

**Fairwood Village Association Board of Directors Meeting Minutes**  
**10:00 AM Thursday, January 20, 2022**  
**Bay Club Classroom**

**1. Call to Order:**

10:00 AM by Mike Raymond, President

**2. Roll Call:**

Board of Directors: Mike Raymond, President, Ken Sondergard, Vice President

Members: Jill Bryson, Dick Reynolds, Mary Lee Sondergard, Rob Hamilton, Elaine Raymond, Charlie Mayfield

Quorum established.

**3. Open Forum:**

No resident comments.

**4. Approval of Last Meeting's Minutes**

The December 2, 2021 FVA Board of Directors Meeting Minutes were reviewed and approved by the FVA Board of Directors on January 10, 2022 and distributed to members on January 11, 2022, all by e-mail.

**5. Presentation of Reports**

a. Treasurer's Report:

Rob Hamilton reviewed the 4th Quarter and Yearly Financial Report (See attached report.)

b. Committee Reports

i. Landscape Maintenance Committee. Par Four Court situation:

Ken Sondergard reviewed the #12 Par Four Court sewer issue. (See attached handout.)

ii. Architectural Committee. Review of process and requirements:

The FVA Board of Directors are available to assist homeowners in the process. The process diagram is available on our website.

(<https://fairwoodvillage.org/wp-content/uploads/2021/03/FVA-ARC-Approval-Process.pdf>)

## **6. Old Business**

### **a. Association calendar:**

FVA Board of Directors will have regularly scheduled monthly meetings. The Meeting Schedule was sent to all members on January 3rd, 2022. (See attached Meeting Schedule.)

Elections for Board of Directors will occur at the Annual Membership Meeting. The election process will be clearly defined by the current Board of Directors according to the Fairwood Village By-laws and with sufficient time for resident comments prior to the election.

### **b. Board of Directors Vacancies**

#### **i. Candidates for election: Elaine Raymond, Charlie Mayfield:**

Mike Raymond made a motion to approve Elaine Raymond and Charlie Mayfield to fill the Director vacancies according to the Fairwood Village By-laws Article IV, Section 3. In the event of death, resignation or removal of a Director, his successor shall be selected by a majority vote of the remaining members of the Board of Directors and shall serve for the unexpired term of his predecessor. Ken Sondergard seconded the motion. Motion approved by majority vote.

#### **ii. Continue Board Director search:**

The Board of Directors can be comprised of up to 9 people, so there are still vacancies to be filled. More Directors on the FVA Board will provide better representation for the residents, so residents are encouraged to consider participating as a Board Director.

### **c. Resolution: Bank account access:**

Rob Hamilton provided the required letter to state Mike Raymond and Ken Sondergard are authorized signers for the HOA bank account and the current signers, Joe Vozarik and Rob Hamilton are removed.

## **7. New Business**

### **a. ARC record retention and location:**

Currently the applications and associated records for projects requiring permits, both on lots and common areas, are located in a variety of places. The FVA Board is actively working on compiling these records in order to maintain a complete history of projects.

### **b. Holiday decorations and flag display:**

In the past, the holiday lights at the entrance of Dogleg Lane were provided by the Landscaper at no charge. The Landscaper currently under contract does not provide this service. This past year Jill Bryson and Dick Reynolds offered the use of lights they own and a work party was organized to put them up. The question presented to the FVA Board is how should the holiday lights be handled in the

future? They are placed in the common area so FVA Board approval is required, but who should be responsible to buy new lights and extension cords, etc.? Should they be paid for by FVA funds or by member donations?

The FVA Board is requesting comments from the members so a decision can be made prior to the holiday season.

The flag display has been paid for by the FVA for the past 2 years and is included in the current budget. Prior to that it was funded by member donations.

**c. Management of common area south of Dogleg Lane:**

Three concerns about the common area south of Dogleg Lane, behind #133-#165 have been identified:

1. Fire Hazard - Ken Sondergard has contacted the Port Ludlow Fire Department for evaluation and recommendations.
2. Slope Retention - FVA Board will gather information, such as prior geo-tech reports, etc. to determine the appropriate action.
3. Invasive Species (such as blackberries) - FVA Board will gather information to determine appropriate action.

