

## Section II

Minutes to the Board of Directors Workshops - 2019

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# Fairway View COA

2019-001-BW

*c/o Northwest Management Exclusive, Inc.  
Office: 11715 NE Crestwood Drive, Vancouver, WA 98684  
Mailing: P.O. BOX 872077, Vancouver, WA 98687-2077  
(360) 896-8351 associations@nwmonline.com*

## Board of Directors Meeting

### Workshop

**Thursday, June 24, 2019**

Fairway Village Clubhouse – Arts & Crafts Room  
15509 SE Fernwood Drive, Vancouver WA 98683

**Board of Directors:** Linda Black Fran Skinner  
Maureen Kirkpatrick Anthony Mirarchi

**Guests:** Leslie Willey, managing agent, Northwest Management Exclusive, Inc.

**Owners:** Ed Lovett Sharon Heydet Mac Stevens

**Call to Order:** 1:00 pm

**Establishment of a Quorum:** A quorum was established with four of the five Directors present.

#### **Maureen Kirkpatrick – Secretary Report:**

- Requested additional email authorization forms for the BOD meeting
- Reported Rules & Regs met last week
  - Current version adopted in 2012
  - Goal to have draft for BOD review/consideration well in advance of the next annual membership meeting
  - Recommends securing member consensus and assistance with the definition of “guest” and the rule that pertains to electric cars.

#### **Tony Mirarchi – Maintenance:**

- Detached Garage Project
  - In progress – preparing to works site – actual start date, Monday June 24, 2019
  - First 40 owners notified
  - Surrounds for the trash/recycling removed from project – stay within budget
  - Recommends soliciting volunteers to research the number of surrounds and possibility of eliminating/relocating
- Discussed two potential projects:
  - Unit #102: Add air conditioning unit in bedroom – floor model – does not extend out of window
  - Bldg #15 – Unit #95:
    - Owner noted damage to ceiling from leak in roof – ongoing issue
    - Report shingles fell into solar tube – Matt will repair
    - BOD requested solar tube install to be evaluated to determine not cause of leak.
- Dryer Vents/Chimneys
  - Viewed a YouTube video demonstrating how to clean the dryer vents with a rotary brush and a vacuum – his personally cleaned
  - Will have a thought or an opinion on this project for the BOD meeting

- Reserve Study
  - Awarded to Regensis
    - Contract really for four years – not for one year
    - Sent an email to the vendor with questions – awaiting a response

**Fran Skinner – Landscape Chair:**

- Bark Dust Proposals
  - Currently soliciting proposals
  - Considering PLSI proposal and one other contractor
  - Areas noted in need of attention near buildings #1, #11, #15, and #19
- Irrigation System Repair – Pending garage renovation project
- Recommended job description for Officers and Committee Liaisons
- Possibly saving on water usage – pending water statements

**Linda Black – Treasure Report:**

- Recommends adoption of monthly financials – not accepted during finance committee meeting
- Ongoing issue with Schwindt & Co
  - No services provided
  - Requesting funds
  - Finance Committee recommends not pay invoice
- Mutual of Omaha Loan
  - Several units selling – special assessment paid off in escrow
  - Anticipate another principle payment
  - Request re-amortization once a quarter
- Buyer’s Fee – collected then deposited into the reserve account
- Funds spent on attorney fees (collection efforts)

**Open BOD Position:**

- Motion accepting Dottie’s resignation
- Appoint new Director – motion
- Re-designate the Officer positions - motion

**Leslie Willey – Northwest Management Exclusive, Inc.:**

- Discussed need to appoint committee members
- Recommended having an attorney review the new rules and regulations document to ensure complies with governing docs and does not create any new restrictions/covenants
- Scheduled community tour for Wednesday, June 26, 2019, at 1:30 pm at the entrance

**Adjournment:** 2:35 pm.

**Written by:** Leslie Willey, Northwest Management Exclusive, Inc.

**Approved By:**

/s/ Linda Black  
Board Member

**Date:** 7-25-19

/s/ Maureen Kirkpatrick  
Board Member

**Date:** 7-25-19

# Fairway View COA

2019-003-BW

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## Board of Directors Meeting

### Workshop

**Thursday, July 18, 2019**

Fairway Village Clubhouse – Arts & Crafts Room  
15509 SE Fernwood Drive, Vancouver WA 98683

**Board of Directors:** Linda Black Fran Skinner Ed Lovett  
Maureen Kirkpatrick Anthony Mirarchi

**Guests:** Leslie Willey, managing agent, Northwest Management Exclusive, Inc.

**Owners:** Mary Van Sandt Mary Morris

**Call to Order:** 1:00 pm

**Establishment of a Quorum:** A quorum was established with five of the five Directors present.

#### **Maureen Kirkpatrick – Secretary Report:**

- Would have two motions for adopting the minutes

#### **Linda Black/Ed Lovett – Treasurer Report:**

- Recommends adoption of monthly financials – not accepted during finance committee meeting
- Audit for Year Ending December 31, 2018 - Engagement Letter for BOD to sign
- Budget – Status Update
  - Utility Bills –
    - Trash Bill – Increase
    - Water Bill – Increase

