

**Crystal Ridge Homeowners' Association of Puyallup  
Notice of 2022 Annual Meeting**

01/11/2022

Enclosed is a packet of materials for the Annual Crystal Ridge Homeowners' Association meeting, Tuesday, January 25, 7:00 PM, via Zoom.

**Included in the packet is:**

1. The Agenda for the meeting
2. The 2022 draft budget
3. A Budget Report.
4. A proxy for voting to ratify the 2022 budget. Per the RCWs budget voting must be in person at the meeting or by a proxy designated by the homeowner. Completed proxies must be received to be counted.
5. A ballot to vote for one available seat on the Board of Directors. For your convenience and to encourage greater participation, voting for the Board is by mail only. Please use the blue secrecy envelope to return your ballot on or before Wednesday, January 19, 2022.

Volunteers are the backbone of the HOA. In 2022 volunteers are needed to serve on the Monument Design Committee, the ACC, the Rules and Regulations Committee, the Welcome Committee, and the Security Committee. Please consider volunteering; your help is always appreciated.

We look forward to hearing from you and seeing you at the annual meeting. Please review the materials in the enclosed packet and send any questions or suggestions to [crystalridge@govista.org](mailto:crystalridge@govista.org).

Best regards,

Crystal Ridge Board of Directors

# CRHOA Annual Meeting Agenda

Tuesday January 25, 2022

7:00 pm – 9:00 pm

Virtual Meeting

<https://us06web.zoom.us/j/86784324618?pwd=WFNDRWhERHhacWx0bnp4NVZkanlMUT09>

Meeting ID: 867 8432 4618

Passcode: crhoa

Dial-in: 253 215 8782

Email: [crystalridge@govista.net](mailto:crystalridge@govista.net) Website: [www.crystalridgehoa.org](http://www.crystalridgehoa.org)

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1. Call to Order
2. Introduction of Board Members, Committee Members, Vista Community Management and Homeowners
3. Open the Annual Meeting
4. Establish a quorum
5. Proof of Notice of Meeting
6. Financial Results & 2022 Budget
  - a. 2021 Actual Results
  - b. 2022 Budget
    - i. Operations
    - ii. Capital Expenditures
7. 2022 Budget Vote: Proxy Notification and Voting:
8. Report the results of the Board elections
9. Reports
  - a. CR Entrance Monument Design
  - b. Landscape
  - c. Play Lot
10. Adjourn the Annual Business Meeting
11. Open Discussion and Q&A
12. New Business
13. Adjourn the meeting

Crystal Ridge Homeowners Association  
c/o Vista Community Management  
PO BOX 73144  
Puyallup, WA. 98373  
Juan Rodriguez (253) 881-1206  
juan@govista.net

## **BALLOT**

### **Board of Directors**

Please vote for one candidate for the Board of Directors of Crystal Ridge Homeowners' Association. One (1) Director will be elected for a three (3) year term. The candidate receiving the most votes will be declared the winner of the election.

Place an **X** next to the name of the candidate of your choice.

\_\_\_\_\_ Susan Bartlett

#### **INSTRUCTIONS FOR COMPLETING ELECTION BALLOT**

1. Place this completed ballot in the blue envelope marked "Ballot" and seal the envelope securely.
2. Place this "Ballot" in the blue envelope addressed to:  
  
Vista Community Management  
PO BOX 73144 Puyallup, WA. 98373
3. Ballot must be post marked no later than January 19, 2022.