**d. Communication with membership:**

Most communication is by e-mail and some phone calls or in person. The website [plsbca.org](http://plsbca.org) under Villages-Fairwood has great Resident Resources that include Forms, Documents and Meeting Minutes.

**e. Catch-basin/storm drain inspection and maintenance:**

FVA Board will gather information about how the rain and storm water drains work, the condition of the catch-basin/storm drains and type of maintenance required.

**8. Adjourn:**

The meeting was adjourned at 11:20 AM.

Next meeting: **Thursday, February 17, 2022, Bay Club, 10AM**

Submitted by Secretary Elaine Raymond \_\_\_\_\_

**Attachments:**

1. Q4, 2021 Quarter and Yearly Financial Report
2. #12 Par Four Court Sewer Issue
3. Meeting Schedule

**Fairwood Village Homeowners' Association**

**Q4, 2021 Quarterly and Yearly Financial Report:**

**Q4 Income Statement:**

1. Income was slightly under budget (\$4,616 vs. \$4,689) due to decreased interest rates on our savings and CDs.
2. Utility expenses were under budget (\$204 vs. \$275).
3. Management expenses were slightly over budget (\$126 vs. \$110).
4. Repairs and Maintenance were over budget by \$5123 due to two factors:
  - a. Street maintenance on Dogleg Lane (\$3,218). We were able to cover this expense from our checking account funds (which would have been transferred into our Reserves CD had we not had this expense).
  - b. Landscape expenses over budget by \$2,029 due to sprinkler winterization and unbudgeted common area costs.
5. Fixed expenses were on budget.
6. Net Income was \$5,141 under budget due to item 4 above.

**FY 2021 Income Statement:**

1. Income was slightly over budget (\$86) due to a late dues payment in Q1 and decreased interest rates on our savings and CDs.
2. Utility expenses were under budget (\$808 vs. \$925).
3. Management expenses were under budget (\$823 vs. \$965).
4. Repairs and Maintenance were over budget by \$3,151 due to two factors:
  - a. Street maintenance on Dogleg Lane (\$3,218).
  - b. Landscape expenses were on budget for the full year.
5. Fixed expenses were on budget.
6. Net Income was \$2,754 under budget due to item 4 above.
7. We did transfer \$2,500 from our Money Market account into one of our CDs bringing its value up to \$10,000.

**Q4, 2021 Balance Sheet:**

1. Current Assets are \$9,506 including:
  - a. \$1,430 in our checking account;
  - b. \$8,076 in our savings account (at 0.5% interest)

- c. \$0 in prepaid insurance (due in January).
2. Reserves CDs:
  - a. \$10,921 (maturing in March, 2022 at 2%)
  - b. \$10,254 (maturing in June, 2022 at 0.9%)
  - c. \$10,145 (maturing in June, 2023 at 2%)
3. Our total Asset value is \$80,601;
4. We have no liabilities (loans, accounts, taxes, notes or bonds outstanding).
5. Our Retained Earnings are equal to our Asset Value at \$87,917. This is a positive \$4,242 per owner (an increase of 18% since the beginning of 2020).

**Reserves Status:**

**We now have \$31,320 in our reserves account. Thank you owners!**

**As we saw this fall, we do have some immediate street repairs required and we should undertake preventive maintenance on our streets such as crack sealing and overcoat. However, we are in good shape to handle this financially and preserve our common areas and streets for ourselves and future owners...**

**Sincerely,**

**Fairwood Village Homeowners' Association**

January 18,2022

Subject: #12 Par Four Ct (lot #16), Sewer Issues.

On 11/19/21 Mr. Zampera informed the board that he was having a plumbing problem and unable to use his residence.

- The property owner contacted a plumber that advised the sewer line needed to be replaced. Mr. Zampera advised that the plumber suggested that the entire line be replaced. Mr. Zampera advised that Olympic Water & Sewer, Inc (OWSI) had been contacted.
- On 11/21/21 the board met with Mr. Zampera and discussed the issue. Mr. Zampera was asked if they had contacted OWSI, he stated that they had. Mr. Zampera was advised not to go through the common area from Fairway Lane by the board. Mr. Zampera advised that the contractor would access the site from Teal Lake road, and through Mr. Zampera's backyard. The board questioned the need to replace the entire sewer pipeline from Mr. Zampera's property to the sewer main.
- On 11/21/21 a board member filled out the Fairwood Village Association Common Area Project Application. Mr. Zampera read and signed the application on 11/21/21. The board member signed and submitted the FVA Common Area Project Application. The board sent a copy of the Common Area Project Application to the HOA members (property owners) to inform them of the issue.

