

**Fairway Nine I Condominium Association
Board of Directors Meeting
March 2, 2018 3:00 p.m.
Ranch Clubhouse**

MINUTES

PRESENT: Bob Nicholson – President – Conference Call
Chuck Lockhart – Director - Present
Bert Hughes – Sec./Treas. – Conference Call
Sharon & Chuck Williamson -Managers

NOT PRESENT:
Nyle Brown – Vice President
Gary Burt – Director

CALL TO ORDER:

Bob called the meeting to order at 3:00 p.m.

ESTABLISH A QUORUM

A quorum was established with three (3) directors present. Nyle Brown and Gary Burt were not available.

READ AND APPROVE 11-10-17 MEETING MINUTES

MOTION: Bob Nicholson moved to waive the reading of the minutes of November 10, 2017 meeting of the Board of Directors and approve as presented, Bert Hughes seconded, motion unanimously approved.

FINANCIAL REVIEW

Review Current Financial Statement

Operational Budget: Chuck Williamson reported the following cash balances:

Cap. Reserve Savings – US Bank:	\$ 57,976.76	
Checking – US Bank:	\$ 91,505.83	
DL Evans – Operations CD:	\$101,203.39	
DL Evans – Capital Checking:	\$ 55,140.37	
Total Cash On Hand		\$415,471.96
Accounts Receivable:	\$39,089.77	

Chuck W. explained over budget line items as follows: Insurance Claims is over due to a loss in 2017 carried into the new fiscal year. A water supply line in 4382 developed a small leak from pipe deterioration in a bathroom ceiling. The loss amounted to \$9,278.54. Insurance proceeds reflects the amount paid (\$6,778.54) by the insurance carrier less the insurance deductible of (\$2,500.00). Freeze Detection System is over budget (\$2,933.61) due to the necessity of having to replace 2 dialers and reprogram all units to use the 208 prefix now required for all phone calls. Those present asked if the system has been functional. Chuck W. stated that the system has been responsible for reporting three no heat situations this winter season. Maintenance is currently at budget; however, \$1,100 was spent for sheetrock repairs associated with last winter roof leaks carried into 2017/18. Overall, total budget expenses are under for the year.

Capital Budget: No Report

Treasury Purchases: Management reported that current CD (Certificate of Deposit) rates remain very low varying between .1 and .4 percent. These low rates on funds, maintained in secure FDIC insured account, are not keeping up with inflation. Chuck explained that he recently initiated a 52 week Treasury Bill purchase program for SVEA. SVEA has purchased \$500,000 in Treasury Bills at an average rate of 1.7%. Another \$50,000 is scheduled for investment in the coming weeks. The secured Treasury returns represent earnings of 4 to 17 times higher than that achieved with current CD rates. Treasury Bills are fully backed by the US Government without the \$250,000 limitations FDIC insurance imposes on banking institutions. Interest on Treasuries is also non-taxable at State and local levels. Chuck W. suggested moving up to \$200,000 into Treasury purchases to maximize returns. After discussion the

following motion was made. **MOTION: Chuck Lockhart moved to approve investing up to \$200,000 in Treasury Bill (T-Bill) purchases, Bob Nicholson seconded, motion unanimously approved.**

OLD BUSINESS

2017/18 - Insurance Coverage

Chuck W. reported that Mutual of Enumclaw has acknowledged that the Fairway Nine I Association has satisfied the insurance carrier requirements for interior plumbing upgrades in order to maintain current insurance coverage. An inspector was hired by the insurance carrier to verify the improvements have been completed. The final billing from the plumbing company has been sent to owners. The improvements when required ranged from \$200 to over \$1,000 per unit depending on the amount of work completed. The project took approximately 2 ½ months to complete. The general contractor provided an itemized report which included water heater installation dates. Chuck stated that management will be sending a letter to owners who have water heaters dated in the 70, 80 and early 90's. The letter will inform those owners that they should consider replacing the water heater as it has reached the end of its useful life according to industry standards.

Bob Nicholson suggested that whenever management enters a condominium they should double check to ensure that all work has been completed as indicated. It is possible some improvement could have been overlooked in the early stages of the project when appropriate supplies were not fully available.

