



Fern Crest Home Owner's Association (HOA)

HOA meeting every First Tuesday of the Month at 6:30 pm

ATC office, Kent
Dec 8th, 2009 | 6:30 pm – 8:30 pm
<http://www.ferncrest.org/>

In Attendance:

Scott Manthey	President
Paul Dunn	Vice-President
Manminder (Manu) S. Parhar	Secretary
Manoj Prasad	Member At Large
John Meyer	Treasurer
James Tungsvik	Around The Clock

5 homeowners were in attendance

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

2.0 Roll Call/Establish Quorum

- 2.01 Sign up sheet circulated
- 2.02 Quorum established

3.0 Review Agenda

- 3.01 Agenda Items listed below

4.0 Review/Approve Prior Board Meeting Minutes (Oct 6th and Nov 14th)

- 4.01 Motion to approve minutes of Oct 6th, 2009 Board Meeting by: Paul
Seconded By: Manoj
Pass/Fail: **Pass**
- 4.02 Motion to approve minutes of Nov 14th, 2009 Board Meeting by: Paul
Seconded By: Manoj
Pass/Fail: **Pass**

5.0 President's Report:

- 5.01 Finalize BOD positions- Members agreed to following roles (Y2010)
 - 5.01.1 Manu – Secretary
 - 5.01.2 Paul – VP
 - 5.01.3 Manoj – Member at Large
 - 5.01.4 John – Treasurer
 - 5.01.5 Scott – President
 - 5.01.6 Motion to approve the above Board member roles for the year 2010 by Scott
 - 5.01.6.1 Second – Paul

5.01.6.2 Pass

6.0 Treasurer's Report:

- 6.01 Discussed opening of a new CD
- 6.02 John reviewing this year's financial files
- 6.03 Reported that we have ~33k available by end of this year
- 6.04 ATC recommended putting 5-10k in CD for 2 years (with maturity date of 2012)
- 6.05 Motion made to open a CD for 10k with a maturity term of 2 years (2012) by John
 - 6.05.1 Second: Scott
 - 6.05.2 Pass**

7.0 Committee Reports

7.01 Block Watch/Safety

- 7.01.1 BW committee will reach out to Police Guild to see if an officer is available for patrols
- 7.01.2 BW team is working with Kent Police Department to set up weekly drive-through patrols when Kent takes over area in mid-2010.
- 7.01.3 The BW member to investigate with KC to see if they can use their letter head to issue a final traffic violation notice.

7.02 Communications

- 7.02.1 Gathered ~154 e-mails from the Election night
- 7.02.2 Post cards to go out for CTA to register for e-mail address
- 7.02.3 One HO is not receiving on their AOL e-mail address, Paul to investigate

7.03 Parks

- 7.03.1 Code Green came out to push the water out of irrigation system
- 7.03.2 BOD to consider their performance during contract renewal discussions
- 7.03.3 2 Lights out around the big park, needs to be called in

7.04 Property Improvement

- 7.04.1 6 PICs received, 4 approved, 1 approved after educating the HO to put in a PIC app prior to start of work, 1 in review (5th modification since original submission date of April 2009)
- 7.04.2 Johnlynn to replace John on the PIC
- 7.04.3 John nominated for the PIC Chair position
- 7.04.4 BOD thanked John M. for his work as a PIC member
- 7.04.5 VP requested that a PIC log be submitted to BOD every month

8.0 Property Management's Report

- 8.01 James reported that HOA billing to go out 21st of Dec
- 8.02 Engagement letter signed for the accounting firm to file 1120H
- 8.03 Engagement letter signed for the accounting firm to perform the 2009 review
- 8.04 Requesting 3 lots to be turned over to collections due to long pending balances: Div 1 Lot 94 (\$1535), Div 2 Lot 50 \$1127.50, Div 2 Lot 63 (\$1252.50)
- 8.05 Motion to turn the above mentioned 3 accounts to collections: John
 - 8.05.1 Second: Paul
 - 8.05.2 Pass**
- 8.06 BOD signed 'Oath of Office' including ACC committee
- 8.07 James confirmed no pending Action items from prior HOA meetings

9.0 Old Business

- 9.01 Covered under section 4.0

10.0 New Business

10.01 HOA appeals process

- 10.01.1 Treasurer discussed 'Hold' and 'Release' forms to ensure that the HO accounts are not sent to collections
- 10.01.2 Hold decision to be noted on the Red form
- 10.01.3 Board decisions are to be noted on the blue form
- 10.01.4 Add this process as an agenda item to every month's meeting
- 10.01.5 Treasurer to be the gatekeeper of this information as it involves financial numbers

10.02 Violation letter, warning letter verbiage consideration

- 10.02.1 Discussed these letters at length
- 10.02.2 Concluded that BOD needs a month to perform a thorough review of existing letters
- 10.02.3 James to send e-copies of these letter templates

10.03 HO D1L91 Case

- 10.03.1 Original Fine was for weeds
- 10.03.2 President verified the issue was corrected
- 10.03.3 Decision needs to be made regarding pending fine (reduce, half, remove)
- 10.03.4 BOD decided to reduce the current fines by 50% **and** remove the lien fee.
 - 10.03.4.1 Motion by John
 - 10.03.4.1.1 Seconded by Paul
 - 10.03.4.1.2 Pass**

10.04 Discussion on Lien assessments on CC&R violations

- 10.04.1 Manoj to initiate conversations via e-mail
- 10.04.2 Point of discussion: what is the correct \$ amount when we should consider filing a Lien hold.

10.05 HOA Vs D2L74

- 10.05.1 Paul updated everyone on the case
- 10.05.2 Greg Cromwell working on this case
- 10.05.3 Paul providing background e-mails to Greg which should aide in putting together a response to the HRC
- 10.05.4 Response within 10 days was required but Greg, asked for extension
- 10.05.5 As of today, Greg has provided the initial response to HRC

10.06 HOA Vs D2L60

- 10.06.1 Filed suit for rental compliance
- 10.06.2 Responded to court and attorney
- 10.06.3 Owners have retained a lawyer
- 10.06.4 All correspondence will be addressed to their lawyer from then on
- 10.06.5 HOA have asked for the following:
 - 10.06.5.1** The renters MUST move out – anything less is unsatisfactory
 - 10.06.5.2** ALL legal fees incurred in working on this situation must be paid by the HO (in other words, the HOA must be made whole)
 - 10.06.5.3** Following conditions number 1 and 2 being met, the board would be willing to consider some reduction or adjustment of the fines.

10.07 PIC app fee discussion

- 10.07.1 HO addressed that BOD should consider the fact that HO should be charged with the PIC fees

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10.07.2 Discussed \$50/app PIC fee at length

10.07.3 Discussed that Fee violations can be used towards PIC app fee

10.07.4 James to run through GL to address the \$2400 charge for this year for the architect. ACC member mentioned that we only had 3 PIC apps that required architect's consultation

10.07.5 BOD decided to apply the collected fines towards PIC app fee

10.07.6 Will monitor this process on ongoing basis and re-adjust as needed

11.0 **Call to Adjourn the HOA meeting:** 8:20 pm, meeting ended.

12.0 **Next Board Meeting on Jan 5th at 6:30 pm (Sunrise Elementary School)**