

**FERN FOREST COMMUNITY ASSOCIATION
BOARD MEETING MINUTES
AUGUST 14, 2022**

Melissa Fletcher called meeting called to order at 2:09pm

Attending Board

Lois Endo, Mac Castillo, Ronda Lickfelt, and Melissa Fletcher.
Claudia Halbert via Zoom for most of the meet.
Community Members attended in person and via Zoom.

Approval of Minutes from July Meeting

Melissa made motion to approve the minutes, pending revisions that were provided to Secretary. Lois seconded. No discussion, all in Favor, motion carries.

Executive Session Minutes:

- **Session on July 6th** – Reason for Meet: Assign Interim President Title to Mac Castillo due to resignation of President. Appoint Applicant, Ronda Lickfelt, to Board, term ending December, 2022

Melissa motions to not pass Minutes from July 6th due to errors/clarifications needed. Lois seconded. No discussion. All in favor, motion carries to not accept the minutes from July 6th until revised.

- **Session on July 22, 2022** – Reason for Meet: Appoint Applicant, Melissa Fletcher, to Board, term ending December, 2023.

Mac made motion to approve the minutes from July 22, 2022. Lois seconded. No discussion, all in favor, motion carries.

- **Session on July 22, 2022** – Reason for Meet: Assign New Titles for Board due to Changeover/Resignations.

Lois motioned to approve the minutes from July 22, 2022. Melissa seconded. No discussion, All in favor, motion carries.

Member's Discussion Session: Member, Jim, discussed reasons for Executive Sessions. Member, Hannah, clarified that the reason for so many sessions this month is due to frequent board turnover recently. President, Melissa, confirmed and explained that, at times, some Executive Session business is not put to the public, but the resulting business voted on from those meets will be. Member, Chris Hintergard, questioned legality of Executive Sessions, stating they aren't in the Bylaws. Melissa pointed out that they are clearly outlined in Article VIII of the bylaws. Business is moved along.

Introduction of Board:

Per the July Executive Sessions, minutes now approved except one set, the following introductions were made:

Melissa Fletcher, President
Lois Endo, Treasurer
Claudia Halbert, Secretary
Mac Castillo, Senior Roads Supervisor, Vice President
Ronda Lickfelt, 2nd Vice President

Reports:

- **Treasurer's Report**

- As of June 30th, 2022 ending balance \$177,786.86. This does not include any pending checks that weren't cleared at the time.
- Approximate Expenditures for July are expected to be \$27,168.
- Ending balance for July expected to be est. \$150,618.86
- FFCA Organizational Status: Feb 13, 2021 Provided in minutes a 'non-profit status'.
- In response to a question raised at previous meeting concerning FFCA current non-profit status, Lois researched and brings forth the following information: According to our tax accountants and CPA Firm, Carbonaros, we are 'not currently not non-profit. For now it is to our advantage to leave it as is, when operating expenses revenues exceed expenses then the excess can be added to the next year's expenses". In other words we are currently still 501C4

- **Roads Supervisor Report**

- Concentrating on reclaiming loose gravel on the roads. With the blade we have succeeded in reclaiming 50 – 70%, showing that the blade was a very good purchase for us.
- Roads done this last month:
Omeka, top side Captains, bottom side all the way across, Ohialani, Kaleponi, Kokokahi, Makoia.
- Cross roads are next.
- We did not need to buy any aggregate at all the last month, which is a major cost savings for community.
- We have one bid for roads mulching of the easements.
- Looking at backup plans to keep up on this maintenance.
- Sprayer for Kubota Tractor found at Bacon, owned by FFCA, never brought 'home'. That will be coming soon.

- **President's Report**

We've addressed many needed areas of business for FFCA Corporation:

- Paypal being added to the website for easier payment method for Members. Can still pay cash if walk in, mail check or pay with card over phone.
- Added County Tax Map Key Link to the website for Members to research their properties.
- Purchased needed equipment for office
- Updates pending on website
- Security Systems being updated and replaced
- Quonset Hut lease to Volunteer Fire Department is finalized
- Meetings can now be joined via Zoom

- Bank accounts, codes, keys, accounts, insurance, etc. all have been reviewed by new board at this time.
- Plans to add Non-Disclosure agreements for all board and employees/subcontractors moving forward.
- Plans to archive past FFCA documents and organize current FFCA docs. Add to icloud storage.

OLD BUSINESS

- **Meeting Signs** at entrances and lot – Two of these are on order now. Request possibility of recycling old signs. Melissa and/or Mac will talk to Filiesha/FFCA secretary and signs providers.
- **Dividing Wall** will be done by next meet.
- **Board had meet with Ells**, weekly work order form and maintenance check form are both working well.
- **ATV signs have been removed**
- **Community gravel pile** pending functional security system.
- **Diesel Mechanic still needed** for Kubota Tractor. Candidates would need license and liability insurance.

NEW BUSINESS

- **Volunteers for Nominating Committee and Editor for Newsletter**
 - Claudia/Secretary nominated and accepts position as Nominations Committee Chair. Duane Horton, Deb Castillo & David Contreras volunteered as members. Kris McCardel has volunteered to assist as an outside source.
 - Tati Melo volunteered for Newsletter Editor, Deb Castillo volunteered as helper. Current potential article topics include: New Paypal button, junk vehicle dump solutions, Himalayan Raspberry mitigation with BIISC and FFCA
- **Meeting BIISC regarding Himalayan Mitigation via spraying.**
 - The topic of spraying will be coming up in the new year. Claudia points out that the problem areas are the long stretches of unoccupied/unmaintained areas and brings up topic of ways to notify the public. Melissa mentions that with BIISC and Kleinfelter involvement we are in a good position for potential grants to assist as well.
- **Kubota Liability Insurance is due.**
 - Found cheaper insurance with another company but deductible was increased from \$250 to \$1,000. It does not cover maintenance or broken parts. It does cover theft, accidents, vandalism, injury, etc.
 - MOTION: Melissa Motions “To pay current Kubota and attachments insurance renewal. We’ll research and if we find that the other plan is better overall then we can bring up a vote to replace current insurance”.
 - Seconded by Lois.
 - Discussion was had by board, then community.
 - Board votes, all in favor, motion carries.

- **Paypal**
 - MOTION: Melissa Motions that “Individuals will cover any special handling charges associated with their method of payment, currently expected to be 3% but it may vary.”
 - Seconded by Ronda.
 - No discussion by board, Member discussions.
 - All in favor, motion carries.
- **Security System**
 - MOTION: Melissa makes motion to accept the Vivint Security bid
 - Lois Seconds
 - Board discusses, members discuss.
 - All in favor, motion carries
- **Audit**
 - MOTION: Melissa makes motion to get quotes to perform a company audit for last 2 years.
 - Mac Seconds.
 - Member discussion
 - All in favor, motion carries.
- **Office Hours**
 - Mac proposes changing some of the office hours to better accommodate working people.
 - Would need to discuss availability with Filiesha.
 - Further discussion needed
- **Office and Tractor Subcontractors**
 - Possibility for them to become employees once more instead of independent contractor.
 - More discussion and research needed, discussions with Ells and Filiesha.
- **CAP FUNDS ACCOUNT**
 - Community Allotment Fund from 2017 being questioned – what happened to the funds? Est. \$4,000 at last account, there has been no account of it since then. President and Treasurer will follow up with DPS about this.
- **League of Women’s Voters**
 - Discussion to contact LWV to assist in the election.

ADJOURNMENT

- MOTION: Melissa makes motion to adjourn the board meeting. Lois seconds. No discussion, all in favor, Meeting is adjourned at 4:18pm.