

# VILLAS BIG TROUT CONDO ASSOCIATION

SPECIAL MEETING OF THE BOARD  
Thursday, November 30, 2023 - 6:30 PM

HELD VIA ZOOM

**JOIN ZOOM MEETING**

<https://us02web.zoom.us/j/8092495974?pwd=W1Q3S1A5OV1WcG1sMH1VUjFGWTdNdz09&omn=85420754150>

**Meeting ID: 809 249 5974 - Passcode: 22855**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PRESIDENT'S ANNOUNCEMENT** – (Decorum)
4. **INTRODUCTION/STATEMENTS FROM POTENTIAL APPOINTEES**
5. **BOARD DIRECTOR'S APPOINTEE SELECTION/VOTE**
6. **APPROVAL AGENDA MINUTES** – October 9, October 23, November 8, 2023
7. **NEXT MEETING DATE**
8. **CITIZEN COMMENTS**
9. **ADJOURNMENT**

## **CITIZENS COMMENT PERIOD**

Citizens Comment Period: If you wish to provide oral public comments during the Board meeting, you may do so. Please fill out a yellow Request to Speak Form. The Chair will invite the citizen comments during the appropriate section of the agenda, at which time you will be limited to one question / statement per individual for no more than 1 minute. The Chair/Board will take all comments under advisement or may defer the question(s) for a future meeting but will not comment during citizens comment period.

Begin forwarded message:

**From:** Dannetta <dannetta3@gmail.com>  
**Subject:** Fwd: Terry Fogle resume and Cindy Troxel  
**Date:** November 30, 2023 at 4:29:46 PM PST  
**To:** Christina Ross <christina@opssolutionsnw.com>  
**Cc:** "tim.liese" <tim.liese@gmail.com>, Christopher Lowe <vbtsecretary@gmail.com>, Dale Robbins <dalerobbins@msn.com>, Roger Liermann <virtualrog@yahoo.com>, Dannetta "Dg" <dannetta3@gmail.com>

Christina, please show at the meeting the one response from Cindy Troxel. Terry Fogle withdrew.

Thank you.

Terry Fogle: Sent but then spoke and withdrew, leaving out of town tomorrow, wont be back until mid December. Wants to run in March. Resume attached.

Cindy Troxel: Attached

----- Forwarded message -----

**From:** **Cindy Troxel** <[cindytroxel@hotmail.com](mailto:cindytroxel@hotmail.com)>  
**Date:** Wed, Nov 29, 2023, 10:57 PM  
**Subject:** Special appointment to the Board  
**To:** Dannetta "Dg" <[dannetta3@gmail.com](mailto:dannetta3@gmail.com)>

To the Board members of the Villa's,

My name is Cindy Troxel and I purchased my condo in 2012. I'm asking that I may be considered for the temporary vacancy on the Board of Directors.

In the 11 years that I have lived in our community, I have experienced both the positive and negative effects of a property management company, a board of directors and the many changes that we've been through in that time. I feel that bringing that experience may help in understanding the road we've traveled and the unique understanding of how that has affected us as a community.

I have sat on the Board of Directors for the Friends of the Library for 10 years so I'm versed in the way a Board functions. From budgeting, fund raising, updating, public communication and most of all being a part of a team that represents the group as a whole, my experience has been extremely positive. I have spent my entire career as an interior designer, in management, as well as worked with local contractors on remodels and Home Shows. This experience has strengthen my ability to be a strong and integrated part of a team as well as making tough decisions while dealing with difficult situations. Lastly, I spent 10 years living in Geneva Switzerland where I had the privilege of working for the WHO and the UN, where diplomacy was of the utmost importance.

I realize that this is a short term appointment, however, I would bring my all and take advantage of this position to decide if I would be a good fit to run for the position during our next elections.

I appreciate your consideration for this position. I also appreciate the hard work and time you've all been putting in while we're making this important transition, thank you!

I'll look forward to your decision at the Zoom meeting on the 30th.

Cindy Troxel  
The Villa's  
Unit 345

----- Forwarded message -----

**From:** <[two\\_starzz@yahoo.com](mailto:two_starzz@yahoo.com)>  
**Date:** Sun, Nov 26, 2023, 3:00 PM  
**Subject:** Terry Fogle resume  
**To:** Dannetta <[dannetta3@gmail.com](mailto:dannetta3@gmail.com)>

# Terry Fogle

two\_starzz@yahoo.com 208-818-5893

22855 E. Country Vista Dr., Unit 437  
Liberty Lake, WA 99109

## Professional Summary

A professional communicator looking for a position that utilizes my experience and skills to drive creative and innovative solutions, customer satisfaction, and continuous improvement.

## Work History

### Documentation Services Manager

EnerSys, Spokane Valley, WA May 2012 to Feb. 2023

- Managed a team of professional technical writers and Configuration Analyst.
- Managed documentation creation/consistency across four manufacturing sites.
- Managed departmental functions – hiring, firing, quarterly reviews, discipline, and continuous improvement requirements.
- Established/maintained departmental metrics to drive continuous improvement.
- Conducted multiple documentation readability and usability projects to enhance customer experience.

### Senior Technical Writer

EnerSys, Spokane Valley, WA October 2009 – Feb. 2023

- Created product documentation (installation manuals, technical bulletins, rework instructions) and internal work instructions.
- Managed, wrote, maintained all documentation requirements for ISO 9001, ISO 18001, and TL9000 management systems.
- Maintained overall direction of documentation consistency and style.
- Provided editing support and oversight for the writing team.

### Document Control Manager/Senior Technical Writer

General Dynamics Itronix, Spokane Valley, WA  
May 2004 – Sept. 2009

### Technical Writer

Empire Airlines, Coeur d'Alene, ID  
April 2001 – May 2004

### Technical Writer

Honeywell, Spokane Valley, WA  
May 2000 – April 2001

### Owner/Creative Director/Copywriter

Aurora Marketing Group, Coeur d'Alene, ID  
April 1994 – May 2000

## Career Highlights

- Manager with proven experience leading a team to excellence – coaching, mentoring, servant leadership, collaboration
- Oversee a company's technical documentation to ensure a cohesive voice across multiple locations
- Product Management experience working on large documentation and strategic organizational projects; managing across multiple stakeholders and locations while meeting on-time milestones
- Senior Technical Writer – Creating customer-facing documentation, work instructions, and ISO/TL9000 management systems support documentation
- Document Control Expertise – creating and releasing company documents and maintaining a document library for organizational visibility and access
- Continuous Improvement training and proficiency – lean principles; standard work, skills matrices, X-matrix, 5S, respect for people
- Marketing/Public Relations Experience
- Graphic Designer/Copywriter
- Computer/software expertise – Adobe Creative Suite, SharePoint, FrameMaker, Snagit, Microsoft 365

## Education

### Master's Degree

Public Administration  
Eastern Washington University

### BS Degree

Marketing and Communications  
Lewis Clark State College