

McFarland Farm Association

BOARD MEETING MINUTES

February 10, December 2025

Call to Order: 5:00pm (PST): Libby

Roll Call: Libby Hartman, Christine Charters, Ken Phillips, Andy Luts, Karen Griffiths and Joe Sorensen

Absent: Vanessa Gunther

Others Present: Nicki Reed, Corey Boss, Terry Coe, Carolyn Jaffe (daughter of Terry and homeowner)

Meeting notes:

Open Forum for Members

- **Property Owner Participation and Outreach:** Corey Boss, and other board members discussed concerns about low property owner participation in meetings and voting, explored reasons for limited engagement, and considered strategies such as personal outreach, mailings, and phone calls to increase involvement.
 - **Concerns About Low Participation:** Libby raised concerns about the limited number of property owners participating in meetings and voting, noting that only a small group controls decisions and that this could threaten the ability to maintain a quorum for official actions.
 - **Potential Outreach Strategies:** The group discussed possible outreach methods to increase engagement, including neighbor-to-neighbor contact, personal phone calls, door-to-door visits, and ensuring all owners receive mailings and emails about meetings and votes.
 - **Mailing and Email Effectiveness:** Libby confirmed that all property owners receive mailings and emails but noted that keeping the Email group current was needed.
 - **Board Discussion on Engagement:** Libby suggested that the board should further discuss ideas for increasing participation, emphasizing the importance of maintaining quorum and community involvement for the association's continued operation.

End of Open Forum

- **Approval of Previous Meeting Minutes:** Karen motioned to approve the minutes from the January 7th meeting, which was seconded and approved by the board, with Christine absent for the treasurer's report.
 - **Minutes Approval Process:** The board reviewed the minutes from the previous meeting, confirmed there were no questions, and approved them through a motion and second.
- **McFarland Farm Sign Placement Update:** an update on the placement of the McFarland Farm sign was provided, reporting that Denny's contractor had scheduled installation for the following week and discussed the expected costs and property location with the board.
 - **Contractor Coordination:** Denny's contractor had visited the identified site for the new sign and confirmed plans to install the posts and sign in the upcoming week.
 - **Cost and Location Details:** The board discussed the anticipated cost, estimating it would be like previous installations, and clarified that the sign would be placed on the property owned by Kathy and Gene Whittington (lot 25).
- **New Owner Welcome Process and Checklist:** the process for welcoming new owners was discussed, as was the use and tone of the current checklist and agreed to consider revising it to be more welcoming and less intrusive.
 - **Current Welcome Assignments:** it was noted that some new owners declined a formal welcome and that the checklist was not always used.
 - **Concerns About Checklist Tone:** Board members expressed discomfort with the checklist's perceived intrusiveness, particularly questions about skills, background, and household composition, and suggested it felt more like an interrogation than a welcome.
 - **Purpose and Consistency:** The checklist was described as a tool to ensure consistency in welcoming new owners and to gather information relevant for emergency response, but the board acknowledged the need to balance information gathering with a friendly approach.

- **Plans for Revision:** The board agreed to revisit and potentially revise the checklist to focus more on making new owners feel welcome and less on collecting detailed personal information.
- **Document Storage Solution:** Libby and the board discussed relocating association documents from personal storage to a commercial storage unit identified by Ken, with plans for Christine to finalize the contract and payment.
 - **Storage Unit Selection:** Ken identified a suitable storage facility near Walmart, and the board determined that Christine would need to sign the contract and arrange payment to move the documents out of Andy's garage.
- **Annual Meeting Debrief and Improvements:** the board members reflected on the recent annual meeting, highlighting successes in presentation and participation, identifying issues with vote tallying, and discussing ways to improve communication, setup, and engagement for future meetings.
 - **Ballot Tallying Issues:** The board acknowledged confusion and errors in reporting ballot counts during the annual meeting, with a need for a more reliable and transparent process to ensure accuracy and missteps. All was resolved in the meeting with an accurate ballot count.
 - **Positive Aspects and Participation:** Members noted that the presentation and budgeting information were well received, participation was good among attendees, and a new member won a gift card, though overall attendance remained limited.
 - **Suggestions for Increased Engagement:** The group discussed strategies to boost attendance, such as more frequent reminders, specific invitations for setup help, and possibly reintroducing breakfast or games, but recognized challenges with catering costs and varying interest.
 - **Hybrid Meeting Options:** The board considered offering a hybrid in-person and online meeting format to accommodate more participants, discussed technical requirements, and identified the need for appropriate equipment and venue capabilities.
- **Website Wording and Covenant Consistency:** some discussed the language used on the association's website regarding single family homes, reviewed the need for consistency with county zoning codes and the association's covenants, and agreed to update the website to match the covenants' wording.

