

**Crystal Ridge HOA Board Meeting
Tuesday, June 7, 2016**

Board Members Attending:

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

Committee Members Attending:

Fred Herber, Landscape, ACC
Jenny Slack, ACC
Ron Perry, R&R, ACC
Clyde Priddy, R&R
Kelly Loney - Co-Chair CR Ad Hoc Security Committee

Homeowners Attending:

Al Sullivan, Tim Nelson

Scheduled Meetings:

July 5, 2016 (Tues.) - Board Meeting
August 2, 2016 (Tues.) - National Night Out 7 - 9 PM; Board meeting to be
rescheduled
September 6, 2016 (Tues.) - Board Meeting
October 4, 2016 (Tues.) - Board Meeting
November 1, 2016 (Tues.) - Board Meeting
December 6, 2016 (Tues.) - Board Meeting

Proceedings:

1. **Minutes** - Minutes for May 3, 2016, were approved.
2. **Vista Property Management Contract** -
 - (a) Frequency of inspections:
 - landscape and common area—2 times per month
 - asset—4 times per year
 - violations—2 times per month
 - (b) Contract cost: \$1,950 per month for 12 months (requires 30 day termination notice)
 - (c) Contract must be signed by a board member and Vista Management
 - (d) Vista will:
 - invoice and collect dues

- manage collections for a flat fee; they have an attorney on retainer (flat fee includes attorney fee and Vista administrative fee)
 - set up trust account (HOA will maintain current account and fund Vista)
 - do all accounting and landscape management; both currently paid positions at \$11,000 annually; the difference between current cost and Vista annual cost is \$12,000
- (e) Transition of accounting to begin July 1, 2016, and should be completed in August. All data from January 1, 2016, will be transferred for continuous reporting system. (No one has been sent to collection in 2016.)
- (f) Summer is the busiest time for landscape management. Fred Herber, current Landscape Manager, will meet with Vista for weekly inspection and transition. Fred's monthly payment will stop in September.
- Irrigation system is running now, earlier than usual due to lack of rain; water is turned off in September, however, if weather is hot, irrigation will continue.
 - Vista will solicit bids for landscape contract for 2017.
- (g) July 1, 2016, Vista will begin violation inspections, send violation and fine notices.
- (h) • R&R committee will stay in place for the violation appeal process
- ACC will continue its current role
- (i) Board will manage Vista
- (j) Comments:
The Board will still need a landscape manager (unpaid position) to interact with Vista and Landscape contractor.
- (k) Vista will need a map of the irrigation system

Fred Herber made a motion to approve the Vista Contract and Peggy Kloes seconded; the contract was unanimously approved.

3. Landscape - The cedar fences installed near monuments at entrance to Estates need to be treated. ACC will decide on color. There was a question of hem-fir stringers and whether they should be changed to all cedar; decision to leave as is.

- All 25 trees to be replaced will be down by June 8, 2016
- Replanting will start
- Gator bags will be installed on new trees and adjacent homeowners need to water regularly.
- Another 25 to 50 trees need to be replaced. 5 - 6 trees (including some dogwoods) were lost to 'mother nature' and are not in the budget to be replaced at this time.
- CC&Rs state that the planter/parking strips need to be maintained in a

“park-like condition”, therefore, adjacent homeowners in the Classics need to water the strips. Those in the Estates have irrigation.

- There was a bid a year ago from JAC to re-landscape and upgrade irrigation on 19th Street cul-de-sac triangle, but plans were tabled due to budget constraints.
- Irrigation upgrade with new risers and heads is 50% finished.

4. Violations - To date 108 homeowners have been cited for violations; 17 homeowners have multiple violations; 23 have been sent fine enforcement notices (4 are still non-compliant); 9 fines have been paid for a total of \$400; 2 fines were suspended—did not pay—but are now in compliance. With suspended fines, any subsequent violation for the same thing will result in a retroactive fine to the date of the original violation.

Action items for the R&R Committee and the Board:

- 1716 Crystal Lane Loop, Landscape violation; notice sent April 25, 2016; fine enforcement notice—\$100—sent May 18, 2016. Still non-compliant; fine will double to \$200 on June 17, 2016.

Recommendation: Erik will inspect the landscape to confirm the violation still exists; Clyde will contact homeowner before second fine letter is sent on June 17.

