

**Crystal Ridge Board Meeting
June 2, 2015**

Board Members Attending:

Mark Crawford, Fred Herber, Erik Pedersen, Peggy Kloes

Committee Members Attending:

Fred Herber, Landscape

Homeowners Present: None

Proceedings:

Scheduled Board meetings:

June 24, 2015 (Wed.) (Rescheduled from July 7, 2015 (Tue)) – Board Meeting

August 19, 2015 (Wed.) (Rescheduled from August 4, 2015 (Tue)) - Board Meeting

September 1, 2015 (Tue) - Board Meeting

October 6, 2015 (Tue) - Board Meeting

1. Approval of Minutes – May 5, 2015, Board minutes were approved as amended by e-mail on June 3, 2015. A newsletter will be sent in July or August.

2. Landscape update -

Some of the HOA fencing needs to be repaired or replaced. The Board needs to make a decision as to whether the HOA will do the repairs or whether that should be the responsibility of homeowners.

3. Violations -

Archambeaus have not responded to HOA letter and invoice for trimming of trees on the median; the letter was received by them on May 11, 2015. The decision on further steps is pending.

As of June 2, 2015, the Board has cited and sent letters to 72 homeowners for CC&Rs' violations ranging from leaving trash cans in view of the rights-of-way to improper screening of trailers and boats. We will be canvassing the neighborhood approximately every two weeks for new and recurring violations, including unsightly landscaping. In order to

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streamline the process, Erik will have a short form letter (that can be placed on doors) to inform homeowners of some violations. The Board is in the process of finalizing a fines document to be sent to an attorney before fine enforcement for repeated violations begins.

Abandoned homes on 20th, Crystal Ridge Dr. and Janell Estates are being monitored for compliance with CCRs. The Janell Estates home has had the lawn mowed and Mark C. has talked to a real estate representative of the home on Crystal Ridge Drive requesting that they have the lawn mowed.

4. Neighborhood Watch -

Four Neighborhood Watch signs are/or have been installed by the city.

Fred will contact Vance and Mark N. about organizing the August Night out for the Neighborhood Watch.

5. Yard Sale -

Yard sale was held Friday, May 29, 2015 — May 31, 2015

Yard sale signs need replacing. Ann Crawford is in the process of getting estimates for metal signs for future use.

6. Traffic -

Fred reported that the city is installing new stop signs at four intersections:

- (1) On 39th St. SE at the intersection of 15th Ave. SE
- (2 & 3) On Crystal Ln. Lp. SE at both intersections of Crystal Ridge Drive SE
- (4) On Crystal Ln. Lp. SE at the intersection of 15th Ave. SE

Some streets will also get new striping.

7. HOA Dues -

There are approximately 45 homeowners who have delinquent HOA Dues and another 15 who owe late fees. Mae has invoices ready to send out this week (week of June 1, 2015). Mark made a motion and Fred seconded that a letter be included with the invoices with the following information:

If the account is not paid by June 30, 2015, the account will be sent to a collection agency with an additional \$250 Collection Administrative Fee to be added to the delinquent ac-

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count. This fee will offset what the collection agency charges. The homeowners will have the option of making three payments —

First Payment) \$100 Administration Fee + 1/3 due June 30, 2015

Second Payment) 1/3 due September 1, 2015

Third Payment) 1/3 due December 1, 2015

If any payment is late the account will be assigned to a collection agency without notice and a Collection Administration Fee of \$250 will be added to the amount due.

Motion Approved.

Meeting adjourned at 8:30 p.m.

ACTION ITEMS:

Mark C. - draft collection letter; followup on Archambeau account; work with Mae on new budget.

Fred - contact Vance and Mark N. re: organizing August Night out for Neighborhood Watch. Followup with city re: street striping.

Erik P - continue canvassing of neighborhood for violations including landscaping issues.

Peggy - edit fines document; create half-sheet form for Erik to use; correlate delinquent HOA accounts with violations spreadsheet for homeowners who are on both lists; mail violation letters