

## **Fairwood Village Association Board of Directors Meeting Minutes**

**9 a.m., Friday, Nov. 10, 2023**

### **Bay Club**

- 1. Call to Order:** 9:02 a.m., by John Griffith, president. A quorum was established. Board members Present: John Griffith, Sheri Griffith, Dave Cunningham, Charlie Mayfield and Rick Roehrenbeck. Others present: Tan Ebert
  
- 2. Financial reports:** Charlie said we currently have \$15,964 in our HOA checking account. He's considering whether should we move some funds to CDs or reserves. Charlie suggested we move \$10,000 to CDs, leaving \$5,964 in the checking account. He made a motion that we transfer \$10,000, the motion was seconded by Sheri, and the motion passed. Sheri will research investment options with Sound Community Bank.
  - a. We didn't budget for water and sewer cost increases, but we didn't spend money on the road repairs, so we are still under budget overall.
  - b. The board can raise dues by 5% without a member vote. John suggested we leave our dues at the present level, and the board agreed.
  - c. Professional services cost us \$400 this year for the Reserve Study.
  
- 3. Road Condition Report:**
  - a. Discussion of the newspaper boxes near the mailboxes: they're not being used, should they be removed? Tabled for future consideration.
  - b. Charlie handed out a document with costs and suggested timing, from the most recent Reserve Study, for replacing/improving our capital asset items, including lights and parking posts, asphalt overlay or sealcoat, the bench by the mailboxes, irrigation controllers and piping, storm drains, etc.
  - c. We plan to check which roads in Port Ludlow are county roads and which are private roads like ours to help us understand what we can and cannot do with our road in terms of an asphalt overlay or chip seal.

## **NEW BUSINESS**

- a. We will be sending documents, like the budget, meeting minutes, etc. to our members digitally, instead of U.S. mail.
- b. Dec. 15 is the target day of the Fairwood annual members' meeting. We will email notifications by Nov. 15 with election nomination forms, proxy forms and the 2024 budget recommended by the board. Nomination forms must be received back by Dec. 1.
- c. On Dec. 4 ballots will be distributed, listing all nominees. All ballots must be received back by December 13.
- d. The five nominees with the most votes will be announced at the members' meeting on December 16.
- e. Nominations from the floor for board positions will not be accepted at the members' meeting on Dec 16.
- f. Water backflow openings will be done in March, according to Rick.
- g. Charlie suggested we trim up foliage behind homes on his side of Dogleg to mitigate fire hazards. John suggested we have a members' meeting about what we all can do to mitigate fire hazards, and maybe have a firefighter join us for guidance. John agreed the bushes should be trimmed back. He said maybe we should address this later, perhaps in March.
- h. Diane Lovina is working on a holiday event, maybe a progressive dinner.

## **LANDSCAPING REPORT**

The original landscape contract agreement between Fairwood Village and Richard Kufahl (Four Seasons) began Feb. 1, 2023, and is expected to run until Nov. 30, 2024. The projected annual expense was \$7,637, to be paid equally over 12 months at the rate of \$636.41 each month.

Items not covered in the agreement would be done by mutual agreement and billed separately.

This year has been a learning process. There were a few unexpected tree removal costs not planned, totaling \$981.90. We also had to pay a \$490.95 additional charge to finish slope weed-whacking because it was only partially included in the contract. This was a mistake in setting up the contract and created a concern for a slope fire hazard, which was addressed and resolved. Slope cutting is expensive, should be done a minimum of two times per year, and will be covered in the next contract. We are hopeful the new agreement can be signed for \$8,500 for 2024, with equal monthly installments of \$708.33. The 2023 budget for landscaping was \$8,500.

Charlie provided landscaping expenses that totaled \$6,337.04 through Oct. 31. This included the tree removal expenses and the costs for planting new shrubs at the Dogleg front entrance. The total landscaping expenses for the year are projected to be \$8,881.95, which puts us over budget by \$381.95. Considering all the different challenges this year, Rick feels satisfied that the landscaping program had a successful year.

Meeting adjourned.

Next meeting date: Members meeting Dec. 16, 10 a.m., Bay Club

**Submitted by Dave Cunningham, Scribe**