#### **Fran Skinner – Landscape Chair:**

- Bark Dust Proposals
  - Received second proposal
  - Motion to accept proposal from Valley West Landscapes
- Irrigation System Repair – Pending garage renovation project
- Met with Arborscape – Preparation for budget for 2020
- Remind owners to tend to plants placed in common area and on patio – do not allow dead plants to remain after September
- Will provide a sign-up sheet to solicit volunteers to assist with the Landscape Committee.

#### **Tony Mirarchi – Maintenance:**

- Detached Garage Renovation Project
  - In progress – anticipate project to be completed the first or second week in August 2019.
  - Currently at garage 50 and 60, installing seals on the garages, and new gutters.
- Waste Surrounds Committee:

- Motion to create the committee
- Motion to appoint the members
- Dryer Vents
  - Motion to get them cleaned from the inside
  - Create a form to document the cleaning was completed – provide vendor information – provide acceptable process/procedure for cleaning the vents
  - Owner responsible to have dryer vent cleaned
- Exterior Lights
  - Light out at garage #42 – will check – possibly faulty lightbulb
  - Garage #35 – report of humming breaker box and light fixture illuminating intermittently

**Linda Black – President Report:**

- Safety – Neighborhood Watch/Block Captains
- Fairway View COA Website – possible goal for 2020

**Rules & Regulations Committee:**

- Reviewed and discussed
- Motion to schedule a special BOD meeting to complete review and discussion

**Adjournment:** 2:25 pm.

**Written by:** Leslie Willey, Northwest Management Exclusive, Inc.

**Approved By:**

/s/ Linda Black  
Board Member

**Date:** 8/22/19

/s/ Maureen Kirkpatrick  
Board Member

**Date:** 8/22/19

# Fairway View COA

2019-005-BW

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## Board of Directors Meeting Workshop

**Thursday, August 15, 2019**

Fairway Village Clubhouse – Arts & Crafts Room  
15509 SE Fernwood Drive, Vancouver WA 98683

**Board of Directors:** Linda Black Fran Skinner Ed Lovett  
Maureen Kirkpatrick Anthony Mirarchi

**Guests:** Leslie Willey, managing agent, Northwest Management Exclusive, Inc.

**Owners:** Ernie Norton Brenda Norton Michelle Bell

**Call to Order:** 1:03 pm

**Establishment of a Quorum:** A quorum was established with five of the five Directors present.

### Unit #6:

- Received correspondence from unit owner – sent to the BOD after the window project
- Topic was assessment of charges related to the windows and other concerns

### Maureen Kirkpatrick – Secretary Report:

- Would have three motions for adopting the minutes (special, workshop, and BOD)
- Discussed the rules and regs special BOD meeting, Mr. Fronk's comments/suggestions, and the possibility of hiring an attorney to review the bylaws and CC&Rs.
- Will have a motion to delay action on the rules and regs doc

### Fran Skinner – Landscape Chair:

- Stated will attend the BOD meeting
- Will submit letter of resignation to take effect at the adjournment of the meeting
- Landscape report:
  - General clean-up through end of year
  - Communicating with PLSI:
    - Extra pruning
    - Noted the overgrown shrubs provide privacy and/or golf ball mitigation
  - Budget for cost of stump grinding – uncertain how it will influence the 2020 budget
  - Discussed the tree replacement for Fall 2019

### Tony Mirarchi – Maintenance:

- Reported two sprinklers at bend across from garage #100 are geysers
- Dryer Vent Letter
  - Deadline date will be extended to March 2020
  - Vendor suggestions provided – not recommendations

- o Motion for acceptance
- Garage Surround Project:
  - o Barge boards in need of repair/replacement – will be begin next week
  - o Anticipate entire project to be completed in two weeks
- Reserve Study:
  - o Meeting with Michael Stewart on Wednesday, August 21, 2019
  - o Preliminary report created
  - o Anticipate report to be completed by end of August 2019.

