

**Woodfield Estates HOA Board Zoom Meeting Minutes  
May 9, 2024**

**Present:** John O’Conner, Treasurer  
Don Silver, President  
Sheryll Apte, Secretary  
Sandra Stegman, Vice-President  
(joined for final 15 minutes)

**Absent:** Member at large (unassigned)

**Homeowners present :** None

Don called the meeting to order at 6:00 pm.

**Secretary’s Report:**

Minutes from last meeting were emailed for preliminary approval prior to being posted on the website.

**Treasurer’s Report:**

Discussed newer change in RCWs allowing HOA documents to be transmitted electronically. John proposed sending HOA due’s notices with a PayPal payment option. He volunteered to send invoices through PayPal in December. Homeowners electing to pay annual dues through PayPal would pay the processing fee with their dues payment. Homeowners would have the option to utilize their bank’s bill pay, write a check, or pay cash in addition to PayPal

**New Business:**

1. Discussed new state laws regarding HOA’s and requirements going forward, including providing copies of Board minutes, HOA general meeting minutes, and financial records to purchasers prior to closing. John proposed setting up Google Drive for posting and sharing HOA documents. Board discussed and feel this is a good idea.

2. John received an email from a neighbor asking about 2 existing Adult Family Homes (AFH) in the neighborhood. John shared with them newer RCWs requiring HOAs to allow Adult Family Homes, and they are required to comply with our CC & Rs. Board discussed considerations such as confirming proper licensing with DSHS and whether to institute prior approval by the HOA. Discussed that this would likely require a change to our HOA documents, such as ACC rules or Bylaws. Board discussed whether exterior changes to the building to accommodate ramps or other modifications visible to the public do, or should, require ACC approval. Sheryll mentioned that structural changes to the building require permits from the City of Olympia. John

suggested the City of Olympia could be notified and enforce their permitting requirements. Sheryll shared an experience she had with a rehab group home posing as an adult family home and suggested homeowners would need to determine whether a proposed home was licensed through DSHS as an adult family home, or was in fact a different type of housing facility that is not allowed within our HOA. A rehab facility for either substance abuse or prison release is not licensed as an adult family home.

3. Sheryll mentioned the need to add to or update ACC rules with regard to issues not addressed in our original documents, such as adult family homes, and roofing materials. Roofing materials specified in our rules are no longer identified by weight and the ACC has had to grant exceptions to the rules with every new roof. John mentioned that our HOA governing documents do not allow changes to our ACC rules, except by approval of at least 75% of homeowners. Sheryll agreed to review the documents for further clarification.

#### **Ongoing Business:**

1. Playground Committee – No updates. We have no estimates to consider any future work. An option is to clean and repair existing equipment.
2. Architectural Control Committee – Board approved exterior paint color change for 2513. No additional applications have been received.
3. Emergency Preparedness Plan – Juliet did not hand off the documents. She has not replied to communication from John to retrieve them.
4. Trees – Next tree inspection is due 2025. We are accumulating funds to be able to address our next round of tree care. We are monitoring trees and rank them into categories: currently dangerous (we have none at the moment), as well as those that may become problematic later.

Next Board meeting is scheduled for August 15, 2024, at 6:00 pm via Zoom. We will use same Zoom meeting link and log in for future Board meetings.

Meeting adjourned.