



**Fern Crest Home Owner's Association (HOA)
Board of Director's Meeting Minutes**

Fairwood Public Library
August 13, 2007 | 6:10 pm – 9:00 pm
<http://www.ferncrest.org/>

In Attendance:

Scott Manthey	President
John Meyer	Vice President
Paul Dunn	Member-At-Large / Property Improvement Committee Member
Gerry Shirley	Treasurer
Troy Parke	Secretary
Morgan Buscher	Vice-President - CDC Management (representing Janice Van Hook)
Brian Bress	PIC Member
Laurie Dunn	Homeowner
Christen Barclay	PIC Member
Vince & Johnlyn Miller	Homeowners
Art & Joan Craft	Homeowners
John Corpuz	Homeowner

0.0 Informal Meeting was called to order at 6:10 PM, by President Scott Manthey to discuss CDC Management Expectations with Morgan Buscher

0.1 The Board discussed current processes and communication with CDC Management Vice-President Morgan Buscher and outlined a number of recent issues requiring immediate attention, including:

- Financial items requiring more detail from the first Board meeting.
- Consistent non-response to phone calls & emails from Board and homeowners.
- Lack of communication regarding violations processing and notices.
- Difficulty contacting website administrator and activating account.
- Lack of response to the Faucaultt Pony Party request.

0.2 CDC Management apologized for the recent lack of responsiveness and outlined the following new policies and items the Board can expect in the future:

- **Emails and phone calls will be returned within 24 hours.** This initial response from CDC will serve as acknowledgement of an issue brought to their attention.
- Morgan Buscher will accompany Association Manager to future Board meetings.
- Community Association Manager will receive additional office assistance.
- A violations software system will be in place September 1st which will enable speedier notices and allow the Board to view notices online.
- CDC Management will provide Board with parking and door tag notices.
- Board suggested clearer violations wording in notices. For example instead of “Yard Maintenance” citing “Front lawn needs to mowed.”

CDC Management Action Items:

- **Respond within 24 hours of email and phone calls.**
- **Provide Board with parking and door tag notices.**
- **Clearer and more specific violations wording.**

1.0 Official Board Meeting was called to order at 6:35 PM, by President Scott Manthey.

2.0 Prior Board Meeting Minutes (dated July 9, 2007) were approved.

3.0 Treasurers Report – Gerry Shirley (GS):

3.1 Treasure received most financial statements from Association Manager, but did not receive further information about two areas of concern: Variances and Reserve Assessments Billing.

CDC Item: Supply Variances and Investigate Reserve Assessment Payments.

4.0 Property Improvement Committee (PIC) Report – Paul Dunn (PD), PIC Member and Board Member-At-Large

4.1 Member-At-Large and PIC Member Paul Dunn filed the following report:

Fern Crest Homeowners Association
Property Improvement Committee (PIC) Report to the Board
August 13, 2007

General Report:

1. Paul Dunn met with Brian Bress on August 12 for the purposes of orienting Brian as a new PIC Committee member. Brian is on board and active now.

2. On July 18, representatives from the Board and PIC performed a walking inspection of the Fern Crest Development. As a result, 85 PIC violations were noted. On 7/21/07, this list was emailed to the CDC Property Manager with instructions to proceed with haste to take appropriate actions. As of 8/13/07, despite voicemail and email requests for status, no answer has been received.

3. One homeowner has requested to substitute wood with Trex material in the building of their deck, the PIC agreed, and suggests that standards be amended to include Trex as an approved building material for Patio Decks. Choices of color for Trex material should still be approved by the PIC or Board.

4. There are a large number of satellite dishes that have been installed without PIC application or approval. PIC suggests an audit of records be performed to verify that their installations have been approved. In January of 2007, Carmel Duerr of CDC stated that FCC regulations permit installation on house fronts if no signal can be obtained at the rear. While the PIC is unclear as to FCC regulations as they may contrast to the CC&R, there is anecdotal evidence that satellite dish placement at the front of a house is NOT necessary for proper reception – particularly is the dish is mounted at roof level. There are several compliant dish installations in Fern Crest at the northern rear of a home.

July Property Improvement Applications:

A total of 9 Property Improvement Applications were received and acted upon.

All were approved or partially approved.