**Linda Black/Ed Lovett – Treasure Report:**

- Motion for July financials
- Annual Expenses
  - o Concern that utilities will be over-budget
  - o Other expenses under budget
- Mutual of Omaha
  - o Monthly payment less than \$12,000.00
  - o Loan balance \$1.2 million
- Budget YE 2020.1231 – still in preparation phase
- Request CORE to provide balance on 2018 special assessment
- Lien delayed due to pending owner financing

**Other – Linda Black:**

- Requested new contracts for review/consideration
  - o CORE Services, LLC
  - o Northwest Management Exclusive, Inc.
- Window Washing
  - o Received two proposals – One for \$9,576.00 and one for \$4,600.00
  - o Recommend a motion to proceed with *Quality Window Washing*
  - o Anticipating completing the project in September or October
  - o Need updated estimate to include tax
- Broken Sprinklers:
  - o Discussed alternative to signs in the common area
  - o Posts have damaged irrigation system
  - o BOD requested list of the listing agents for the last three or four months
- Board Position
  - o Proposed will add to *Villager* or an email blast or a postcard
  - o Discussed job description for the Landscape and/or Maintenance liaison
  - o Discussed idea of a nominating committee

**Adjournment:** 2:05 pm.

**Written by:** Leslie Willey, Northwest Management Exclusive, Inc.

**Approved By:**

/s/ Maureen Kirkpatrick  
Board Member

**Date:** 9/26/19

/s/ Ed Lovett  
Board Member

**Date:** 9/26/19



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## Board of Directors Meeting Workshop Thursday, December 19, 2019

Fairway Village Clubhouse – Mount Hood Room  
15509 SE Fernwood Drive, Vancouver WA 98683

**Board of Directors Present:** Linda Black Ed Lovett  
Anthony Mirarchi Maureen Kirkpatrick  
Ernie Norton (Telephonically)

**Guests:** Leslie Willey, managing agent, Northwest Management Exclusive, Inc.  
Doug McLain, C.O.R.E. Services, LLC

**Owners:** Dorothy Potts Art Lessard Kathleen Arata Lisa Bell  
Bobby Perry Sharon Heydet Richard Heydet Ursula Kleinpeter  
Diane Nolan Judy Elliott Nan Williams Tom Fronk  
Pat Reiter

**Call to Order:** 11:08 am

### BOD Workshop Purpose:

- Held prior to BOD meeting.
- Opportunity to brainstorm on future plans/projects.

### Future of Fairway View COA:

- Maintain value of condominiums
- Upgrading to offer new amenities
  - Charging stations
  - Outlets in the garages for electric cars
  - Solar options
- Plan for 2020 – align CC&Rs, Bylaws and Rules and Regulations Document
- Possible notice to unit owners to be mindful of the rules/expectations of an owner
- Welcome packet to new owners

### Five-Year Plans:

- Ernie Norton – Landscaping
  - Focus on conservation of resources
  - Landscape Committee Goal
    - Divide common area into four areas
    - Development plan for each area
  - Focus on water consumption
    - Assess irrigation system
    - Possible use well water for irrigation (water used for golf course and HOA common area)
    - Employ a water gauge – no watering when it rains
- Tony Mirarchi – Maintenance

- Conserve electricity
  - Convert lightbulbs to LED
  - Convert fixtures to motion detector styles
- Goal to save money by conservation efforts
- Ed Lovett – Treasurer
  - Continue to improve reserve fund balance
  - Manage COA expenses
- Maureen Kirkpatrick – Secretary
  - Goal to increase participation
  - Recommended recruitment committee
  - Voiced appreciation to those who attended
  - Write job descriptions
    - Define expectations of the BOD
    - Cause the BOD to be attractive to volunteers
- Audience Participation Suggestions:
  - Support of job descriptions
  - Landscaper efforts
  - Support emphasis on energy efficiency
  - Willingness to assist – suggested not to re-invent the wheel
  - Recommendation to coordinate and collaborate with the main HOA
  - Recommendation for funds savings – central antennae/cable
  - Possible gate community – just condominium area
  - Recommendation for functioning video cameras

#### **Aging Infra-Structure:**

- Shared recent event in Building 11
  - Electrical break
  - Repaired – estimated cost \$2000.00
- Electrical and plumbing aging
  - About 25 years old
  - Electrical wire not in conduit
  - Will need to be repaired – not in reserve study – no funds
  - Reactive vs. pro-active
  - Recommendation for a possible survey on the plumbing and electrical – Finance Committee task.
- Assess surface drainage systems

#### **Safety:**

- Recommend white reflective tape on steps
- Shared event with burglary in garage
  - Suggest store vehicles only
  - COA not responsible for personal property
- Shared random event
  - Uninvited individual on premises
  - Parked on site
- Question as to how to track who is on site
- CO & smoke detectors update – contact fire department to evaluate
- Evaluate landscape – identify areas perpetrators can hide
- Condominium area is private property – treat as such

#### **Website:**

- Proposal to maintain FWVCOA
- Website separate from main HOA

- Brief outline currently (home page & tabs)
- COA documents available to members
- Document retention possible use of website
- More discussion in the future

**Job Descriptions:**

- Maureen drafted for the Directors/Officers
- Draft to be shared with BOD

**Adjournment:** 12:20 pm.

**Written by:** Leslie Willey, Northwest Management Exclusive, Inc.

**Approved By:**

\_\_\_\_\_  
Board Member

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Board Member

**Date:** \_\_\_\_\_

Unapproved