

**Crystal Ridge HOA Board Meeting
Tuesday, February 2, 2016**

Board Members Attending:

Mark Crawford, Fred Herber, Peggy Kloes, Vanda Powell

Committee Members Attending:

Fred Herber, Landscape, ACC

Ron Perry, ACC, R&R

Judy Payne, R&R

Website and Email Manager: Mark Noll

Homeowners Attending:

Kelley Loney

Blaine Powell

Scheduled Meetings:

March 1, 2016 (Tues.) - Board Meeting and Neighborhood Watch Meeting

April 5, 2016 (Tues.) - Board Meeting

May 3, 2016 (Tues.) - Board Meeting

June 7, 2016 (Tues.) - Board Meeting

July 5, 2016 (Tues.) - Board Meeting

August 2, 2016 (Tues.) - Board Meeting

Proceedings:

1. **Approval of Minutes** - The minutes for the January 19, 2016, Annual HOA meeting were approved.
2. **Election of Board Officers** - Nominees:
 - President: Mark Crawford
 - Vice President: Erik Petersen
 - Treasurer: Peggy Kloes
 - Secretary: Fred Herber

Officers were elected as a slate by a show of hands signifying approval.

3. **Kelley Loney** - Ms. Loney expressed two concerns: (1) Creating walking paths through greenbelts to deter transient encampments. There is a rough outline

of a trail in the area behind homes at 20th and Crystal Ridge Drive. This idea was proposed several years ago, however, one homeowner objected, hired an attorney, and the matter was dropped. It was agreed that this needs more discussion since crime in the neighborhood has increased.

(2) Payment for acting Landscape Manager who is also a Board member. Ms. Loney feels this is not permitted under the By-laws and is a conflict of interest. It was suggested that duties be further defined and no Board member should be able to serve in a paid position.

Discussion ensued and Mark Crawford explained that Fred Herber, Landscape Manager, is paid \$5,500 annually for the managerial duties. He is not paid as a Board member. According to the By-Laws a Board member may not be paid, however, the By-Laws permit the Board the right to hire paid positions. It does not stipulate that a Board member may not be hired for one of these positions.

Fred Herber is the second paid landscape manager hired by the HOA. Neither Fred Herber nor his predecessor had or has a financial interest in and receives no direct or indirect benefit from the HOA's contractual relationship with the landscape contractor (currently JAC Landscape) or other contractor hired by the Board.

It was further agreed that if we had more participation from homeowners Board members would not need to serve dual roles. There is currently one open Board position.

4. Communication with Homeowners - Judy Payne suggested that homeowners be given a copy of the budget (and other reports) in writing. Mark said that the budgets for 2013, 2014, 2015, and the proposed budget for 2016 will be posted on the website.

5. Neighborhood Watch and National Night Out - Mark Noll and Vance Butler have organized a homeowner meeting for Tuesday, March 1, 2016, in conjunction with the regularly scheduled Board Meeting.

Neighborhood Watch presentation - by Mark Noll

NNO Status:

- 1) NNO 2014 & 2015 - Not worth effort & cost (approx \$600) with only 2-4 people
- 2) Low or no follow-up after NNO
- 3) NNO Aug 2016 – Not planned unless additional volunteers help

APPROVED - CRHOA Board Meeting Minutes for Tuesday, February 2, 2016

- 4) Bouncy house (liability concerns)

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Problem: Rcvg reports of neighborhood home/auto breakins, mail theft & homeless camps

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PLAN:

- 1) Schedule a neighborhood organizing meeting
- 2) Include residents, Board members and Lisa Isaacs (if needed and/or available)
- 3) Hold at 3/1/16 Board mtg (est 1 hour) - North Room already reserved, 3/1/16, 7-9 pm
- 4) or hold in March on a week night (7-9 pm) or a Saturday morning (10-12 pm)
- 5) Advertise meeting via web, email DL, Facebook, Nextdoor & post cards (est \$225)
- 6) Emphasize participation

Purpose:

- 1) Allow discussion of all attendees with Board members present
- 2) Attendees asked to volunteer to be on the Neighborhood Watch committee
- 3) Select a chairperson (requires willingness, initiative & coordination with Board)
- 4) Remaining volunteers to be members of the NW committee
- 5) Discuss options and cost for:
 - a. Block Watch organization & how to set it up
 - b. PPD Patrols vs private security firm (cost, special assessment, effectiveness, etc)
 - c. Homeless camps and wandering in neighborhood
 - d. Locking mailboxes
 - e. Green belt paths
 - f. Personal home security systems
 - g. Neighborhood cameras
 - h. Resident patrols (include legality, safety, limited authority, etc)
 - i. Community gates
 - j. Inclusion of Puyallup Highlands in effort
 - k. NNO signs on lawns to advertise? Bouncy house (liability issues?)

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Meeting Results

- 1) If low attendance or no volunteers at meeting, then adjourn and reconsider options
- 2) Chairperson schedules meetings, develops plan & expense estimate (for Board approval)
- 3) NW committee to meet monthly to organize neighborhood watch & Aug 2016 NNO
- 4) Re-evaluate NW committee in October 2016

Fred moved to authorize Mark Noll to send flyers to homeowners with information about the NW meeting and the annual Crystal Ridge cleanup day on Saturday, February 27, 2016. Mark C. seconded and the motion was approved.

6. Landscape report -

Approved projects: (1) Janell Estates sign has been cut and Fred will view it before the powder coating is applied (color-Forest Green). Should be ready to install in 1 1/2 weeks.

(2) JAC landscaping contract. They will apply moss control and a lime treatment around the end of February or first of March depending on weather. A second moss treatment will be applied in May.

(3) Annual neighborhood cleanup is scheduled for February 27, 2016; NEED VOLUNTEERS to help.

(4) New fence near Estates monument is being installed. Still need to pick a stain color to be applied when weather permits.

Pending projects: (1) Play lot will need spring maintenance; play structure refurbished; and future landscaping.

(2) Tree replacement will begin with marking the 25 trees with worst root systems that are impacting sidewalks.

(3) Ron Perry checked all wooden mailbox structures. All roofs need moss cleaned and a moss treatment applied; 3 structures have rotting posts. It was suggested that a copper strip be applied to ridge line of roofs to deter moss.

7. 2016 Budget - Mark Crawford proposed the 2016 Budget that includes capital investments of approximately \$58,000:

- Tree Replacement (reduced to 25 trees)
- Irrigation upgrades (risers and heads)
- Replace Estates Monument fence
- Clean mailbox roofs
- 19th Ave. roundabout re-landscape
- Play lot maintenance
- Annual clean up
- Janell Monument repair (sign replacement)

Much of what can be done will depend on revenue (collection of HOA dues). There will also be increased mailing costs this year.

The budget will be approved via email when changes have been made.

8. Annual Clean Up - The clean up is scheduled for February 27, 2016. Flyers are being sent to homeowners asking for increased participation. JAC Landscapers will help with clearing and wood chipper.

Proposed projects: Clean up litter

Clear Crystal Lane Loop pond of trees (the City governs ponds but will not cut the trees)

Cut cottonwoods around 34th St. pond to keep clear of leaves

Trim lower branches on trees along 15th St. for better visibility

Help any neighbors with trees or shrubs that need clearing and chipping

Meeting adjourned at 8:50 PM