

**Crystal Ridge HOA Board Meeting  
Tuesday, June 6, 2017**

**Board Members Attending**

Mark Crawford, Fred Herber, Peggy Kloes, Ron Perry, Emory Gearhart,  
Erik Pedersen

**Committee Members Attending:**

Fred Herber, ACC  
Ron Perry, ACC  
Peggy Kloes, R&R  
Erik Pedersen, R&R  
Tim Nelson, Play Lot  
Emory Gearhart, Play Lot

**Vista Representative:**

Cherie Klapp

**Homeowners Attending:**

Tim Nelson  
Kevin Miller

**All meetings are scheduled from 7:00 - 9:00 PM  
Board meetings are held in the Puyallup Library Board Room**

July 11, 2017 (Tues.) - Board Meeting  
August 1, 2017 (Tues.) - National Night Out - 6:00 PM  
September 5, 2017 (Tues.) - Board Meeting  
October 3, 2017 (Tues.) - Board Meeting  
November 7, 2017 (Tues.) - Board Meeting

**Proceedings:**

**1. Minutes** - Board minutes for the May 2, 2017, meeting were approved.

**2. Election of Board Officers:**

By-Laws, Article VII, Officers and their Duties, Section 8 was recapped.

**President:** Mark Crawford - Fred nominated Mark; Peggy seconded; Vote 6-0

**Vice President:** Fred Herber - Peggy nominated Fred; Erik seconded; Vote 4-0 (2 abstentions)

**Secretary:** Peggy Kloes - Mark nominated Peggy; Fred seconded; Vote 6-0

**Treasurer:** Ron Perry - Mark nominated Ron; Emory seconded; Vote 6-0

There was a discussion of the need for Board procedurals to be written out. Over the next 6 months, Mark would like the Board to accomplish archiving how the Board conducts business (e.g. how committees operate, managing Vista, interactions with contractors, etc.)

**3. Vista Agreement:** The agreement with Vista automatically renews July 1, 2017, if neither party invokes the 30 day termination clause. It is the Board's responsibility to review and manage Vista as we would do with any employee. Several Board members will meet with Vista sometime in June to discuss the contract. Cherie was asked to provide dates when Vista management will be available.

Prior to hiring Vista, CR HOA paid an accountant and landscape manager. The out-of-pocket difference in the previous annual costs vs. Vista fees is about \$13,000. The HOA did not increase homeowner dues for 2017. Vista will not increase its' fees for the next contract year.

Benefits of hiring Vista Management:

- Professional organization
- Budget management
- Provides updated financial statements
- Collection management (The HOA retains a larger portion of collected amount than we did with the outside agency we were previously using.)
- Canvassing for and enforcing R&R violations
- Keeps the Board current on Washington State HOA Law
- Provides homeowners online accounts and an online payment option

**4. Homeowner concerns:** Homeowners have expressed concerns about the state of the common parking strips and unauthorized vehicles parked in driveways and on the street. Vista inspects the neighborhood twice each month. If these vehicles have been moved, they cannot cite them; however, we have asked that the Board be notified at other times. We will take pictures and forward to Vista for citation.

**5. Treasurer's Report:** There is approximately \$20,000 in homeowner dues in arrears. Vista will send second warning notices before sending these homeowners to collection.

**6. Committees:**

- **R&R:** Board agreed to enforce the fine for E-52 considering the several years' history of violations and uncompleted work to remediate the state of the lot.
- **Play Lot:** Tim reported that the cost of a new play structure and installation is \$18,000 **plus** the cost to remove the old structure, regrade, and permit. Pacific Outdoor can have it ready to be installed in 30 days. Since it is late in the season, the Board agreed to repair and make safe the current play structure at a cost of \$1,600. Money in the budget that is earmarked for maintenance of the play area will be used. (Mark moved to approve; Fred seconded; unanimous approval.) Additional monies can be added in the 2018 budget to the \$18,000 earmarked in 2017 budget to upgrade play lot and to install a new play structure, benches, and landscaping. If need be we can include additional monies in 2019 budget to complete the project. It was noted that if Crystal Ridge were being developed today, 3 play areas would be required by law.

**7. Monument Status:** Fred will contact Monument Committee members with proposal via email.

**8. Landscape Report:** Homeowners, including Board members, have complained about the state of the parking strips—weeds, moss, poor upkeep, etc. Mark and Fred have expressed these concerns to JAC verbally and in writing. Cherie will contact JAC to let them know that the situation needs to be rectified within the next 30 days.

**Reminder to homeowners in the Classics:** You or your tenants are required to water the parking strips. If the grass and trees die because of lack of water, you are in violation of the CC&Rs and may be fined the cost of replacement.

**9. Damage to HOA Common area property:**

- Janelle Estates sign and landscaping have been replaced following the car accident. The original estimate for replacement of the sign and landscaping was \$11,826.14 (fully reimbursed by third party). The sign was able to be refurbished and reused. Upon receipt of the final invoice for all repairs and

replacement, the difference between the cost and the reimbursement amount will be refunded.

- Trees that were damaged on CRD have been replaced; we have not received the final invoice.

**11. Mail Box Structures:** After a survey of 37 mailbox structures—32 wooden, roofed structures and 5 metal only—it was recommended that we obtain bids for cleaning, repairing, and painting. Cherie will send out bid information.

**Addendum:** Kelly Loney, chair of **NNO Committee**, asked that the following information she sent to the Board via email be added to the minutes.

- *Highlands has agreed to do a joint NNO, in their park, per email received from them on May 18th.*
- *Stacy Olives said to make him the Highlands contact (per email from him May 23rd).*
- *I've asked for good meeting times from him and will coordinate with the rest of the volunteers on a planning meeting.*
- *We've heard that the NNO coordinator at PPD is retiring. I'll call*
- *PPD Monday to confirm that they are still supporting NNO this year.*

*Will provide another update if I hear any news from PPD.*

**Meeting adjourned at 9:00 PM**