

Foxhall Community Association Board Meeting September 21, 2020 7:00 p.m. ZOOM Meeting

Board Members Present:

Andrew Kolibas, Vice President Elaine Vaughn, Member at Large/Facilities John McKinnon, Secretary Greg Darnell, Treasurer

Absent: Robert Jackson, President

Foxhall Members in Attendance:

Rob Armstrong Donna Bosshard Ryan and Janine Graves

Call to Order

Andrew called the meeting to order at 7:02 p.m.

August 5, 2020 Minutes

Motion: Approve minutes of FCA Board Meeting dated August 5, 2020

Moved by: Greg Seconded by: John

Discussion: None

Result: motion approved unanimously

Exchange of Director Roles

Motion: Approve the exchange of duties between Greg Darnell and Elaine Vaughn so that Greg now serves as Treasurer and Elaine as the Director responsible for Facilities.

Moved by: John Seconded by: Greg

Discussion: none

Result: Motion approved unanimously

Facilities Update - Elaine

No action is needed on the catch basin outside of retention pond. The basin has a concrete base with no sump, therefore no maintenance is required at this point.

Drainage issues at the corner of Foxhall Drive at park 1 cannot be resolved without work by the county. The utilities are not deep enough below the culvert to safely allow work at this time.

Mowing of retention pond needs to be often enough to keep vegetation/grass below 10" per Thurston County guidelines. Elaine will talk with our contractor: to reduce frequency of mowing in retention pond; to bag clippings only in park 1; to discuss frequency of mowing with attention to growth of dandelions in park 1.

The drip system for entry is now planned for the spring. Elaine will obtain a quote for the entry way landscaping.

Elaine thanked the trails committee for their outstanding work throughout the summer.

Financial Update/Budget Discussion - Greg

Due to the size of the FCA Budget, the reserve study is now a legal requirement. New requirements will necessitate starting preparations for next budget by June 2021. Greg has received 3 bids and recommends we choose Jeff Samdal and Associates. That company is strongly recommended by Holly Woods, is the lowest bidder, and Jeff has a wide variety of engineering expertise besides just doing reserve studies.

Motion: Hire Jeff Samdal and Associates to carry out our Reserve study. The price is \$2500. Pay \$2000 now and \$500 later.

Moved by: Greg Seconded by: Elaine

Discussion: None

Result: unanimous in favor

Carolyn Pendle has resigned as assistant treasurer. Greg will assume duties. Greg is in the process of working with the bank to take over her banking responsibilities. Greg intends to set up our FCA accounts with QuickBooks, and in general make the Treasurer duties more "portable". Discussion regarding the loss of assistant treasurer position: having an assistant treasurer has provided continuity through the transitions of elected board members; Greg indicated his willingness to continue the work as a volunteer beyond his term as treasurer; Greg feels that the transition to QuickBooks will also be an advantage if we ever need to have a professional audit.

Survey Feedback:

Greg presented a compilation of transcribed survey responses.

Discussion of budget question on survey:

Reserve study comments:

Member comments include: the desire for immediate initiation of a reserve fund; adequate funding of reserves; the possibility of investment of reserve funds if the balance exceeds \$50,000; and the concern that reserve funds could be spent on unintended uses. Greg stated that a reserve study contractor has been found and we can expect the results well in advance of our next budget cycle. Adequate budgeting and protection of reserve funds are consequences of having a formal Reserve Fund. Contingent uses are allowed for emergency use, but with safeguards, including the provision for repayment of redirected funds. The board discussed the idea of investment of the Reserve Fund balance, but will table that option until a time when the balance and the timeline of future expenditures are known.

Discussion of other survey comments pertaining to the budget:

One member asked if the retention pond inlet repair is in this budget and expressed desire for it to be done before the wet season. Greg said the repair is not critical at this point and that it is perhaps too late in season to begin. The board is willing to table this project for the time being and wait for next year.

A member expressed the hope that there is adequate funding to maintain the already improved portions of the trail system. The board responds that the budget includes the funds requested by the Trails committee for safety and maintenance.

