



Fox Ridge Homeowners Association

P.O. Box 58

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Board Meeting Minutes

13 September 2019

A meeting of the Fox Ridge HOA Board was called to order at 1:00pm. Board members present: Dana Dvorak (President), Nicole Richards (Vice President) and Glen Dean (Treasurer).

The following agenda items were discussed:

1. A review of the Newsletter was completed. Suggested corrections were identified and it was agreed upon that the letter would be mailed out to homeowners next week.
2. The new post office box mailing address was established by the President. The (2) keys were issued to the Vice President and the Treasurer.
3. The President briefed the details from the phone consultation he had with attorney Greg Coxey from the VF Law Firm. It was agreed upon that we will move forward with the process of retaining their services for handling the HOA's legal matters.
4. The Treasurer briefed on the status of our website creation. The process is still ongoing.
5. A review of the YTD 2019 financials from WEB Properties was conducted. Additionally, a draft of the 2020 Fox Ridge HOA Budget was discussed. The proposed budget documents must be completed NLT 25 October 2019, and mailed to homeowners for review NLT 29 October 2019. A vote by the homeowners for passage of the 2020 Budget will be conducted during the quarterly Board meeting on 12 November 2019.
6. The Board discussed the process of opening an organizational checking account through the Washington State Employees Credit Union (WSECU) Medical Lake branch. Nicole Richards (Vice President) and Glen Dean (Treasurer) will start the process on Monday, 16 September 2019, and will both be listed as account holders for the Fox Ridge HOA.
7. Alternate locations to hold future HOA Board meetings were discussed. Treasurer will contact a couple of options identified by the Board and make the arrangements for the 12 November 2019 meeting.
8. The Board identified the need to phone/email all homeowners to ensure contact information is up to date.

The meeting was adjourned at 2:15pm.

Dana Dvorak

Dana Dvorak
President, Fox Ridge HOA