Minutes, FVA Board Meeting

July 9, 2026
1:00 pm Bay Club

1. Call to Order - 1:00 by Charlie.
2. Roll Call – Charlie Mayfield, Katie Postlewait, Erika Mayfield, John Griffith, Sheri Griffith. Quorum present.
3. Member Comments – Rick Roehrenbeck joined us and was welcomed!
4. Approve Agenda - Add neighborhood picnic, Reserve Study. ***Katie moved to approve the amended agenda, seconded by Erika. Approved.***
5. Review previous minutes – All have reviewed the minutes from 5/14/26 meeting.

Reports:

1. Finance – Erika issued the first-half 2026 financial statements. The board reviewed status and balances of Money Market, savings, CD's, and discussed options based on current balances and upcoming fixed/budgeted expenses. Further research and discussion to continue at the next meeting. 90% dues received.
2. ARC –. No applications currently.
3. Landscaping – The hill was cut the end of June for 2nd time this year. Discussed adjusting a few of the boundaries in common areas for the 2027 contract. There was a leak in the entry sprinkler system and Richard repaired it. Also, Richard removed a large branch in our lower common area, which accounts for the additional landscaping funds used.

Old Business:

1. Roads – Discussed options and related costs. Reviewed new bid from A.C.Moate Industries. Charlie also contacted Blackout Asphalt, but they don't do roads. Call in to Legacy Asphalt to submit a bid. Charlie to request updated costs/options from Agate and Lakeside to discuss at next meeting. Spreadsheet bid amounts and options will be distributed to members when finalized. Current bids: Lakeside - $114,660 (6/3/25), Agate - $75,293 (10/13/25).
2. Member E-Mail Notifications – Reviewed the form and discussed process. Katie and Erika will visit each home for signature and to answer questions. HOA Secretary will retain the forms. ***Katie moved to adopt this form with changes, John seconded. Approved.***
3. Website—Need to consistently update with latest minutes, and meeting agendas, so all can easily access information. Erika to research improving the website design and process to upload new information as it becomes available. Discussion will be ongoing.

4. RCW 64.90—The Board reviewed pertinent changes to HOA practices, including timelines for distributing agendas, minutes, and related documents. An improved website will contribute to easier/instant access to these documents for members. Also, discussion regarding how new guidelines might impact our small HOA in the future. Further research and discussion to continue. Charlie suggested scheduling Mark Torres (SBCA) for a board meeting for questions and clarifications.
5. Updated and distributed a new Contact List. Please let Sheri know if there are any changes, and she will make sure the block captain (Scott P) has current info.
6. Welcome procedure – Discussed drafting a “Welcome” packet for new HOA owners to include website info, contact list, and local resources. Charlie volunteered to tackle this project, and we will review next meeting.

New Business:

1. Board meeting and agenda notice – reviewed timelines per RCW 64.90.
2. Storm Drain Maintenance – Regular drain maintenance is needed to prevent costly repairs. Katie reported that FVA is responsible for the storm drains and that OSWI plans to submit a proposal to provide this service to HOAs for a fee. The board will discuss updates as more information becomes available.
3. Governing documents (by-laws) template opportunity – South Bay village presidents are developing a template that villages can use as starting points to update current documents. Discussion ongoing on how our small HOA will effectively comply with the new guidelines using this opportunity. Board to communicate to the rest of the village presidents that we are not ready to commit to contributing to the $10,000 overall cost (legal fees to draft the template document) and will wait for further updates.
4. Collections Policy – The published policy was reviewed and discussed so all were aware dues payable by the 1st, past due at 30 days.
5. Reserve Study update – 2026 is a “no visit” year, so will be $450 this year for the report only. Charlie will schedule the mandatory visit for 2027, which will be $1500. ***Motion to approve by Katie, seconded by John. Approved.***
6. Neighborhood Summer Picnic – August 23rd at 4:00 in the Dogleg cul-de-sac. Be there or be square!! Stay tuned for more information….

Adjourn – 3:20. ***Katie motioned, John seconded. Approved***.

Next Meeting: Thursday, September 10, Bay Club, 1pm

Respectfully submitted by Sheri Griffith, Secretary.