

## **CRHOA Board Meeting Agenda**

September 2, 2020

7:00 p.m. to 9:00 p.m.

Zoom Meeting

Email: [board@crystalridgehoa.org](mailto:board@crystalridgehoa.org)

Website: [www.crystalridgehoa.org](http://www.crystalridgehoa.org)

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**7:00** Call to Order - Roll Call and Establish a Quorum

June 3, 2020 were approved via email

**7:00** Actions/Activities by Board after the June 2, 2020 meeting

- 1) Posted 2019 Audited Financial Statements
- 2) ACC approved numerous roof, landscape, fence and painting modrequests
- 3) Board and Vista held regular meetings and more frequent email discussions with Olympic Landscape regarding landscaping and irrigation
- 4) Applied concrete sealer to the ramp and pad at the play lot
- 5) Installed new LED lighting at the Estates monuments
- 6) Solicited bid for staining the fence at the Estates (none awarded yet)

**7:05** TREASURER REPORT: VISTA MANAGEMENT

- a) Review August 2020 financial statement
- b) Review collections and past due report
- c) Liens on properties with past due assessments
- d) Review State of Washington mandate for collection activity

**7:15** LANDSCAPE REPORT

- 1) Tree replacement
- 2) Landscape condition and homeowner complaints

**7:25** COMMITTEE STATUS

- 1) Monument Design Committee – Fred Herber to report status
  - a. Entrance monument at CRD and Shaw Rd was demolished by the City of Puyallup on Aug 25<sup>th</sup>.
  - b. CR will design and build a replacement monument
  - c. Current Members: Lorna Drees, Steve Reynolds, Dale Meints, Tim Nelson and Fred Herber
- 2) Board Nominating Committee
  - a. Committee Members: Jim Rubert, Tim Evans and Steve Teutscher (no change from last year)
  - b. Approve candidate form for posting and distribution
  - c. Post Board nominations announcement to website, CR Facebook page and email to DL

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### **7:40 PROPOSED AMENDMENTS TO THE BYLAWS**

Action Required: Vote to approve the bylaws as amended:

- 1) Key Issues
  - a. Delete references to
    - i. Declarant
    - ii. Development Period
    - iii. Class B Members
    - iv. Definitions
    - v. Assessments (superseded by RCW)
  - b. Change Number of Board Members
  - c. Update to conform to Chapter 64.38 of the Washington State Revised Code of Washington (“RCW”)
  - d. Add reference to include electronic meetings
  - e. Change Board member term of office
  - f. Add requirements to voting by proxy
  - g. Remove language referencing gender
  - h. Recognize management by a property management company
  - i. Miscellaneous administrative changes

### **8:10 AMENDMENT TO RULES AND REGULATIONS**

Action Required: Vote to approve the Rules and Regulations as amended:

1. Key Issues
  - a. Some homeowners have completed projects that require submission of a ModRequest and have failed to submit such request
    - i. Installation of non-approved roof material
    - ii. Application of non-approved paint colors
    - iii. Installation of non-approved other items
    - iv. The proposed changes to the fine schedule (Schedule B) adds fines for such violations
    - v. The recommended fine amounts are substantial and intended to induce compliance
  - b. Delete reference flagpole requirements and move to ModRequest form. No change to approve flagpole requirements. (Note: paint, fence, roof, shed and flagpole requirements are now part of the Modrequest form.)

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### **8:30 POLICIES AND PROCEEDURES**

Action Required: Vote to approve/reapprove the following policies and procedures and post to website:

#### **Architectural Control Committee (“ACC”):**

The Architectural Control Committee (“ACC”) is appointed by the Board and charged with ensuring compliance to the CC&Rs relative to what is visible from the public right of way. This means, painting, roofs, landscape, fencing are all subject to the ACC requirements. The Board approved fence and roof standards and the ACC works with homeowners on paint color selections. The Board authors the ModRequest form based on the recommendations of the ACC for roof replacement, painting, fencing, siding replacement, driveways, RV parking, etc

ACC approval process is as follows:

1. Homeowner completes the Modrequest and sends it to the HOA Board.
2. The mod request is forwarded to the ACC chair.
3. The ACC Chair consults with Vista Management to confirm if there are any amounts outstanding and if there are any current outstanding violations. If any amounts are due or any unresolved violations the homeowner is notified and the Modrequest is rejected. The homeowner must rectify any issues before proceeding with the Modrequest approval.
4. Assuming #3 is clear the ACC Chair contacts the homeowner and provides the status of the Modrequest. In the case of roofing, the ACC informs the homeowner to provide a sample. In the case of painting, the homeowner is asked to paint a sample on the home.
5. Once the roof or paint sample is available for viewing, the ACC chair notifies the ACC members to view the sample and vote to approve or disapprove.
6. Once the ACC Committee has voted the ACC Chair notifies the homeowner of the result.

#### **Board Communications:**

The Board maintains a website ([www.crystalridgehoa.org](http://www.crystalridgehoa.org)) and a Facebook page. Each of these communication mediums are solely for communicating neighborhood information and community updates. Homeowners are welcome to post messages on the Facebook page. The Board established a policy that Board members are not to post messages or reply to messages posted on any social media platform. However, a Board member may respond to such posting by posting only a link to the CRHOA website that is responsive to the social media post or providing the Board email address.

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The Board established a communications policy that requires two or more Board members be in attendance when meeting in person with a homeowner. Board members are not permitted to engage in one-on-one in-person meetings, correspondence or telephone communications.

The Board receives daily emails from homeowners, Vista Community Management, Olympic Landscape, neighboring communities, City of Puyallup, real estate escrow and title companies and others. It is the Board's goal to respond to all emails within 48 hours.

### **Budget and Finance:**

The Board is responsible for preparing and adhering to an annual budget. In addition to the one-year budget, WA State RCW's require HOA's to maintain 5 and 30 year forecasts of reserve fund balances and capital expenses. The HOA must demonstrate how it expects forecasted expenditures will be supported by the current reserve fund balance plus annual assessments plus special assessments, if necessary. The forecast is the outcome of the periodic reserve study. The reserve study should be performed annually or every other year depending in the relative age and depreciation of the HOA's fixed assets. The current Board established a policy of maintaining 100% reserves at all times. This is a conservative and rigorous policy but one that ensures that the HOA can meet its obligations at all times and on demand.

### **Rules and Regulations:**

The Board is charged with enforcing the bylaws and CC&Rs. Residents of Puyallup are also required to obey City, State and local laws and rules. In many instances the Board was unsuccessful when attempting to enforce the rules. In response the Board elected to implement system of monetary fines as permitted in the Crystal Ridge Bylaws. In December of 2015 the Board established and published the Rules and Regulations to conform to the CC&Rs and City of Puyallup code. The Rules and Regulations have been amended several times and delineate such rules and include monetary fines for violations. This has resulted in improved adherence to the CC&Rs and City of Puyallup code requirements.

**8:50** NEW BUSINESS

**9:00** MEETING ADJOURNED