- **Clarification of Terminology:** The board debated whether to use 'single family homes,' 'single family dwelling,' or 'residence' on the website, referencing both county zoning codes and the association's covenants.
- **Covenant Supremacy and Interpretation:** It was established that the association's covenants take precedence over county codes, and that the covenants allow for certain types of multi-generational living but prohibit multiple independent homes on a single property.
- **Action to Update Website:** Karen was tasked with ensuring that the website's language is consistent with the covenants, specifically using the same terminology to avoid confusion and reflect current community standards.
- **Covenant Awareness for New Buyers:** members discussed the issue of new property buyers being unaware of association covenants until late in the purchase process, reviewed the roles of real estate agents and title companies, and considered but did not assign responsibility for additional outreach given the accountability on the buyer to understand requirements of the community during the purchase process.
 - **Timing of Covenant Disclosure:** it was reported that some new owners reported not learning about the covenants until after signing purchase agreements, prompting discussion about the timing and responsibility for disclosure.
 - **Role of Real Estate Agents and Title Companies:** The board clarified that title companies are responsible for providing preliminary title reports, which include covenants, and that real estate agents should inform buyers, but the association is not responsible for direct notification.
 - **Potential Outreach to Realtors:** The idea of sending annual reminders to local real estate companies about the covenants was discussed but not assigned, with the consensus that buyers must review their title reports and that the board's volunteer capacity is limited.

Follow-up tasks:

- **Community Member Outreach:** Develop and discuss strategies for increasing property owner engagement and participation in meetings, including potential personal outreach methods. (the board)

- **New Owner Welcome Process:** Complete the official welcome for Libby's neighbors who have returned, ensuring all steps are finalized. (Libby)
- **New Owner Welcome Process:** Contact Wendy and Dale Bathgate to confirm they have read the covenants and complete any outstanding welcome process steps. (Karen)
- **Welcome Checklist Revision:** Review and revise the new owner welcome checklist to make it more welcoming and less intrusive, focusing on a friendly introduction rather than an interrogation. (the board)
- **Document Storage Transition:** Follow up with Ken to arrange for the signing of the storage contract and payment and coordinate the transfer of boxes from Andy's garage to the new storage location. (Ken, Christine)
- **Annual Meeting Vote Tally Process:** Establish and document a consistent process for vote tallying at annual meetings to ensure accuracy and prevent reporting errors. (the board)
- **Annual Meeting Setup Volunteer Recruitment:** Send a specific email to all members requesting volunteers for meeting setup, specifying the time and details for participation. (the board)
- **Website Covenant Wording Consistency:** Ensure the wording on the website regarding property use (e.g., "single family dwelling" vs. "single family home") matches the language used in the official covenants. (Karen)

**McFarland Farm Owners Association
Treasurers Report
February 2026
Month Ending: February 28,2026**

	Credit	Debit	Balance
Beginning Checking Balance: 2/1/2026			\$ 6,456.93
Deposits to Checking – Number, Amount & Details:	\$755.00	\$943.18	
2/12/2026 Deposit annual fees	\$655.00		
2/26/2026 Deposit annual fees	\$100.00		

Debits Cleared: Amount & Details:

2/23/2026 Debit Recurring payment - Adobe	\$	46.68
2/23/2026 Ck 1411 Sequim Museum - donation for room rental	\$	100.00
2/24/2026 Ck 1410 Kneiss Law - Inv. 1nv: 1985 Colin Ryan	\$	796.50

Month End Checking Balance: **\$ 6,268.75**

Time Accounts Will have a report on a quarterly basis now.

Time Account # 8100	Renewed: 1/26/2026	\$	7,763.83
Interest Payment on 1/25/2026:	\$ 24.23	Interest Payment on 7/26/2026:	
Interest Payment on 2/25/2026:	\$ 19.06	Interest Payment on 8/26/2026:	
Interest Payment on 3/25/2026:		Interest Payment on 9/26/2026:	
Interest Payment on 4/25/2026:		Interest Payment on 10/26/2026:	
Interest Payment on 5/25/2026:		Interest Payment on 11/26/2026:	
Interest Payment on 6/25/2026:		Interest Payment on 12/25/2026:	
	Rate: 2.99%	Maturity: 12/25/2026	\$ 43.29
	Federal Withholding on Interest/Dist Pay	Total:	\$ 7,807.12

Time Account # 5520:	Renewed: 7/30/2025	\$	25,350.26
Interest Payment on 7/30/2025:	\$ 70.42	Interest Payment on 1/31/2026:	\$ 75.46
Interest Payment on 8/30/2025:	\$ 74.37	Interest Payment on 2/27/2026:	\$ 70.79
Interest Payment on 9/30/2025:	\$ 74.59	Interest Payment on 3/28/2026:	
Interest Payment on 10/31/2025:	\$ 72.40	Interest Payment on 4/30/2026:	
Interest Payment on 11/30/2025:	\$ 75.02	Interest Payment on 5/31/2026:	
Interest Payment on 12/31/2025:	\$ 72.81	Interest Payment on 6/30/2026:	
	Rate: 3.44%	Maturity: 6/30/2025	\$ 585.86
	Federal Withholding on Interest/Dist Pay	Total:	\$ 25,936.12

Total Time Accounts Funds Reporting: **\$ 33,743.24**

Total Funds Reporting: **\$ 40,011.99**

Respectfully Submitted for approval: _____ Date: _____

Christine Charters, Treasurer
McFarland Farm Property Owners Association

Libby Hartman, Chair
McFarland Farm Property Owners Association