**DO NOT ENCLOSE YOUR PROXY OR ANY  
OTHER DOCUMENTS WITH THIS BALLOT.**



Crystal Ridge Homeowners' Association of Puyallup  
2022 Annual Meeting  
Budget Ratification Proxy

You are invited to vote to ratify or reject the 2022 budget as adopted by the Board of Directors of the Crystal Ridge Homeowners' Association of Puyallup, at the Annual Meeting, Tuesday, January 25, 2022, 7:00 PM, via ZOOM at:

<https://us06web.zoom.us/j/86784324618?pwd=WFNDRWhERHhacWx0bnp4NVZkanlMUT09>  
Meeting ID: 867 8432 4618  
Passcode: crhoa  
Dial In: 253-215-8782

Please review the enclosed budget report and email any questions to the Board at [CrystalRidge@govista.net](mailto:CrystalRidge@govista.net). Questions and responses will be posted to the CRHOA website at [www. http://crystalridgehoa.org/](http://crystalridgehoa.org/)

You may attend the annual meeting via ZOOM and vote in person or you may complete the proxy statement below and designate another homeowner to vote as you direct or on your behalf at the annual meeting. Budget ratification voting via the mail is not permitted under Washington State law.

Please return the completed proxy to Vista Community Management, attention Juan Rodriguez at P.O. Box 73144, Puyallup, WA 98373. Proxies must be postmarked no later than Wednesday, January 19, 2021. Proxies postmarked after this date will not be included in the vote. Proxies will not be accepted at the Annual Meeting. Your proxy designee will be notified of your selection during the annual meeting.

Homeowners in The Estates are entitled to two (2) votes (your proxy will be counted as two votes) and homeowners in The Classics are entitled to one (1) vote.

Per Washington State RCW unless the budget adopted by the Board of Directors is rejected by a majority of the total voting power of the Association the budget adopted by the Board is ratified.

**PROXY**

I / We \_\_\_\_\_ am / are  
the owner(s) of the property located in (check one) \_\_\_ The Estates \_\_\_ The Classics at:

\_\_\_\_\_ in the Crystal Ridge Homeowners' Association of Puyallup and hereby authorize and appoint

\_\_\_\_\_ to be my / our proxy and represent my / our vote on the 2022 budget at the annual meeting to be held via ZOOM at 7:00 p.m. on Tuesday January 25, 2022.

Signed this \_\_\_\_\_ day of January 2022.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

This proxy shall expire 11 months from the above date.



PO Box 73144 Puyallup, WA. 98373 253-881-1206

**CRYSTAL RIDGE HOMEOWNERS' ASSOCIATION  
OPERATING & CAPITAL BUDGET & RESERVE FUND**

**BUDGET  
2022**

**CAPITAL BUDGET & RESERVE FUND**

RESERVE FUND BEGINNING BALANCE	\$152,270.00
OPERATING FUND BEGINNING BALANCE	\$23,331.00
TOTAL OPERATING AND RESERVE FUNDS	<u>\$175,601.00</u>
<b>CAPITAL EXPENSES</b>	
Tree Replacement	\$25,000.00
Irrigation Repair/Maintenance	\$10,000.00
"Estates" Fence Repair & Staining	\$12,000.00
"Estates" Drain Pond Landscape & Irrigation	\$10,000.00
Repair/Clean 7 Monuments	\$0.00
Remove Mailbox Structures (\$500 each)	\$1,500.00
Play Lot Landscaping and Irrigation System Changes	\$2,000.00
CRD Entrance Monument Replacement	<u>\$60,000.00</u>
Total	\$120,500.00
<b>NET CASH AFTER CAPITAL SPENDING</b>	\$55,101.00
<b>PLUS NET FUNDS FROM OPERATIONS</b>	<u>\$36,719.31</u>
<b>CASH BALANCE AT END OF YEAR</b>	\$91,820.31
<b>OPERATING FUND BALANCE AT END OF YEAR (2 months Exp)</b>	<u>\$25,308.33</u>
<b>RESERVE FUND BALANCE AT END OF YEAR</b>	\$66,511.98
<b>FULLY FUNDED REQUIRED RESERVE FUNDS (Per 2019 Res Rpt)</b>	<u>\$58,896.00</u>
<b>RESERVE FUND BALANCE OVER/(SHORT)</b>	\$7,615.98
<b>FULLY FUNDED RESERVE PERCENTAGE (2)</b>	113%

