

**Crystal Ridge HOA Board Meeting
Tuesday, April 5, 2016**

Board Members Attending:

Mark Crawford, Fred Herber, Peggy Kloes, Vanda Powell, Tim Evans,
Erik Pedersen

Committee Members Attending:

Fred Herber, Landscape, ACC
Jennie Slack, ACC
Tim Evans, ACC

Scheduled Meetings:

May 3, 2016 (Tues.) - Board Meeting
June 7, 2016 (Tues.) - Board Meeting
July 5, 2016 (Tues.) - Board Meeting
August 2, 2016 (Tues.) - Board Meeting
September 6, 2016 (Tues.) - Board Meeting

Proceedings:

1. Approval of Minutes - Minutes for March 1, 2016, approved via Consent Agenda.

2. Consent Agenda Approved - In order to save time an agenda with consent items was sent to Board Members prior to the meeting for their approval. Consent agenda items were:

Consent Agenda

- Approve minutes from March 1, 2016 meeting
- Approve 2016 landscape projects

Tree Replacement:	\$ 17,950
Irrigation Upgrades (Risers & Heads)	\$ 21,075
Replace The Estates Monument Fence	\$ 7,500
Play Lot Maintenance	\$ 2,000
Annual Clean Up	\$ 1,500
Janell Sign Replacement	<u>\$ 2,500</u>
Total	\$ 52,525

3. View Violations Update -

Sanders: Home is in foreclosure. Asset manager will pay for the tree trimming. The Realtor is in charge of arranging for the work and will possibly have trimmer at the home next week. It has been communicated to both the Asset manager and the realtor that there is a \$100.00 per day fine for not trimming the trees. It was suggested that all the trees across the back of the lot be cut to the ground; they are the type that will regrow. Tim will speak with the listing agent about cutting down the trees.

Able: Stacy Able has not allowed the Crosses on her property in order to trim the trees. There is a question as to whether several of the arborvitae are actually on HOA property. Stacy Able has also planted blueberry bushes on HOA property.

Option: Possibly survey to find boundary corner—costly.

Send view violation letter to Stacy Able with \$100.00 per day fine until she allows Crosses to have trees in question trimmed.

4. Presentations by Property Management Companies:

A property management company is being considered for the day-to-day management of the HOA. Management would consist of (but not limited to) accounting (including dues collection), landscape, and violations (including fines collection). The HOA Board will oversee the management company and retain the ACC, R&R, and Neighborhood Watch committees, National Night Out, and management of the website and DL list.

Vista Property Management - represented by Leah Borla, CMA, and Bill Riley, General Manager, is a local company located in Puyallup near Costco. They are certified and provide a full range of property management services.

Overview for Crystal Ridge Homeowners' Association:

- Flat fee monthly management service
- Return late fees, fines, and interest to association
- Board Members able to access HOA accounts 24 hours a day, 7 days a week
- [Secure access to homeowner's account; allows homeowner to pay dues online](#)
- Secure banking with Mutual of Omaha
- Twenty-four hour or less response time to phone calls and emails

APPROVED - CRHOA Board Meeting Minutes for Tuesday, April 5, 2016

- Monthly management reports
- Twice monthly neighborhood inspection for violations
- Attend Board Meetings

J.C. Higgins & Associates - represented by Don Campbell, Designated Broker, is a Real Estate Leasing and Management Service, located on 39th in Puyallup.

Overview for Crystal Ridge Homeowners' Association:

- Monthly management fee
- All accounting services from collection of dues and paying monthly invoices to preparing financial reports.
- Attend Board Meetings
- Inspect neighborhood twice monthly for violations—CC&R enforcement
- Oversee hiring and bidding of vendors
- Assistance in obtaining reserve studies
- Interface with homeowners via phone, email, or letters

There was a brief discussion by the Board members and it was agreed that references will be checked before a decision is made.

Meeting Adjourned: 9:00 PM