Clarification on an A/C condenser unit placement was requested. No word has been received back. As of today, this application has passed the 30 day time limit for approval. We do not know what action has been taken regarding this request from CDC. PIC Log # 070703

Pending Requests Needing Board Discussion:

PIC Log # 070808 – Deck and excavated storage space. – PIC application attached.

4.2 PIC agreed to approve the use of Trex decking material and incorporate this approval into the rules. The PIC, however, recommended that the Trex color be approved on a case-by-case basis.

4.3 Paul Dunn suggested a Board/PIC walk-through the community for approved satellite dish installation.

Paul Dunn Item: Arrange Board/PIC walk-through for satellite dish installation.

4.4 PIC Log # 070703 (A/C condenser unit placement). No response from homeowner on placement. It was noted by homeowners and the President that in the past A/C condensers have NOT been approved for reasons of emergency access and egress.

4.5 PIC Log # 070808 – Deck and excavated storage space. According to PIC logs, a proposed deck for the property was approved on September 14, 2006. Due to the size of the current deck and proposed excavation on a slope, the Board recommended the following actions:

- Verify current deck built according to prior approved plans.
- Forward application to architect (Ania Stein – Madison West) for more detailed plans, a site visit, and soils, slope stability & drainage analysis (as necessary).

- 4.6 Christen Barclay - PIC Member, recommended emphasizing 5 foot pickets in PIC fence approvals. (Current standard fence detail specifies an over max fence height of 6 feet from ground level to top of post cap.)

5.0 Communications Committee Report – John Meyer (JM), Vice President

- 5.1 Vice-President John Meyer filed the following report:

Fern Crest Homeowners Association
Communications Committee Report
August 13, 2007

Direct Publications:

Generated and mailed a letter to all residents regarding the CC&Rs and compliance with the CC&Rs. Rentals and submitting PICs prior to any work on the house or yard were prime topics. Also discussed the illegality of parking on sidewalks. The intention here was to get people's attention and to let those who had expressed concerns about non-compliance know that action was being taken.

Generated a full newsletter for the community. Discussed CC&Rs from a less "punitive" point of view than the previous letter. The purpose was to provide education. The newsletter also discussed volunteerism and gave the community their first "calendar of events."

Communications Committee:

Approached and have received agreement to be members of the communications committee from the following residents:

Thomas Mai
Vince and Johnlyn Miller

I will continue to participate also. We will be scheduling our first meeting in the coming couple of weeks.

Fern Crest Website:

I attended a web-based class on the Association Voice website SW on which the FernCrest website is hosted. I have also received Site Administrator permissions for the site from CDC. The following functions have been added:

Events Calendar
Discussion Boards

Changed masthead logo to a Fern Crest specific masthead (thanks to Troy "Photoshop" Parke!)

We are now able to blast out news items whenever the need arises. Need to encourage the remaining residents to log in and put their e-mail addresses into the system. Only 53 people currently are on the system. If we can get more, we can greatly reduce printing and postage costs and have almost instant communications.

5.2 Vice-President noted each mailing costs about \$100 - \$125.

5.3 Homeowners in attendance asked that any email communication have a link to the CDC website. (Since the official site requires a login, any link will first direct a user to a secure login page.)

Item: Paul Dunn and John Meyer will continue posting items to both the official CDC website and “unofficial” ferncrest.org website.

6.0 Association Manager’s Report – Morgan Buscher, CDC Management

6.1 On behalf of Association Manager Janice Van Hook, Morgan Buscher provided Board with Report.

6.2 Board expressed concern over the current CDC site visit process and requests the following from the Association Manager:

- Report or acknowledgement of site visit (Board was not aware of Association Manager’s July 19 Site Visit).
- Contact Board/PIC members to accompany during site visits.

Item: CDC to Send Site Visit report to Board.

6.3 Removal of Quadrant Street signs: President indicated that Fire Chief Captain Raible contacted Quadrant to remove street signs and indicated this process has been in limbo with King County for about a year.

Item: Scott Manthey to follow-up on Street Signs

6.4 Lot 2005 (Lot 5, Division 2):

Vince & Johnlyn Miller (homeowners in attendance) indicated that the property marker had been moved on several occasions and was no longer identifiable. Homeowners request an official survey be supplied.

Paul Dunn suggested appropriate parties come together to figure out the timeline of this issue and CDC supply all documentation. It was noted that costs over \$500 require Board approval.

Item: Morgan Buscher to send Board all documentation.

