



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

Kent Fire Station #77 - 21006 132nd Ave SE, Kent, WA
July 9, 2007 | 6:30 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
Janice Van Hook	Fern Crest Community Association Manager / CDC Management

1.0 The Meeting was called to order at 6:30 PM, by President Scott Manthey.

2.0 Prior Board Meeting Minutes (June 27, 2007) were approved.

3.0 Treasurers Report – Gerry Shirley (GS):

3.1 After reviewing May financials, Treasurer indicated preference for quarterly reports and digital copies for continued reference.

Action Item: Association Manager (JVH) to supply Quarterly Reports.

3.2 Treasurer noted points of concern and asked Association Manager for more detail at next meeting on:

- 3.2.1 Landscaping maintenance contract break-downs.
- 3.2.2 Low member assessments. (currently semi-annual - billed in June 07)
- 3.2.3 Management fees currently overpaid by approximately \$2500.
- 3.2.4 Office expenses include mailings, postage, paperwork for HOA/Board.
- 3.2.5 Low water bill (Association Manager Janice Van Hook indicated irrigation was recently turned on).
- 3.2.6 Open question from the Board: How are street lights billed?

Action Item: Association Manager (JVH) to investigate details noted above.

3.3 Association Manager (JVK) indicated current budget was an estimate generated from past properties, Carmell Duerr (CDC Management) and Quadrant.

3.4 Treasurer noted Fern Crest HOA appears to be under budget as of May 07.

4.0 Association Manager Discusses CDC Processes – Janice Van Hook (JVH):

4.1 The Board called attention to Delinquency/Aging Report for 06/30/07, supplied by the Association Manager. Janice Van Hook reiterated to the Board the current past dues policy:

4.1.1 After 30 days: 1st written notice.

4.1.2 After 60 days: 2nd written notice.

4.1.3 After 90 days: Turned over to attorney for collection.

4.2 Board discussed and approved continuing current past dues policy and Association Manager will review and make any updates to Delinquency/Aging Report.

4.3 Association Manager reviewed CDC payment and invoicing schedule:

4.3.1 HOA dues are made through Umpqua Bank in Sacramento, CA.

4.3.2 An invoice received by CDC Management by 12:00 pm Wednesday will receive payment the following week, otherwise payment will be made within two weeks.

4.4 Board packets will be prepared one week before scheduled Board meetings.

4.5 If JVH is out of the office, the customer service desk back-up is Amy or the inquiries can be made through the CDC website. Louise prepares Fern Crest HOA financials.

4.6 Association Manger discussed Fern Crest site visits for compliance:

4.6.1 Occur up to 12 times a year.

4.6.2 Observations are noted from the street.

4.6.3 Any damage to common areas is also noted.

4.6.4 Summer months are typically more active than winter.

4.7 Board requested list of approved Property Improvements Applications.

Action Item: Association Manager (JVH) to provide list of approved Property Improvement Applications.

4.8 Treasurer (GS) will meet Association Manager (JVH) to review further financial documents before next Board meeting.

Action Item: Association Manager (JVH) and Treasurer (JS) to meet before next Board meeting (8-13-07).

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

5.1 Property Improvement Committee reports taking over responsibility for reviewing and approving PIC applications as of June 12, 2007, and to date has reviewed and partially or fully approved 9 applications.

- 5.2 As discussed at last Board meeting, Madison West Architects has been retained for 3 additional months to facilitate the PIC approval process.
- 5.3 PD reviewed for the Board the current PIC application process:
 - 5.3.1 Applications submitted to CDC are reviewed by PIC.
 - 5.3.2 Architect reviews and makes recommendations.
 - 5.3.3 PIC decides to Approve, Partially Approve or Not Approve application.
- 5.4 PD will reach out to Fern Crest community for PIC volunteers in order to create a 3 person committee and replace himself.

Action Item: Paul Dunn to reach out to community for Fern Crest PIC volunteers.

- 5.5 PD suggests HOA Board and PIC walk party to visit neighborhood.
- 5.6 Association Manager (JVH) described current fine assessment for Property Improvement non-compliance:
 - 5.6.1 Step 1: Notice.
 - 5.6.2 Step 2: Notice with 14 days to remedy.
 - 5.6.3 Step 3: Fine of \$150.
- 5.7 Board recommends PIC to verify 14 Day remedy list and recognize good faith efforts in correcting non-compliance.
- 5.8 Board agrees to the following PIC Review and Board approval process:
 - 5.8.1 General applications unanimously approved by the Property Improvement Committee (PIC) have the authority to proceed.
 - 5.8.2 Non-unanimous applications go direct to the Board for review.

