

**Fairwood Village Association Board of Directors Meeting Minutes**  
**10:00 AM Thursday, February 17, 2022**  
**Bay Club Classroom**

- 1. Call to Order:** 10:00 AM by Mike Raymond, President
  
- 2. Roll Call:**
  - a. Board of Directors: Mike Raymond - President, Ken Sondergard - Vice President, Charlie Mayfield - Treasurer, Elaine Raymond - Secretary
  - b. Members: Mary Lee Sondergard, Tony and Cynthia Durham, Wynne Stevens.
  - c. Quorum established.
  
- 3. Open Forum:** No resident comments.
  
- 4. Approval of Last Meeting's Minutes:**
  - a. The January 20, 2022 FVA Board of Directors Meeting Minutes were reviewed and approved by the FVA Board of Directors on January 22, 2022 and distributed to members on January 22, 2022, all by e-mail.
  - b. The February 3, 2022 FVA Board of Directors Meeting Minutes were reviewed and approved by the FVA Board of Directors on February 5, 2022 and distributed to members on February 5, 2022, all by e-mail.
  
- 5. Treasurer's Report:**
  - a. Security measures at Sound Community Bank have prevented access to the account by the Treasurer.
  - b. Mike Raymond moved that the FVA Board of Directors appoint Charlie Mayfield as its Treasurer and is allowed access to all banking at Sound Community Bank. The motion was adopted.
  
- 6. Committee Reports:**
  - a. Landscape Maintenance Committee:
    - i. Par 4 Court: No significant changes on Par 4 Court slope. It is still an active OWSI worksite, so stay out of the area. Status of sprinkler systems should be evaluated in the future when addressing slope issues.
    - ii. Common Area Maintenance: Cutting of the grassy slope between Dogleg Lane and Par 4 Court is a large portion of the Landscaping contract. There appears to be a discrepancy between the map in the contract and what is actually being cut. Does FVA want to change this part of the contract in the future?
    - iii. Common area encroachment: The FVA Board of Directors is responsible for the maintenance of the common areas. All modifications and work performed in the common areas require FVA Board of Directors approval.
    - iv. Common area fire hazards: Fairwood Village is not located in an area

prone to wildfires. Maintaining a 30 ft defensible or buffer zone from houses was discussed.

- v. Storm Drain and Pavement Repair: The cost to have all storm drain catch basins in Fairwood Village cleaned and inspected is about \$540. Since several of the storm drain catch basins may have problems, this service will be considered later in the year.

**b. Architectural Committee.**

- i. No new applications.
- ii. The FVA Board of Directors is compiling available Architectural Review applications from the past for reference. Not all applications are available.
- iii. Steven's Landscape Modification Request was forwarded to the SBICA-ARC. It will be addressed at their meeting Friday, February 18, 2022 at 9:30 am.
- iv. Having a standard procedure for accepting and reviewing ARC applications by the FVA Board of Directors is desired to ensure all applications are handled fairly. However, each application may have unique aspects, such as the estimated start date, that will be considered

**7. Old Business:** More Directors on the FVA Board will provide better representation for the residents, so residents are encouraged to consider participating as a Board Director.

**8. New Business**

- a. Board composition request: Actions related to amending the FVA Bylaws or CCR's must be addressed at meetings of the Membership, not Board of Directors.
- b. Guidelines for homeowner comments outside of open forum item: Length of time for homeowner comments will be dependent on adherence to Roberts Rules of Order. The remarks must be relevant to the topic currently on the table and not personal in nature. The speaker must address their remarks to the chair and maintain a courteous tone and be brief.
- c. Minute approval procedure: The FVA Board of Directors decided to approve meeting minutes during the next meeting, instead of by email. Draft meeting minutes will be distributed in a timely manner, instead of distributing approved minutes.
- d. The FVA Board of Directors convened in a closed executive session to discuss matters involving the possible violations of the governing documents of the association.
- e. The FVA Board of Directors were cautioned about discussing Fairwood Village business outside of the Board of Directors meetings when a quorum of Directors are present. This could be perceived as being a private Board of Directors meeting that was held without prior notification to the membership.

**9. Adjourn:** The meeting was adjourned at 12:05 PM.

**10. Next meeting: Thursday, March 10, 2022, Bay Club, 10AM. Note: This is a change of date.**

**Submitted by Elaine Raymond, Secretary**