

**FERN FOREST COMMUNITY ASSOCIATION
BOARD MEETING MINUTES
March 12, 2023**

Minutes provided by Azima Walters

President calls meeting to order at 2:04pm.

Attending Board

Melissa Fletcher, Mac Castillo, Leslie Leber (via Zoom & call)
Community Members Attended (in person, 1 Zoom)

No February minutes to approve – Meeting cancelled due to extreme weather. January minutes approved via evote and posted on the website.

Introduction of Board:

Melissa Fletcher, President
Mac Castillo, Senior Roads Supervisor, Vice President
Leslie Leber, Secretary

Reports:

- **Treasurer's Report – Treasurer has resigned. President will summarize February P&L's.**
 - Melissa made motion to approve the P&L's for February, Mac seconded. No discussion, all in favor, motion carries.
- **President's Report**
 - New website is complete. Will be linked to old site by next week.
 - Donald, Treasurer has resigned. New Candidate ready to vote on.
 - Leslie, Secretary has been injured but is able to participate via Zoom / phone.
- **Roads Supervisor Report**
 - Considering more permanent solution to taking care of recurring washouts.
 - Holes in pavement to be checked for and repaired.
 - Monthly projected road work will be posted on new website.
 - FFCA typically allots for 12 loads of gravel per month that rolls forward if not used.

Old Business:

- **New Road Signs that needed replacement – Picked up.**
 - Further planning and materials necessary to schedule placement.
 - Poles, sleeves & cement are needed to complete.
- **Audit work – postponed pending main accounting contract**
- **We are NOT 501 c 3 or 4 – Postponed pending main accounting contract.**
- **DPS closes end of March. Work is underway to determine new firm.**
- **Website revamp is complete**
 - New site has a calendar for community members to submit information regarding important dates/events in Fern Forest - Items will be added if

Approved by Board.

Subcommittee Reports:

- **Capital Improvements –**
 - **Repairs to Quonset Hut** – The board voted on March 7th via evote to accept a quote and have the pump and problem electric corrected as well as to launch the start of the permit needed to repair the Quonset hut electric main. It was the professional’s opinion at the time the main was not a threat to safety YET, but that it should be repaired ASAP. HELCO inspector is scheduled to inspect to approve final plan.
 - Phase 2 of work will be determining where the leaks are coming from and developing a repair plan.

NEW BUSINESS

- **2023 New Budget Vote**
 - Melissa made motion to approve 2023 Proposed Budget, Leslie seconded. Mac broached discussion. Board vote (Melissa - Yes, Leslie - Yes, Mac - No), motion carries.
- **Equipment Quotes**
 - Different options presented, discussed. No vote occurred. Further discussion / quotes / estimates needed.
 - Option 1: Purchase used Mulcher (an old County machine) for \$15K plus hammer, plus window kit, plus upkeep. Total estimate unknown yet.
 - Option 2: Purchase New multi-function excavator with rubber tracks, mulcher, hammer & window kit. 2 companies (Allied & Bacon) with different models / quotes / payment terms. Approximately \$64K - \$67K.
 - Melissa will get updated quotes from Allied & Bacon.
 - Regardless of choice, board is checking dimensions of equipment options to ensure fits in Road Building.
- **Resignation Vote**
 - Donald tendered resignation letter as Treasurer.
 - Melissa made motion to accept resignation of Donald as Treasurer, Mac seconded. No discussion, all in favor, motion carries.
- **Vote on Applicant**
 - Britney Woodberry (Young) has submitted application for open board position.
 - Melissa made motion to approve applicant Britney Woodberry (Young) for open board seat, Leslie seconded. Mac broached discussion. Board vote (Melissa - Yes, Leslie - Yes, Mac - No), motion carries.
- **Vote on next stages with accounting firm**
 - Board has received 2 contracts with the 3rd still not submitted. No vote yet. Still in process.

OPEN DISCUSSION PERIOD

- Discussions occurred throughout the meeting, no further discussions.

ADJOURNMENT

- Melissa made motion to adjourn the board meeting. Leslie seconds. No discussion, all in favor, motion carries. Meeting is adjourned at 4:06pm.

MOTION RECAPS:

- Melissa made motion to approve the P&L for February, Mac seconded. No discussion, all in favor, motion carries.
- Melissa made motion to approve 2023 Proposed Budget, Leslie seconded. Mac broached discussion. Board vote (Melissa - Yes, Leslie - Yes, Mac - No), motion carries.
- Melissa made motion to accept resignation of Donald as Treasurer, Mac seconded. No discussion, all in favor, motion carries.
- Melissa made motion to approve applicant Britney Woodberry (Young) for open board seat, Leslie seconded. Mac broached discussion. Board vote (Melissa - Yes, Leslie - Yes, Mac - No), motion carries.
- Melissa made motion to adjourn the board meeting at 4:06pm. Leslie seconds. No discussion, all in favor, motion carries.

SUMMARY OF EVOTES SINCE LAST MEET:

- Approval of quote for repairs to Quonset hut and permit for replacing the main
- Approval to add pressure tank to the Quonset building plumbing repairs
- Approval of January Minutes, posted to the website.