- 4209 Crystal Lane Loop, Vehicle violation—2 jet skis sitting in driveway since April 25, 2016; fine enforcement notice—\$150—sent May 18, 2016. On June 7, 2016, the jet skis had been moved and replaced by a large utility trailer.

Recommendation: Send notice for the \$150 (do not double); send new violation notice for utility trailer.

- 1600 Crystal Lane Loop, Building Maintenance violation—painting; homeowner began painting the house 2 years ago; violation notice sent February 3, 2016; homeowners appealed and the completion date was extended to June 1, 2016. On May 31, 2016, homeowner again requested an extension.

Recommendation: Extension granted; final date is June 16, 2016, with no further extensions. If not complete at this date fine is \$200 per month until in compliance.

- 4001 Crystal Ridge Drive, Landscape violation; ongoing for over 2 years; third violation notice sent May 9, 2016, with a completion date for cleanup of the yard by May 31, 2016. On May 25, 2016, a request was made for an extension.

Recommendation: Extension granted; final date for yard cleanup is June 16, 2016, with no further extension. The **home** at this address has deteriorated

substantially. It was further **recommended** that a notice be sent to the daughter, who has power of attorney for the homeowner, stating the home needs to be repaired and brought up to the standard of the neighborhood. The repairs include, but are not limited to, replacing all dry rot areas (facia, eaves, gutters, trim, belly band, any siding); repainting the house; and cleaning moss from the roof. All must be completed by August 15, 2016. Board requests a mod request be submitted with contractor list of repairs, materials to be used, and paint colors.

- 3909 Crystal Ridge Drive, Landscape violation; 2 trees were removed several years ago and the stumps and large bare areas remain in the front yard. Violation notice was sent May 19, 2016; homeowners appealed requesting an extension.

Recommendation: Extension granted; compliance date was changed to July 5, 2016.

- 1522 34th Street, Landscape violation; excessive lawn ornamentation, dead or dying trees, weeds, and shrubs that need pruning. Violation notice sent May 20, 2016; homeowner appealed on May 28, requesting extension.

Recommendation: Extension granted; compliance date changed to July 15, 2016.

- Complaint from homeowner on 41st Street about 3 neighboring properties on Crystal Lane Loop. A visit was made and pictures were taken of the offending properties.

Recommendations: (1) Messy backyard does not constitute a violation at this time; (2) Agent for home with deciduous trees blocking view will be contacted and asked to trim the canopies; and (3) Home with potentially view-blocking hedges—suggested homeowner wait until Board sends all 26 homeowners with height restrictions a letter informing them that the CC&Rs require all trees and hedges to be 6 feet or under. If offending hedges are not trimmed, homeowner can be cited for a view violation.

5. Tot Lot - Tim Nelson has volunteered to help organize and make recommendations for the tot lot repair and upgrades. Tim would like to have an idea of where to start. Past suggestions have been big toy enhancement; low landscaping to enhance appearance; irrigation; lighting or not. Need to devise a plan to enhance the area and provide safety and security. Plan can be implemented over a 2 - 3 year period.

6. Security Committee - Kelly reported the security committee has recommended:

- (a) Hiring off-duty police officers at \$77 per hour for 3 hour blocks of time if funds allow (approximately \$500 per month). Police could patrol neighborhood 1 or 2 times per month at key hours. Lisa Isaacs of the Puyallup PD advised that the hours with the most break-ins is between 2 - 5 AM.
- (b) Create fire suppression areas by limbing-up trees. A fire suppression committee could be formed for the purpose of cleaning up the greenbelt areas (approximately 13 acres). In addition to limbing, areas could be mulched-down. Suggestion that perhaps neighbors whose property backs up to these areas be asked for ideas.
- (c) NNO, August 2, 2016, 7 - 9 PM
 - \$800 budget
 - raffle items about \$130
 - \$142 quote for notifications
 - ice cream from Costco; use dry ice to keep frozen
 - information booths with ideas for home security; personal security; and suggestions for landscaping from Puyallup PD

Suggestion that Board gather information about homeowners who have security cameras; create a map of cameras; when there is a home break-in PD will be able to contact nearby homeowners with cameras for video.

7. Budget - HOA is within \$7,000 of collecting all dues owed.

8. Annual CR HOA Yard Sale - Yard sale is scheduled for June 24 - 26, 2016. We will need signs to remind residents. A motion was made by Fred to have 24 X 36 in, laminated signs made to advertise sale; Vanda seconded; unanimously approved.

Adjourned: 8:55 PM