that may be too soon. He offered to host the January meeting.

DECISIONS: January meeting will be Wednesday, January 15 in Andrew's barn. Thursday, February 13, 2020. Thursday, March 5, 2020. Andrew will work with the Fire Station and cancel the January 2, meeting and secure the site for the February and March meetings. Greg will check on the date for the April membership meeting. Right now, it is scheduled for Thursday, April 23, 2020. A copy of our liability insurance policy needs to be given to South Bay Fire Department and North Thurston School District (South Bay Elementary) so that we can hold the meetings.

NEW BUSINESS

Judith will work with the April date and set a timeline for the first mailing (early March) asking for nominations, and the second mailing (profiles on each nominee, where the proxy form can be found, date and time of the meeting, etc.) out by the first of April. This will provide more than 15 days for members to review.

We will need to create a meeting agenda as well.

Meeting adjourned at 8:15 p.m.

Questions from the Audience

Denise Solveson still questions the insurance coverage, specifically that it does not list the trails on the declaration page. Don stated there are 21 acres of vacant land (parks, trails, etc.) listed on the coverage so the trails do not need to be listed. He also spoke to the insurance company and their agents and asked specifically if the trails were covered and they said yes.

Don stated that there are three things insurance companies will ask. 1. Did we create a dangerous condition? 2. Did we know about the danger but didn't do anything about it? 3. Were we given adequate time to repair the issue? The Trails committee has proven that they take care of dangerous conditions quickly and efficiently and have made our trails safer.

The discussion/debate continued with no resolutions. Don asked Denise to send him an example of a policy that she would feel covers the trails. She agreed to do so.

Approved January 15, 2020