(1) Current Past Due Assessments \$33,023 (including fines, late fees, legal fee, lien fees and interest) (\$14,596 from one homeowner)

(2) Recommend a) minimum 100% Reserve Funding on a rolling 5 year basis, and b) positive annual net reserve fund contributions

CRYSTAL RIDGE HOMEOWNERS' ASSOCIATION  
 OPERATING & CAPITAL BUDGETS & RESERVE FUND

BUDGET  
 2022

	# of Lots	Per Unit	
			2%
			3%
<b>INCOME</b>			
			Construction Cost Inflation
			Annual Assessment Increase
			"The Estates"
	80	\$829.15	\$66,332.00
			"Classics" and "Janell Estates"
	221	\$553.11	\$122,237.31
<b>TOTAL ASSESSMENT INCOME</b>			<b>\$188,569.31</b>
<b>EXPENSES</b>			
			Accounting/Tax Fees (2020 Audit)
			Management Company Fee
			Director & Officer Insurance
			Property Liability Insurance
			Yard Sale, Welcome Cmte & Block Watch Activities
			Legal Fees - Collections
			Legal Fees - Association
			Allowance for Bad Debt (1)
			Reserve Report
			Printing, Postage & Office Supplies
			Web Hosting
			Property Tax
			Landscaping
			Utilities (Water & Power)
<b>TOTAL EXPENSES</b>			<b>\$151,850.00</b>
<b>INCOME AVAILABLE FOR CAPITAL EXP. AND RES. FUND</b>			<b>\$36,719.31</b>



**Balance Sheet**

Properties: Crystal Ridge - \* Puyallup, WA 98372

As of: 12/31/2021

Accounting Basis: Cash

GL Account Map: None - use master chart of accounts

Level of Detail: Detail View

Include Zero Balance GL Accounts: No

Account Number	Account Name	Balance
<b>ASSETS</b>		
<b>Cash</b>		
1010	Cash Checking - Operating	23,331.21
1070	Cash Savings - Reserves	152,270.22
	<b>Total Cash</b>	<b>175,601.43</b>
1210	HOA Checking	125.00
1220	HOA Reserves	102.98
1230	HOA Personal - Savings	100.19
	<b>TOTAL ASSETS</b>	<b>175,929.60</b>
<b>LIABILITIES &amp; CAPITAL</b>		
<b>Liabilities</b>		
3310	Prepaid Owner Assessments	8,555.19
	<b>Total Liabilities</b>	<b>8,555.19</b>
<b>Capital</b>		
<b>RESERVE</b>		
5070	Reserve Funds	190,735.91
	<b>Total RESERVE</b>	<b>190,735.91</b>
<b>EQUITY</b>		
5502	Opening Equity Balance	39,280.64
	<b>Total EQUITY</b>	<b>39,280.64</b>
	Calculated Retained Earnings	-40,131.82
	Calculated Prior Years Retained Earnings	-22,510.32
	<b>Total Capital</b>	<b>167,374.41</b>
	<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>175,929.60</b>

