



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

Kent Fire Station #77 - 21006 132nd Ave SE, Kent, WA
October 8, 2007 | 6:15 pm – 8:30 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	CDC Management – Fern Crest Association Manager
Chantelle Mitchell	CDC Management
Inna Timokhin & Alex Kanonik	Homeowners
Vince Miller	Homeowner
Art & Joan Craft	Homeowners
Kathy Trovesi	Homeowner

0.0 Homeowner Forum – Home Owner for Rental Requests

0.1 Inna Timokhin & Alex Kanonik (22411 134th Place SE – Lot #2031) confirmed a rental request. The homeowners indicated a tenant background check and a signed copy of the CC&Rs were in progress. The Board noted PIC violations for the property would need to be brought into compliance for further rental request consideration, including:

- Landscaping of the side-yard.
- Removal of plastic shed.
- Removal of metal fencing.

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

2.0 Prior Board Meeting Minutes (dated September 10, 2007) were tentatively approved pending removal of Section 7.7.

3.0 Treasurers Report – Gerry Shirley

3.1 No report – Financial statements are not available until after the 10th of each month.

4.0 Property Improvement Committee (PIC) Report – Paul Dunn, 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 Report to the Board
October 8, 2007**

General Report:

1. On September 5 and 9, and then in conjunction with CDC Management on September 16, walk through inspections of the development were conducted. We have requested a status report from CDC on when letters or notices have been given to homeowners so that follow up inspections might proceed.
2. Paul Dunn was on vacation from 9/11 through 9/23 and during this time Christen Barclay was authorized to vote on behalf of him in PIC matters.
3. There is a request from a homeowner (John Corpuz) on the status of PIC applications he submitted in late August. There is no record from the PIC that they have been emailed to the PIC.
4. Some PIC applications are now being emailed directly to the PIC from CDC without being sent through Madison West Architects. The PIC is unsure whether there has been a change in the workflow process?

September Property Improvement Applications:

A total of 6 Property Improvement Applications were received and acted upon.

All were approved, partially approved or are pending approval based on inspections.

Old Business:

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 070902 – Update: The homeowner has filed a PIC application (070906) for the fence they built without PIC approvals. This will need to be inspected to insure it is built to standard. On this application, they noted some actions they intended to take regarding other outstanding violations. *The homeowner has filed a PIC application for EXISTING NON APPROVED Structures. Three prior applications have been filed, and all have been denied. PIC recommends that the Board/CDC issue a letter to the homeowner demanding that the structure be removed. A deadline for fines must be included.*

13313 SE 227th PL – no PIC application on file – owner claims Quadrant installed a concrete extension to the driveway. CDC was requested to investigate and referenced some drawings that did not apply to the property in question.

4.2 Paul Dunn requested that all PIC applications continue to go through Madison-West Architects prior to being forwarded to the PIC Committee for review.

4.3 October 15th is the next scheduled neighborhood walk through for PIC violations. The Association Manager (JVH) noted some violations are now on their 7th or 8th Notice.

5.0 Communications Committee Report – Vince Miller, Communications Committee

5.1 Submissions are still being accepted for the November newsletter and can be sent to: newsletter@ferncrest.org

5.2 A sample newsletter of the content so far has been forwarded to John Meyer.

5.3 A receipt for the donation of the common area soccer goals to the Kent Youth Soccer Association (KYSA) was delivered to the Treasurer.

6.0 Parks Committee Report – Scott Manthey, President

6.1 Trash receptacle has been delivered to Scott Manthey. Paul Dunn and Troy Parke volunteered to help install this coming weekend.

6.2 Park signage has been ordered and will be installed soon.

6.3 Action Item: Paul Dunn to continue looking into address for Tract C.

6.4 The Parks Committee is planning to do a walk around the neighborhood this weekend.

7.0 Block Watch Committee Report – John Meyer, Vice President

7.1 Vice-President John Meyer filed the following report:

**Blockwatch Committee Report
October 8, 2007
Fern Crest Homeowners Association
Board of Directors Meeting**

1. The King County Radar trailer was in the neighborhood (134th Place) from Monday October 1 through Friday October 6. Residents are requested to let us know about speeding in that area and identify cars/tags, as possible.

2. Am expecting a response this week from the Head of KC Road Services division on signage in our neighborhood. In particular, signs around playgrounds and stop signs at the 124th Street entrance to the neighborhood to provide speed control.
3. Blockwatch Committee organizational meeting will be October 14, 2007. Volunteers will meet with me, discuss a vision for the group and elect their chairman. Should have outlined a plan for Fern Crest by next month's meeting.

8.0 Association Manager's Report – Janice Van Hook (JVH), CDC Management

- 8.1 Association Manager Janice Van Hook provided Board with Action Item Report.
- 8.2 Formal approval for use of Fern Crest logo is still in process.
- 8.3 The Board is encouraged to contact John from ProGrass to set an appointment and learn about the common area sprinkler system.
- 8.4 The Association Manager has noted 4 homeowner rental requests to date.
- 8.5 Action Item: Homeowner of 224311 132nd does not have masonry marker in sidewalk to indicate property corner. JVH will contact Barghausen Consulting about marker.**
- 8.6 Association Manager had retained the services of a collection attorney and sent 21 accounts for further collection action.
- 8.7 Damaged mailbox clusters (Lot 7/8 and on 134th Place SE) have been repaired.
- 8.8 Action Item: JVH to send notice to Lot #1087 to properly dispose of removed sod from curbside trash can.**

9.0 Old Business

- 9.1 **Action Item: JVH to send out fine notices for rental violations.**
- 9.2 Miller Retaining Wall
 - 9.2.1 Action Item: Board approves and directs Association Manager JVH to pay original ProGrass estimate of \$6500.**
 - 9.2.2 Action Item: Association Manager JVH to supply Treasurer with source of funds from Quadrant that cover the retaining wall estimate.**
 - 9.2.3 President Scott Manthey asked for volunteers to assemble a fact-finding committee to:
 - 1) Investigate the original scope of work with involved parties.
 - 2) Conduct a site visit to assess whether the wall was built as specified.
 - 3) Recommend next steps to Fern Crest Board.

- 9.2.4 Action Item: Secretary Troy Parke volunteered to head the fact-finding committee and report back to Board at next meeting.**
- 9.2.5 Action Item: Paul Dunn to contact Ania Stein (Madison West Architects) and Kristen Barclay (PIC Committee Member) as potential volunteers for the fact-finding committee.**
- 9.2.6 Action Item: Scott Manthey to forward contact information of involved parties to the fact-finding committee.**

10.0 New Business

10.1 The Board suggested a dark latex stain to cover and prevent further graffiti, but noted that no action may take place until the warmer months.

10.2 The Board agreed to reduce the PIC violation fine for T. Tran – 13328 SE 224th Place - from \$150 to \$75.

10.3 The Board moved to continue the contract for PIC services with Ania Stein of Madison-West Architects.

10.4 Action Item: Association Manager JVH will inquire attorney about rental percentages and policies to inform Board opinion before next meeting.

10.5 Vince Miller reported that Johnlyn Miller sent email to Ron Sims requesting the sidewalk on SE 224th Street neighboring Sunrise Elementary be completed. King County has agreed to install a sidewalk during the warmer weather this Spring. The Board extends its appreciation to the County and Johnlyn.

11.0 Meeting Adjourned at 8:30 PM

Next Board Meeting: Monday November 12th, 2007 – Location TBD at 6:30 PM.