The application states:

Location of project: #12 Par Four Ct into common area,

Project description: Sewer pipe in common area has collapsed,

Work to be performed by: Greg Barton Moving Earth & Excavating

Estimated start date: 11/23 and 11/24.

The board action states that the: "Excavating contractor is insured and bonded, and will use extreme caution."  
"Any key plants or trees damaged or destroyed will be replaced with agreement and approval of FWV".

- On 11/27/21 a board member performed a site visit to inspect the project. It was observed that Mr. Zampera's contractor entered the site from Fairway Lane. Mr. Zampera advised that OWSI had shut down his contractor.
- On 11/29/21 the new board was informed of the issue.
- On 12/01/21 a site visit was performed by a board member to monitor the situation. The board member met with the OWSI operations supervisor overseeing the sewer line repair project. The OWSI operations supervisor advised that Mr. Zampera's contractor failed to notify OWSI prior to starting work, and failed to have the site utilities clearance performed. Board member inspected all areas of the site with the OWSI operations supervisor and discussed the project.
- On 12/02/21 board member met with Mr. Zampera to discuss the project. Advised that the project site is the OWSI's project work area and that he and his contractors should not enter the area until after OWSI completes their work. Advised Mr. Zampera that he will need to submit a site remediation plan listing plants, and drawing showing plant layout and spacing to the HOA board for review and approval prior to starting work.

- OWSI's work is continuing toward site remediation planning. The board has been in communication with the OWSI regarding surface soil erosion mitigation and site remediation. OWSI has previously advised that their site remediation will be performed in the spring when the site conditions and weather permit, and is expected to include hydroseeding and bush planting. The soil surface disturbed by the recent work and is loose and unstable. Therefore, people should not walk in the area and cause further surface disturbance. The board is continuing to monitor the site.
- As soon as OWSI has completed its site remediation Mr. Zampera and his contractors will be able to enter the common area to complete their portion of the site remediation. Mr. Zampera will prepare and submit his site remediation plan to the board for review and approval.
- The board is in communication with the OWSI Manager. The board was advised that property owners responsibility for sewers ends at their property line. All sewer lines in the Fairwood Village common area are the private property of the OWSI. The sewer lines are in the OWSI's utility easement.

Fairwood Village Association

**2022 Meeting Schedule**

Board Meetings will be scheduled for each month at the Bay Club. All health protection protocols will be observed as directed by the Bay Club current rules.

<b>January Board Meeting</b>	<b>Thursday, January 20, 2022</b>	<b>10:00 AM</b>
<b>February Board Meeting</b>	<b>Thursday, February 17, 2022</b>	<b>10:00 AM</b>
<b>March Board Meeting</b>	<b>Thursday, March 17, 2022</b>	<b>10:00 AM</b>
<b>April Board Meeting</b>	<b>Thursday, April 21, 2022</b>	<b>10:00 AM</b>
<b>May Board Meeting</b>	<b>Thursday, May 16, 2022</b>	<b>10:00 AM</b>
<b>June Board Meeting</b>	<b>Thursday, June 16, 2022</b>	<b>10:00 AM</b>
<b>July Board Meeting</b>	<b>Thursday, July 21, 2022</b>	<b>10:00 AM</b>
<b>August Board Meeting</b>	<b>Thursday, August, 2022</b>	<b>10:00 AM</b>
<b>September Board Meeting</b>	<b>Thursday, September 15, 2022</b>	<b>10:00 AM</b>
<b>October Board Meeting</b>	<b>Thursday, October 20, 2022</b>	<b>10:00 AM</b>
<b>November Board Meeting</b>	<b>Thursday, November 17, 2022</b>	<b>10:00 AM</b>
<b>Annual Membership Meeting</b>	<b>Thursday, December 8, 2022</b>	<b>10:00 AM</b>
<b>December Board Meeting</b>	<b>Thursday, December 15, 2022</b>	<b>10:00 AM</b>

All residents are invited to attend Board meetings. Elections will occur at the Annual Membership Meeting. An installation ceremony of the new board will take place at the beginning of the December Board meeting.