

**FERN FOREST COMMUNITY ASSOCIATION  
BOARD MEETING MINUTES  
September 18, 2022**

**Minutes provided by Azima Walters**

Melissa Fletcher called meeting to order at 2:01pm

**Attending Board**

Melissa Fletcher, Mac Castillo, Ronda Lickfelt

Lois Endo unable to attend

Attending Community Members (in person and Zoom)

Deb Castillo, Larry Rodamer, Chris Wintergardt, Kathleen M. Frontino, Hannah L. Hedrick, Chris Corley (Zoom), Caroline Frazier, Pete Nilsen (Zoom), Betty "Carolyn" Furrow, Joel Wilkerson (attended / not signed in)

**Approval of Minutes from August 14 Meeting**

Melissa made motion to approve the minutes. Mac seconded. No discussion, all in favor, motion carries.

**REPORTS**

- **Treasurer's Report**
  - Lois unable to attend meeting. Information received from DPS, report prepared and posted on the website.
- **Roads Supervisor Report**
  - Past 5 weeks have scraped the gravel on all the straight roads in the subdivision with side roads already started. Side roads expected completion by October meeting.
  - Mower getting repaired. Expected to start mowing next month.
  - Sprayer picked up, but wrong parts were provided. Mac working on it.
- **Nominating Committee Report**
  - Committee has begun their work and required meet times have been met, business on track.
  - Request in to LWV to help count.
- **Newsletter Report**
  - Newsletter underway.

**OLD BUSINESS**

- **Meeting Signs**
  - at entrances and lot - Two are on order. Checked last week. Signs expected by October meeting.
- **Dividing Wall Removal**
  - Complete.
- **Community Gravel Pile**

- Postponing vote till security camera(s) addressed.
- **Diesel Mechanic Still Needed for Kubota Tractor.**
  - Candidates need license and liability insurance.
- **Mower Repairs**
  - are underway, should complete by next month.
- **All side Roads**
  - planned to be brought current in road maintenance by end of September.
- **Audit**
  - moving forward, should get a bid soon.
- **Tax Prep Quote**
  - has been signed, work is continuing to meet October deadline.
- **We are NOT 501 c3 or 4.**
  - Meetings being scheduled to review with Treasurer, President and Accounting. Will re-evaluate status if any future grants are pursued.
- **Office Hours**
  - Filiesha is willing to adjust / add weekend office hours to allow for archiving of past FFCA documents and organize current FFCA docs (to file in the Cloud and backup on local office computer).
  - Revised proposed hours: Monday 10-2, Wednesday 12-4, and Saturday 10-2
  - Melissa made motion to approve hours, Mac seconded. No discussion, all in favor, motion carries.
- **CAP Funds Account**
  - estimated \$4K for Community Lot Improvements. Discussion to use it and be done with account – Use for Quonset Hut Building: Bathroom(s), etc. Vote will take place once bids are in.

## **NEW BUSINESS**

- **Board Secretary Resigned on September 12th, 2022 via written email.**
  - Azima Walters has agreed to volunteer as Secretary until a suitable candidate for the board is found.
- **Repairs requested by Volunteer Fire Department**
  - Including electric and plumbing. Recommended utilizing CAP funds toward separate access to Quonset hut bathrooms and general repairs to that building. Negotiating with Corporate Council to ensure that they pay for any improvements they need.
  - Melissa made motion to approve getting quotes for electric, plumbing, and wall reconstruction for bathrooms. Ronda seconded. No discussion, all in favor, motion carries.
  - A future vote will take place to accept or reject final bids and launch work once bids are collected.
- **Signage for the Community Lot**
  - Mac made motion to approve getting quotes for signage for the lot to be mounted at existing rock wall along frontage road/Ala Kapena. Ronda seconded.

Discussion regarding making sure codes allow and it's legal to mount signage before implementing, all in favor, motion carries.

- **Newsletter Layout and Articles Topics**

- So far articles/notices to include HFD Volunteer Chief Rick Rego write up, BIISC Franny Brewer write up on importance of controlling invasive species in rural subdivisions, President Report, Treasurer Report, Roads Report, Summary of how the board works, Important contact numbers, Transfer Station locations and times, Rogue animal complaint line, and more - Contributions welcome.
- Write up from Leimomi Shearer for Friends Feeding Friends - Halloween Truck or Treat event October 31, 2022, 5:30pm - 7pm.
- Mac made motion to approve FFF Truck or Treat event, Ronda seconded. No discussion, all in favor, motion carries.
- Newsletter to encourage clearly marked property addresses.
- Neighborhood watch. Will have article encouraging new liason to start it up again.

- **Road Responsibility and Damage done by large equipment.**

- Melissa made motion to not hold lot owner's accountable for damage at this time, notice to be posted in Newsletter re: Untrailerred Equipment. Ronda seconded. No discussion, all in favor, motion carries.

- **Mulching** - 2 bids received.

### **Open Community Questions / Discussions**

- Community lot/ center and using it for community building (i.e. playing field, garden, events etc.) - Due to Bylaws, FFCA Board is not authorized to spend money/time on Community Improvement agendas – Their power extends only to road related topics and events. Request for Bylaw changes to include these scopes can be worked on, but wouldn't be up for vote until next December and board agrees that legal council would be necessary to ensure changes are legal and well handled.
- Request to use the Newsletter to organize the community. This is being done.
- Reopening road between Fern Forest and Eden Rock, primarily for emergency response concerns. Work is ongoing with our representatives.
- Discuss reaching out to HISA to apply for shelters at existing public bus stops since there is public funding in place for this.

### **ADJOURNMENT**

- Melissa makes motion to adjourn the board meeting, Ronda seconded. No discussion, all in favor. Meeting is adjourned at 3:16pm.