Landscape Plan 2017/18

Chuck W. stated that management will be changing out the irrigation controllers in an effort to have more independent control on various sprinkler zone times. Those present asked about the trunk line replacement as suggested prior to replacing the asphalt. Chuck W. explained that due to the cost, Management wanted to try replacing the irrigation clocks and modify the existing system to see if better water management is possible utilizing the least expensive fixes. The trunk line replacement is still under consideration. If needed a sleeve could be placed under the asphalt so the trunk line installation does not require cutting the new asphalt at the time of installation. Chuck W. reminded those present about the natural grass area plan for the coming summer season. The natural grass areas in front of units 4317 thru 4334 will be cut back in June and then allowed to grow for the balance of the summer. The Board and owners will discuss the outcome at the next membership meeting in August and decide at that time how the Board might proceed with landscape renovations.

NEW BUSINESS

Asphalt Replacement

Bob Nicholson requested that the Board consider the installation of speed dips when the asphalt is replaced in the fall of 2018 or the spring of 2019. Bob expressed his concern about safety issues as a result of speeding through the association. Those present expressed this should be reviewed. Bob recommended that Board members review the speed dips in Weyyakin as an idea of what can be done.

Next Meetings: Board members scheduled the next meeting for June 9, 2018 at 10:00 a.m. The meeting will be held for the purpose of approving the 2018/19 budget.

ADJOURN

With no further business, **Motion: Bob Nicholson moved to adjourn, Bert Hughes seconded, motion unanimously approved and the meeting adjourned at 3:55 p.m.**

Respectfully Submitted,

Chuck Williamson
Recording Secretary

**FAIRWAY NINE I CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 9, 2018**

MINUTES

PRESENT: Bob Nicholson – President - Present
Nyle Brown – Vice President - Phone
Bert Hughes – Secretary/Treasurer - Phone
Chuck Lockhart – Director - Phone
Gary Burt – Director - Phone

STAFF: Chuck Williamson - Manager

CALL TO ORDER

Bob called the meeting to order at 10:02 a.m.

ESTABLISH A QUORUM

A quorum was established with all directors present in person or via conference call.

READ AND APPROVE MARCH 2, 2018 MEETING MINUTES

MOTION: Bob Nicholson moved to waive the reading of the minutes and approve as presented, Bert Hughes seconded, motion unanimously approved.

FINANCIAL REVIEW

Balance Sheet Review: Chuck W. presented the year to date balance sheet for Board review and comment. The cash balances were reported the following:

Capital Reserve Savings – US Bank	\$ 57,983.82
Operational Checking – US Bank	\$156,831.98
Operational Savings – DL Evans CD	\$109,645.61
Capital Reserve CD – DL Evans CD	\$101,203.39
Capital Checking – DL Evans	\$ 55,160.54
Accounts Receivable	\$15,967.01

Chuck W. reported that two owner accounts are in arrears totaling over \$5,000. Late fees and finance charges will be applied to all past due accounts with the next billing statement. The balance of the accounts receivable are primarily those owners who owe for the current quarter.

Treasury Purchases have been delayed assuring enough cash is on hand and remains available to pay for the Asphalt Replacement project scheduled after Labor Day in 2018.

Budget Approval: The Operational and Capital Reserve budgets with expense assumptions was prepared and distributed to Board members for review prior to the meeting. Chuck W. reported that no dues increase was required in the 2018/19 fiscal year. Administrative Expenses had no changes proposed. Building Expenses were reduced to reflect no dryer vent cleaning in 2018/19 and eliminating the insurance deductible line item. Total Building Expenses were reduced by \$6,454 in the next fiscal year. Common Area Expenses are anticipated to increase overall by \$2,000 in 2018/19. Recreation Complex Expenses are anticipated to remain the same in 2018/19. The Capital Reserve budget identifies Exterior Building Painting \$2,800; Exterior Maintenance and Repair \$2,000; and, \$194,940 for Parking Lot Pavement Replacement. After discussion, ***MOTION: Bob Nicholson moved to approve the 2018/19 proposed Operational and Capital Reserve Budgets as proposed, Bert Hughes seconded, motion unanimously approved.***