**Annual Budget - Comparative**

Properties: Crystal Ridge - \* Puyallup, WA 98372

As of: Dec 2021

Additional Account Types: None

Accounting Basis: Cash

GL Account Map: None - use master chart of accounts

Level of Detail: Detail View

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
<b>Income</b>								
6320	Estates Assmt. Income	67.09	0.00	67.09	61,758.67	64,400.00	-2,641.33	64,400.00
6322	Classics Assessment Income	15.00	0.00	15.00	110,665.31	118,677.00	-8,011.69	118,677.00
6340	Legal Fees Reimbursement	0.00	0.00	0.00	4,637.90	0.00	4,637.90	0.00
6350	Late Fee Income	0.00	0.00	0.00	500.00	0.00	500.00	0.00
6390	Owner Interest Income	0.00	0.00	0.00	343.27	0.00	343.27	0.00
6410	Violation Fine	0.00	0.00	0.00	1,009.08	0.00	1,009.08	0.00
	<b>Total Operating Income</b>	<b>82.09</b>	<b>0.00</b>	<b>82.09</b>	<b>178,914.23</b>	<b>183,077.00</b>	<b>-4,162.77</b>	<b>183,077.00</b>
<b>Expense</b>								
<b>7000</b>	<b>GENERAL &amp; ADMINISTRATIVE</b>							
7010	Management Fees - Contracts	2,000.00	2,000.00	0.00	24,000.00	24,000.00	0.00	24,000.00
7020	Accounting Fees	0.00	0.00	0.00	2,075.00	2,200.00	125.00	2,200.00
7150	Collection Agency Fees	0.00	0.00	0.00	103.45	0.00	-103.45	0.00
7160	Legal Fees-Corporate	0.00	208.33	208.33	6,100.85	2,500.00	-3,600.85	2,500.00
7165	Legal Fees-Collections	14.50	250.00	235.50	4,641.89	3,000.00	-1,641.89	3,000.00
7260	Postage & Mail	11.66	80.00	68.34	819.94	1,080.00	260.06	1,080.00
7270	Office Supplies	92.96	120.00	27.04	352.60	1,420.00	1,067.40	1,420.00
7280	Insurance	0.00	0.00	0.00	4,197.00	2,000.00	-2,197.00	2,000.00
7282	Insurance - D&O	0.00	0.00	0.00	1,777.00	5,000.00	3,223.00	5,000.00
7290	Reserve Study	0.00	1,700.00	1,700.00	0.00	1,700.00	1,700.00	1,700.00
7310	Website	0.00	0.00	0.00	193.20	200.00	6.80	200.00
7420	Property Taxes	0.00	0.00	0.00	574.53	700.00	125.47	700.00
7450	Social Activities	0.00	0.00	0.00	101.25	500.00	398.75	500.00
7480	Meeting Expenses	0.00	0.00	0.00	164.89	0.00	-164.89	0.00
7891	Non-Profit Renewal	0.00	0.00	0.00	10.00	0.00	-10.00	0.00
7990	Bad Debt Expense	0.00	316.66	316.66	137.90	3,800.00	3,662.10	3,800.00
	<b>Total GENERAL &amp;</b>	<b>2,119.12</b>	<b>4,674.99</b>	<b>2,555.87</b>	<b>45,249.50</b>	<b>48,100.00</b>	<b>2,850.50</b>	<b>48,100.00</b>