A member requested that the budget provide funding for improving park 1. Another member asked if we can add the picnic shelter costs for park 1 to this year's budget. The board responds that the existing budget allows for some work to reduce weeds in park 1. The board feels that it is not possible to fund the entire cost of the picnic shelter in this fiscal year. The cost of engineering and permits for a shelter are budgeted now; we can evaluate how to finance the remainder after the design is complete and if we decide to proceed.

A member asked for an explanation of the "D&O lawsuit contingency" item in the budget – The contingency represents a portion of the premium that reflects insurance company assessment of risk based on the recent history of involvement of the Foxhall Community Association in legal actions. Greg is seeking information from other insurers who might provide our coverage at a lower cost.

Elaine asked how the board might respond to the survey. The board discussed the option of posting the survey summary with the addition of Board comments. No action was proposed.

Discussion of survey responses to the picnic shelter question:

Greg tallied the Picnic Shelter responses as follows: 29 in favor, 4 neutral, 3 not in favor.

Member concerns and board discussion:

How much will it get used? Can another survey provide more information? The board feels that the question of future use would be very difficult to quantify with another survey. Greg referred to the large majority of positive responses. Andrew stated that the will of the community seems clearly in favor. The desire for a shelter has been expressed for several years and the 81% favorable response in this survey supports the decision to start the process by funding the engineering and permits.

Maintenance costs? Insurance costs? Greg estimates \$300/yr. without a cooking facility in the structure. Increased traffic on private road leading to parking area? The board does not anticipate impacts to the section of the road adjoining the parking area.

Access for wheelchairs? Shelter committee will consider the need to provide access for people with disabilities.

Security concerns: nighttime visitors and vandalism – Greg says this can be mitigated by solar powered security lighting (already part of the shelter proposal), signage and perhaps security cameras.

Discussion of the survey responses related to other park features:

One member asked to provide a sidewalk from the parking lot to the playground. The board can forward this idea to the shelter committee to see if it is compatible with their plans.

One member asked that we acquire and plant trees on North and Northeast fence lines to match the trees planted on the other sections of the park perimeter. No action at this time is proposed by the board.

One member requested a year-round porta potty in park 1 due to more use of the park in Covid times. Year round use may make the park more desirable. Elaine will contact our previous vendor regarding the cost or upkeep with respect to any new practices for routine disinfection.

Various suggestions for new park amenities (pickle ball court at park 2, lawn bowling green, obstacle course for equines, and horseshoe pit in park 1) have been documented and are tabled until the next member survey regarding enhancements.

One member noted an overabundance of blackberry vines on the trail this year. Although trail mowing and maintenance is provided by the FCA, Andrew noted that blackberry encroachment and other trail maintenance issues are ultimately the responsibility of homeowners adjoining the trail easements.

There was a concern regarding the appearance of the lower Foxhall entrance, especially lots fronting Foxhall Drive. The member suggested that there should be routine mowing along these lots. The board noted that the FCA is not responsible for mowing these areas and that the covenants do not address this issue.

One member expressed displeasure with horse droppings on the trail. Mitigations were discussed, but no action is proposed at this time.

Canyon trail needs improved crossing of stream. Trail committee is considering solutions.

Motion: Adopt budget with the following changes: change \$2000 for asst. treasurer to \$500 for QuickBooks subscription; increase legal fees to \$3000 to cover initial reserve study payment; change main entrance and water item to \$1000; project 2 will now be described as upper entrance plants and drip system with a cost of \$1000.

Moved by: Andrew Seconded by: Elaine

Discussion: Member – Donna Bosshard is in favor of reserve study.

Result: unanimously adopted

New Business

The board will prepare a budget mailing including a ballot for or against ratification of the budget by the membership. The board will also plan for how to hold the vote.

Other Business

None.

Meeting Schedule (TBD)

October 2 Board Meeting – tentatively cancelled October 27 Membership Meeting for Budget Ratification November TBD

Meeting adjourned at 8:55 p.m.

Questions from Membership

Donna objected to porta potty at park because of use by non-residents such as delivery drivers, and as unsightly to nearby residents. She is also not in favor of the shelter as it may also be attractive to nonresident use.

Minutes submitted by John McKinnon, Sept. 22, 2020

Approved 12/08/2020