OLD BUSINESS

Landscaping – Natural Grass Area – Status: Chuck W. reported that the natural grass areas will be cut back within the next two weeks. The natural grass areas are being allowed to grow as much as possible prior to cutting back. This may eliminate the need to mow again during the summer season. Chuck stated that it appears that people are making a path through the natural grass area near 4322 negatively affecting the overall appearance. Chuck W. was instructed to advise

residents in this area to use paver pathways. Bob requested that management calculate the water savings for reporting to the membership at the Annual Meeting.

NEW BUSINESS

Asphalt Replacement: Chuck W. requested Board approval for a proposal from Joe's Backhoe and Valley Paving to remove, regrade and reinstall the parking area pavement at a total cost of \$167,651. In addition to the general asphalt replacement proposal, Chuck W. requested Board consideration for installing two (2) new drainage catch basins to eliminate ice buildup in front of steps to 4309-4316 and to redirect water runoff near the pool area. Board members discussed the need for either speed bumps or speed dips to slow traffic through the parking area. This past winter there were two incidents resulting in some vehicle damage due to speeding in the area. Those present authorized the installation of additional drainage catch basins and to install either speed bumps or speed dips providing the best solution which does not impede snow removal efforts. All present approved the asphalt replacement proposal with recommended contract additions stated above.

Garage Owners Report: Chuck W. reported that the garage owners have a drainage issue whereby water is penetrating the exterior cinder block wall and pooling inside garages. The garage owners approved a plan to resolve the problem by removing dirt and gravel from the backside of the garages, water proof the cinder block walls and install new subsurface drainage and dry wells. Each garage owner will be paying a \$2,750 special assessment to have this work done. The work is scheduled to be done in July.

Owner Requests 4379:

Pool Area Gathering: The owner of 4379 has requested permission to have a gathering of approximately 35 people in the Fairway Nine pool area. Chuck W. expressed his concern as follows:

- 1) Cleanliness of the restrooms & trash in the area.
- 2) Number of people who may be swimming and possible need for lifeguard.
- 3) No glass in and around the pool area.
- 4) The facilities must remain open for use by other owners.

Board members expressed that management should notify the owner and express these concerns and ask that they consider the use of the Harker Center. Chuck stated he would have a waiver releasing the Association from liability prepared and signed by the owner. Board members decided to take no action or set policies for a one-time event in preference to directing this type of activity to the Harker Center. The situation will be monitored, and action taken as may be required in the future.

Sliding Glass Door Replacement: Those present reviewed a request by the owner of 4379 to replace their existing sliding glass door with a slightly taller unit. After reviewing the owner's application, the Board members expressed concern about setting precedent if this application is approved. Chuck W. stated so long as the Board is clear as to why this application may be approved and declaring their intent to not set precedent they would be positioned to review similar applications on a case by case basis. After discussion, ***MOTION: Chuck Lockhart moved to approve the application to replace the existing sliding glass door at 4379, based on the following:***

- 1) The new sliding glass door shall not to exceed 95.5 inches wide by 90 inches tall;***
- 2) all window trim colors shall be dark bronze to match neighboring property owners;***
- 3) this single instance exterior alteration approval is based on the fact it will have no significant exterior appearance impact due to the unique location of the project; and,***
- 4) the approval of this exterior alteration sets no precedent and any similar requests may be approved or denied on a case by case basis as determined by the Board of Directors;***

Bert Hughes seconded, motion unanimously approved.

Annual Meeting: The Board determined the Annual Membership Meeting will be held on August 11, 2018 at 9:00 a.m. at the Fairway Nine Pool facility. All Board members expressed they were willing to serve another year. Chuck W. will prepare the annual meeting information for mailing as soon as possible.

ADJOURN

With no further business, the meeting was adjourned by unanimous consent at 10:50 a.m.

