

# Greenfield HOA Board Meeting

## Meeting Minutes

January 7, 2019

Present: Kim Abbey, President  
Matt Stevens, Past President  
Sarah Willoughby, V. President  
Becky Conn, Secretary  
Fran Frazier, Treasurer

### -Greenfield HOA Annual Meeting

- Sarah put together a draft of the Newsletter
  - Letter was passed around and discussed
  - Sarah will print out the final draft of the Newsletter
  - The Newsletter will be passed out two weeks before the meeting. Fran and Sarah volunteered to pass these out to property owners.
- Kim suggested Feb. 11 at 6:30 for the annual meeting
  - It was iterated that the library at McKenney Elementary is preferred to the Multi-Purpose Room.
  - Becky will create and bring a sign-in sheet to the meeting.
  - Kim will contact the school to get the meeting scheduled.

### -Mailboxes

- Mailboxes were successfully replaced and keys passed out to property owners.
- If a resident loses their mailbox key, direct them to BK Mailboxes (360-455-9078)

### -Greenfield HOA Revenues & Expenditures

- Fran provided a copy of the updated revenues and expenditures.
- Most property owners are up to date on their HOA Dues.
  - Fran works with our attorney, Mary Ann Strickler, and past due property owners to recoup funds.
  - Fran reminded that there are multiple ways to turn in your HOA dues. By mail, drop off at the lock box on her front door, or contact her to make other arrangements if needed.

-Transitioning Role of President

- Kim has taken over the Greenfield HOA bank account.

-Greenfield HOA Website

- Becky and her husband, Chris, switched the website and content to a new host. The website is still [www.greenfieldhoa.org](http://www.greenfieldhoa.org)
- The new website host is wix.com, the cost is \$132/year
  - Payment is made online through the website. There is a discounted rate if you sign up for multiple years at a time.
  - Becky discussed with Fran how we would make the payment in future years.
- Becky asked if we wanted an @greenfieldhoa.org
  - Fran mentioned that we currently have an e-mail that she is unable to access.
  - It was decided that we do not need an e-mail address at this time.
- Becky asked if there is anything additional people would like to see on the website
  - Add e-mail addresses for board members
  - Add meeting minutes.
  - Add HOA dues billing info.
  - Sarah drafted a Frequently Asked Questions document. This should be added.

-Tree Removal

- Sarah has been point person with the City of Olympia:
  - Someone from the city wants to visit the neighborhood and discuss the species of tree to be planted.
- Fran has been point person on acquiring contractors:
  - Fran will work with Barry Sprecht of Capital Tree Experts, LLC on the replanting of the trees.
  - Fran will begin contacting nursery's .
- Becky asked if we want to make some sort of tree informational sheet to give property owners that are receiving trees.
  - This will considered as the time approaches.
- Becky suggested we make a Lessons Learned Checklist for the tree planting process.

- After contacting 811, mark the trees with spray paint on the ground not on the tree
- When getting bids for tree removal work, be sure to include fill in of the stump holes

- Additional Work to be done in 2019

- Pressure Wash Treatment on Hoffman Fence
  - Fran will solicit bids.

Respectively submitted,

Becky Conn, Secretary