



**Foxhall Community Association
Meeting of the Board of Directors
February 13, 2025
Zoom 7:00 p.m.**

Board Members Present:

Dave Fleming, President
John McKinnon, Secretary
Karen Dillon, Treasurer

Board Member Absent:

Carol Vannerson, Vice President
At-Large Position vacant

Foxhall Members in Attendance:

Donna Bosshard

Call to Order (Dave)

Dave called the meeting to order at 7:03 p.m. via zoom.

Standing Rules (Dave)

Foxhall HOA Board meeting standing rules:

MEMBERS OF THE BOARD ARE ASKED TO ADOPT THE FOLLOWING STANDING RULES FOR CONDUCT OF A FOXHALL HOA BOARD MEETING:

1. *The meeting will be held on Zoom and the meeting will be recorded,*
2. *The president will be the chair of the meeting and will recognize members as necessary for participation in the meeting,*
3. *The first article of business will be adoption of the AGENDA. The tentative agenda will be prepared by the Secretary and finalized during adoption. Once the agenda is adopted it will be subject to amendment on motion of a member or as raised by the chair and approved by a majority vote.*
4. *Please respect others and speak one at a time*
5. *To speak you must be recognized by the Chair.*
6. *Each item on the agenda is limited to a maximum 10 minutes unless there is a motion to continue discussion which is approved by a majority.*
7. *Issues which are brought up to discuss and not specifically part of the agenda will be limited to a ten minute discussion*
8. *Discussion will move on to the next agenda item after the expiration of a time limit.*
9. *Non Board member participation*
 - a. *At the close of regular business each audience member may speak once for a maximum of two minutes.*
 - b. *During the Meeting the Chair may recognize a non-board member for participation on certain issues for which they are responsible to the HOA. For Example the chair may recognize the Trails committee chair for reporting on trail issues.*

Dave moved to adopt these rules, rules adopted unanimously.

Announce Recording of Meeting

Alan announced that the meeting would be recorded through Zoom. No objections were heard.

Agenda (Dave)

The agenda was adopted as presented with the addition of an item on the reserve study. Moved by Karen, seconded by passed unanimously.

Reading and Adoption of Minutes (John)

Motion: Dave moved to approve minutes of FCA Board Meeting as posted, dated January 8, 2025; seconded by Karen. Passed unanimously.

Verify members in attendance for minutes (John)

Three board members, and one community member were in attendance.

President's comments (Dave):

Reflected on the powers of the ACC and the opportunity for them to create some rules around the interpretation of the covenants, such as revision of minimum value of structures/homes. He also proposed having a board member participate in ACC meetings for the sake of communication between the two bodies.

Financial Update (Karen) see notes

Discussion of the specific details to be included in the contract with the Sherwood company. Their role will be to help bring our QuickBooks accounting up to date and resolve any problems encountered.

Karen has created a form (characteristic of other non-profit organizations) that is a template for monthly reporting of monthly expenses and liabilities in addition to the bank statements. Karen has reviewed the reports available through QuickBooks and how they can be tailored to her goals for tracking and budgeting.

Discussion of composition of savings and checking accounts: Karen proposed that the assets in checking and savings be characterized as Operating income (i.e. 2025 dues) and Board Designated Funds (i.e. all of our other dollars that are not tied directly to the dues/expenses for FY 25). A Board Designated Fund means - "the board has intentionally set these funds aside for the purposes or sources as defined." It's a way to clearly track these funds. Other than the Reserve Fund, these funds are in the FCA Savings Account.

Karen presented a summary of balances as of 1/31/2025:

Reserve Fund: \$41,684.49 (from \$52,942.73). \$11,261.50 withdrawn for Olympic Trail fence project.

Savings: \$23,784.84 (from \$23,934.23). Activity in this account represents deposits from the receipt of dues and the corresponding transfers of those receipts to the checking account.

Checking: \$26,983.09 (from \$25,689.53). Activity in this account: Transfer of funds from the Reserve account and payment of the fence contractor; receipt of dues deposits by transfer from savings; Electronic payments for QuickBooks, water, waste, and Zoom services. There was also a payment of \$20 by check to reimburse the cost of disposal of waste generated by the fence project.

Five properties have yet to pay this year's dues. Karen will contact them directly.

The transfer of financial documents from Alan, the previous treasurer, to Karen is ongoing. She has access to the bank accounts, QuickBooks, and Zoom. Karen is in the process of receiving past bank account statements from 2021 to the present.

Karen intends to summarize our Fiscal Year receipts and expenses and present them by budget category for comparison with the approved budget. This will aid the Board as it manages the current budget and plans for the next.

Facilities Update (Karen)

Olympic Trail Fence update

This was a 2 week project to replace 1300 feet of fence that borders the Forest Park HOA.

- Total contractor cost: \$11,261.50 (From Reserve Fund)
- Trails committee worked extensively - clearing brush, removing poles, augering new holes, helping string the wire.
- The Trails Committee is quite pleased with the results.
- Other costs in addition to the contracted expense: gravel, dump fees, etc. – Karen will report this later.
- The top of the cut fence posts will be sealed by a volunteer when the temperatures warm up.
- The communications and relations with Forest Park neighbors went well. We had their cooperation for access and control of their pets for the duration of the work.

Further discussion by the members involved with the fence project will happen at the March 5th Trails Committee meeting. The purpose is to aid in the planning of future fence work – a cost per linear foot will be estimated for contracting services both with and without the help of our Trails Committee volunteers.

Future Fence Projects

The Trails Committee will create a list of which fence segments are next on the list for replacement. This will be presented at a future Board meeting.

Spur trail tree removal

This was accomplished by our Trails volunteers.

Assignment of Facilities Tasks:

In order to relieve Karen of some of her previous tasks as she takes on the Treasurer role, Carol has volunteered to take on the following responsibilities:

- Investigate/monitor water leak at front entrance;
- Board Meeting announcements;
- April Membership meeting room set up;
- Monitor Pond conditions.

Dave will take on the responsibility of managing the mowing contracts.

Ongoing/Pending Business

Welcome Packet (tabled)

Financial Review Committee (Dave)

Possible Lynn Lewis memorial project.

Reserve Study Update (Dave):

Dave is unsure of the status of this year's update. We need to select a consultant for the next.

Dave raised the issue of how to provide for the maintenance of our private roads, as these are not a component of our Reserve funds. He raised the possibility of instituting a reserve assessment for the 22 properties located on private roads in order to build a separate Reserve Fund. He intends that the next reserve consultant would have some experience and input on this matter.

New Business

Water System Information: The board may arrange for a future board meeting appearance by a water company representative for question and answer period.

Upcoming Meetings

Board of Directors Meetings: Second Thursdays of each month

- Mail nomination invite in the next week.
- March 13th Board Meeting change to Alternate date to be March 18th
- April 10th Board Meeting
- April 24th Membership Meeting at Fire Station and a following board meeting to assign positions
- May 8th Board Meeting
- June meeting moved to May 22

Member Comments

None

Adjournment

Meeting adjourned at 8:40 p.m.

Minutes approved at Board of Directors Meeting: March 18th, 2025