Respectfully Submitted,

Chuck Williamson
Recording Secretary

**FAIRWAY NINE I CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
December 7, 2018**

MINUTES

PRESENT:	Nyle Brown – Vice President	OWNERS:	Chris Black - 4378
	Bert Hughes – Secretary/Treasurer – Phone		Bard Glenn - 4358
	Chuck Lockhart – Director - Phone	MANAGERS:	Chuck Williamson
	Gary Burt – Director - Phone		Sharon Williamson

CALL TO ORDER

Nyle called the meeting to order at 4:02 p.m.

ESTABLISH A QUORUM

A quorum was established with all directors' present in person or via conference call.

READ AND APPROVE JUNE 9, 2018 MEETING MINUTES

Tabled

FINANCIAL REVIEW

Tabled

OLD BUSINESS

Tabled

NEW BUSINESS

Election of Officers: Bert Hughes nominated **Nyle Brown** for **President**, Gary seconded, nomination unanimously approved. Gary nominated **Chuck Lockhart** for **Vice President**, Bert Hughes seconded, nomination was unanimously approved. **Bert Hughes** remains as **Secretary/Treasurer** by unanimous consent.

Appointment of New Director: With the passing of Bob Nicholson a vacancy has occurred on the Board of Directors. Two owners expressed an interest in serving on the Board during the annual meeting held in August 2018. The existing Board members were re-elected to the Board at the August annual meeting. During the annual meeting it was announced that Bob Nicholson had his condominium on the market and if sold would create an open Board position. Members were informed that upon the sale of the Nicholson's condominium the Board would hold interviews and fill the vacated Board position. In accordance with the Bylaws, the Board has the authority to appoint a new member to the Board when a position is vacated. The owners who expressed interest in serving on the Board were invited to interview with the existing Board members. The volunteers are Chris Black, owner 4378, and Bard Glenn, owner 4358. The following was discovered during the interview process.

Chris Black – 4378: Chris has lived in the Wood River Valley since 1972. Chris and his wife are full time Fairway Nine I residents. He volunteered to serve on the Board with no particular issues or concerns. His background and work experience since 1972 are as a home developer. He specializes in managing the building process and contractor scheduling and construction organization. He has owned his Fairway Nine Condominium for one (1) year. He served as a Board member in the Starweather Subdivision. Chris stated that he requested an exterior sliding glass door alteration which was approved by the Board. He found the Association alteration requirements and subsequent Board review a very reasonable process. Given the age of the buildings, Chris believes his expertise and contacts in the building industry could be beneficial to the Fairway Nine I owners going forward.

Bard Glenn – 4358: Bard has a background in civil engineering. He is a full-time resident at Fairway Nine I. He volunteered as a Board member because he is retired and has the time and desires to help the Fairway Nine board. He stated the landscape project is of particular interest and would like to see the plan initiated continue throughout the project. Bard is concerned about the number and size of the trees in the project. He stated he would like the Board to consider an alternating day snow removal parking plan. He believes a parking plan with alternate day parking will help save money in the

long run with easier access to half the property being provided to snow removal contractors. Bard selected Fairway Nine I because of the proximity to open spaces and the quiet community atmosphere and he has family living in the Wood River Valley.

BOARD DISCUSSION: The Board members expressed that both candidates would be good additions to the Board. Chuck Lockhart inquired as to the requirements for expanding the Board. Chuck W. stated the Board could be expanded by a vote of the membership at the next annual meeting. Chuck W. cautioned against expanding to 6 members as this could create a tie situation unless it is understood that the President would not vote in matters where a split decision could be created. Chuck W. suggested that the Board fill the position with one of the candidates and invite the other to Board meetings where they could participate in discussion but would not be a voting member. Those present agreed.

Board members expressed that with previous Board experience, and the needs of Fairway Nine I going forward, Chris Black's skill set could be slightly more beneficial to the owners at this time. **MOTION: Nyle moved to approve Chris Black to fill the Board position, Gary seconded. And the motion passes unanimously.**

Chuck was asked to contact the candidates and inform them of the Board's decision.

ADJOURN

With no further business, the meeting was adjourned by unanimous consent at 5:15 p.m.

Respectfully Submitted,

Chuck Williamson
Recording Secretary