Item: Scott Manthey to coordinate with homeowners for site visit:

Johnlyn Miller

johnlynm@aol.com

John Corpuz

John.p.corpuz@boeing.com

Item: CDC to investigate maintenance schedule with ProGrass for Tract A (last mowed in May according to neighboring homeowners).

7.0 Old Business

- 7.1 Board moved to place a moratorium on all new Rentals.
- 7.2 Noted that this Board has NOT previously approved any existing rentals and CC&Rs allow the Board to set rental policy.
- 7.3 Board agreed there are two over-arching issues regarding Rentals:
- 1) A “true-up” process for addressing any existing rentals in place, and
 - 2) Potential amendments to rules and/or CC&Rs.
- 7.4 The Board approved the following True-Up Policy for Addressing Existing Rentals in Place:
- 1) Retain a lawyer and collection attorney. CDC to provide a list of collection attorneys.
 - 2) First Notice: \$300 fine and 10 working days to meet face to face with CDC and the Board.
 - 3) Owner to supply the following documents and meet the following conditions:
 - Current contact information for owner.
 - Copy of the rental contract and agreements.
 - Copy of any and all background checks.
 - Acknowledged and signed copies of CC&Rs from tenants.
 - Full compliance with Community rules and CC&Rs.
 - 4) Board will review and process applications on a case-by-case basis.
- 7.5 Board will continue discussion of potential amendments to CC&Rs at a future date.

Item: John Meyer, Paul Dunn and CDC to Draft revisions to Community Rules to reflect Board approved Rental Policy.

Item: CDC to provide list of Collection Attorneys to Board.

8.0 New Business

- 8.1 Homeowner John Corpuz brought safety issues to the attention of the Board and volunteered to assist in efforts for a Block Watch program.
- 8.2 Homeowners expressed concern over an unleashed pit-bull owned by neighbors. To report neighborhood dogs off-leash (a violation of Community Rules):
- 1) Contact CDC and report an issue with dog off-leash
 - 2) Include date, time, location, description of animal and address of owner.
 - 3) Call King County Animal Control for follow-up.

8.3 Homeowners also expressed concern over unleashed Rottweilers from a neighboring property outside of Fern Crest. The Board recommended calling King County Animal Control for dog off-leash issues outside of Fern Crest.

8.4 Neighborhood Speeding: Homeowners brought to the neighborhood speeding to the attention of the Board. The Board agreed to send notices to any individual reported about safe speeds.

Item: John Meyer and Paul Dunn to investigate potential usage of radar guns, speed limit signs, “Your Speed” signs and investigate other safety options with King County.

Item: CDC to provide Board with Violation Notices.

8.5 Scott Manthey asked to post website notice to encourage homeowners to remove stakes for trees and shrubbery.

Item: John Meyer and Paul Dunn to post tree stake removal notice on websites.

8.6 Board requests a neighborhood orientation from ProGrass for the purpose of understanding the operation and maintenance of common areas (e.g. park sprinklers).

Item: CDC to coordinate ProGrass common area orientation with Board.

8.7 Parks Committee was established with the following volunteers:

- Scott Manthey
- John Meyer
- Brian Bress

Item: Parks Committee to investigate graffiti removal options.

8.8 Priority Issue List (Unchanged from last meeting due to limited time)

<u>Issue</u>	<u>Priority</u>	<u>Status Notes</u>
Fireworks in Park	Urgent	Intention to have policy before 01/08
Parking on Sidewalks	High	Investigating County Enforcement
Semi / Truck Parking	High	Investigating County Enforcement
Rentals and Tenants	High	Drafting Enforcement Conditions
Common Area Property Damage	Medium	
General Condition of Lots	Medium	PIC to verify 14 day remedy list
Buildouts / improvements w/o PIC Approval/Applications	Medium	

Park Clean-Up Graphitti & Garbage	Medium	Investigating trash collection costs.
Park Hours Enforcement	Low	Established Park Hours.
Park Use – Non Residents	Low	

Priority Key:

Urgent	Life or Property Safety is at risk
High	Continued lack of compliance, direct violation of ordinance.
Medium	General nuisance.
Low	Inconvenience to community.

8.9 Approved Board minutes available on community website and upon request.

9.0 Meeting Adjourned at 9:00 PM

Next Board Meeting: Monday September 10th, 2007 – Fairwood Public Library, Meeting Room A at 6:30 PM.