**Annual Budget - Comparative**

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
<b>ADMINISTRATIVE</b>								
8300	<b>UTILITIES</b>							
8350	Electricity	0.00	33.33	33.33	180.81	400.00	219.19	400.00
8380	Irrigation	0.00	0.00	0.00	8,149.27	10,850.00	2,700.73	10,850.00
	<b>Total UTILITIES</b>	<b>0.00</b>	<b>33.33</b>	<b>33.33</b>	<b>8,330.08</b>	<b>11,250.00</b>	<b>2,919.92</b>	<b>11,250.00</b>
8500	<b>COMMON AREA</b>							
8510	Landscaping - Contracts	0.00	7,725.00	7,725.00	92,882.40	92,700.00	-182.40	92,700.00
8520	Landscaping - Repairs & Others	0.00	0.00	0.00	2,470.67	0.00	-2,470.67	0.00
8690	Playground Maintenance / Repairs	0.00	0.00	0.00	56.01	0.00	-56.01	0.00
	<b>Total COMMON AREA</b>	<b>0.00</b>	<b>7,725.00</b>	<b>7,725.00</b>	<b>95,409.08</b>	<b>92,700.00</b>	<b>-2,709.08</b>	<b>92,700.00</b>
8800	<b>MAINTENANCE &amp; REPAIRS</b>							
8840	Tree Maintenance	1,665.40	0.00	-1,665.40	3,330.80	0.00	-3,330.80	0.00
	<b>Total MAINTENANCE &amp; REPAIRS</b>	<b>1,665.40</b>	<b>0.00</b>	<b>-1,665.40</b>	<b>3,330.80</b>	<b>0.00</b>	<b>-3,330.80</b>	<b>0.00</b>
9200	<b>RESERVE CONTRIBUTIONS</b>							
9210	Reserve Contributions	2,585.58	2,585.58	0.00	31,027.00	31,027.00	0.00	31,027.00
	<b>Total RESERVE CONTRIBUTIONS</b>	<b>2,585.58</b>	<b>2,585.58</b>	<b>0.00</b>	<b>31,027.00</b>	<b>31,027.00</b>	<b>0.00</b>	<b>31,027.00</b>
	<b>Total Operating Expense</b>	<b>6,370.10</b>	<b>15,018.90</b>	<b>8,648.80</b>	<b>183,346.46</b>	<b>183,077.00</b>	<b>-269.46</b>	<b>183,077.00</b>
	<b>Total Operating Income</b>	<b>82.09</b>	<b>0.00</b>	<b>82.09</b>	<b>178,914.23</b>	<b>183,077.00</b>	<b>-4,162.77</b>	<b>183,077.00</b>
	<b>Total Operating Expense</b>	<b>6,370.10</b>	<b>15,018.90</b>	<b>8,648.80</b>	<b>183,346.46</b>	<b>183,077.00</b>	<b>-269.46</b>	<b>183,077.00</b>
	<b>NOI - Net Operating Income</b>	<b>-6,288.01</b>	<b>-15,018.90</b>	<b>8,730.89</b>	<b>-4,432.23</b>	<b>0.00</b>	<b>-4,432.23</b>	<b>0.00</b>
<b>Other Income</b>								
9500	<b>RESERVE TRANSFERS / INTEREST</b>							
9592	Interest Income - MMA	0.00	0.00	0.00	137.30	0.00	137.30	0.00
	<b>Total RESERVE TRANSFERS / INTEREST</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>137.30</b>	<b>0.00</b>	<b>137.30</b>	<b>0.00</b>
	<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>137.30</b>	<b>0.00</b>	<b>137.30</b>	<b>0.00</b>

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**Annual Budget - Comparative**

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
	Other Expense							
9900	RESERVE EXPENSES							
9902	Reserve General Maintenance	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
9922	Reserves - Fence Replacement	0.00	0.00	0.00	0.00	12,000.00	12,000.00	12,000.00
9925	Reserve - Drainage / Irrigation Maintenance	0.00	0.00	0.00	7,037.44	30,000.00	22,962.56	30,000.00
9935	Reserves - Playgrounds	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
9940	Reserve - Tree Maintenance	0.00	0.00	0.00	20,180.07	25,000.00	4,819.93	25,000.00
9945	Reserve - Monuments	0.00	0.00	0.00	900.00	60,000.00	59,100.00	60,000.00
9977	Reserve - Wetland & Storm Water Maintenance	0.00	0.00	0.00	7,719.38	0.00	-7,719.38	0.00
	<b>Total RESERVE EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,836.89</b>	<b>131,000.00</b>	<b>95,163.11</b>	<b>131,000.00</b>
	<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,836.89</b>	<b>131,000.00</b>	<b>95,163.11</b>	<b>131,000.00</b>
	<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-35,699.59</b>	<b>-131,000.00</b>	<b>95,300.41</b>	<b>-131,000.00</b>
	Total Income	82.09	0.00	82.09	179,051.53	183,077.00	-4,025.47	183,077.00
	Total Expense	6,370.10	15,018.90	8,648.80	219,183.35	314,077.00	94,893.65	314,077.00
	<b>Net Income</b>	<b>-6,288.01</b>	<b>-15,018.90</b>	<b>8,730.89</b>	<b>-40,131.82</b>	<b>-131,000.00</b>	<b>90,868.18</b>	<b>-131,000.00</b>

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