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

- 6.1 Vice President to reach out to Fern Crest community for newsletter and communications committee volunteers and requested newsletter content from the Board, including President's Corner article.

Action Item: Vice President (JM) to reach out to community for Fern Crest Communications Committee volunteers and newsletter submissions.

- 6.2 Discussion about how many homeowners have web / internet access. Association Manager (JVH) noted that homeowners can login and choose to publish information on the official CDC website.
- 6.3 Vice President (JM) to continue researching official CDC Management website capabilities.

Action Item: Vice President (JM) to continue researching CDC website capabilities.

- 6.4 Member-at-Large Paul Dunn produced an additional community website for review at <http://www.ferncrest.org/>

7.0 Association Manager's Report – Janice Van Hook, CDC Management

- 7.1 Ania (Madison West Architects) has provided cost information for facilitating PIC approval process and has been retained for 3 additional months.
- 7.2 Quadrant approval for use of Fern Crest logo is in process.
- 7.3 Non-compliance issues were addressed during Association Manager Discusses CDC Processes (See section 4.1 – 4.2)
- 7.4 President (SM), Vice President (JM) and Treasurer (GS) filled out documentation as new signatories on Fern Crest HOA accounts.

8.0 New Business

- 8.1 Association Manager (JVH) indicated Fern Crest HOA liability insurance would expire on July 11, 2007. The Board moved to approve quoted renewal rate at a savings of approximately \$500 annually from current costs.
- 8.2 Board moved to thank Quadrant for Board contracts binders.
- 8.3 Newsletters / Web updates were discussed during Communications committee report (See section 6.0).
- 8.4 Future Board meeting venue to be investigated:
 - 8.4.1 President (SM) to investigate use of Sunrise Elementary.
 - 8.4.2 Member-at-Large (PD) to investigate use of Fire Station #77.

Action Item: President (SM) to investigate use of Sunrise Elementary and Member-at-Large (PD) to investigate use of Fire Station #77 for future Board meetings.

- 8.5 Board unanimously approved to hold future HOA Board meetings on the 2nd Monday of the Month and be open to all Fern Crest HOA members.
- 8.6 Property Improvement Committee Review and Board approval process was discussed during PIC report (See section 5.8).
- 8.7 President (SM) to head Parks and Playground Committee and reach out to the Fern Crest community for additional volunteers.

Action Item: President (SM) to reach out to community for Fern Crest Parks & Playground Committee volunteers.

- 8.8 Association Manager (JVH) to investigate costs for common area trash can, trash collection and contact Waste Management to look into collection coordination.

Action Item: Association Manager (JVH) to investigate costs for common area trash cans and trash collection.

- 8.9 Other Committee set-up previously discussed (Property Improvement Committee – see section 5.0 and Communications Committee – see section 6.0).

8.10 Board and Association Manager discussed Section 23 – Restrictions Upon Rentals of the Covenants, Conditions, Easements and Restrictions of Fern Crest. Association Manager (JVH) will draft enforcement conditions for Board review at next meeting.

Action Item: Association Manager (JVH) to draft enforcement conditions for Restrictions Upon Rentals for Board review by next meeting (8-13-07).

8.11 Board approved community Park Hours of 7:00 AM – 10:00 PM in observance of Fern Crest quiet hours between 10:00 PM and 7:00 AM. Association Manager (JVH) to investigate costs for signage.

Action Item: Association Manager (JVH) to investigate costs for Park signage.

8.12 Member-at-Large Paul Dunn will investigate King County enforcement of sidewalk parking, semi/truck parking and fire hydrant marking.

Action Item: Member-at-Large (PD) to investigate King County enforcement of sidewalk parking, semi / truck parking and fire hydrant marking.

8.13 The Board moved to establish and update a community issue priority list to be updated each HOA Board meeting:

<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	

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

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

9.0 Meeting Adjourned – Next Board Meeting: Monday August 13th, 2007 – Location TBD.