

**Crystal Ridge HOA Board Meeting
Tuesday, December 5, 2017**

Board Members Attending

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

Committee Members Attending:

Fred Herber, ACC, Monument

Jenny Slack, Chair, ACC

Ron Perry, ACC

Peggy Kloes, R&R

Emory Gearhart, Play Lot

Homeowners Attending:

Chris Richardson, Jason Lombardo, Chong Lam, Janice Pilcher

All meetings are scheduled from 7:00 - 9:00 PM

Board meetings are held in the Puyallup Library Board Room

January 23, 2018 (Tues.) - **Annual HOA Meeting, Library North Room**

February 6, 2018 (Tues.) - Board Meeting

March 6, 2018 (Tues.) - Board Meeting

April 3, 2018 (Tues.) - Board Meeting

May 1, 2018 (Tues.) - Board Meeting

June 5, 2018 (Tues.) - Board Meeting

Proceedings:

1. Minutes - November 7, 2017, minutes were approved via email and posted to CR HOA website.

2. Budget:

- The HOA has collected all but approximately \$4,000 in 2017 HOA dues.
- The budget for 2018 will be voted on in January. A copy of the budget with a notice of the 2018 Annual Meeting will be sent to homeowners approximately 14 days before the annual meeting scheduled for Tuesday, January 23, 2018, at 7:00 PM, Puyallup Library, North Meeting Room.
- The 2017 Reserve Study stated the HOA is under funded for future expenses.

- Questions from homeowners were raised as to why HOA fees are due in January each year and why can't fees be collected monthly? In order to accomplish what needs to be funded annually, we need to establish a budget in January for the coming year. For example, about 25 trees that are dying or encroaching on sidewalks must be replaced each year. The optimum time for replacement is early spring and we need to have the budget approved by January in order to obtain bids. We also need to be able to manage cash flow to pay our operational expenses on a monthly basis.
- A homeowner suggested that homeowners be allowed to pre-pay 2019 dues quarterly. At this time we do not have a system to pay quarterly. The Board will consider this suggestion.

3. Capital Expenditures 2018:

Needed capital improvements for 2018 have not yet been prioritized. They are:

- Mail box structure repair/repaint (locking mailboxes owner responsibility)
- Play lot upgrade (plans have been submitted by Play Lot committee)
- Tree replacement
- Crystal Ridge Drive Entrance monument (waiting on settlement with the City for easement and new monument)
- Estates boundary fences
- Monument lighting
- Monument fence

4. Collection of unpaid HOA fees:

Homeowners who did not pay 2017 (or prior years) HOA fees will be sent collection letters. The process is: (1) letters; (2) collection agent; (3) if fees remain unpaid a lien may be placed on the property.

Vista recommended Pody & McDonald, PLLC, Seattle who will handle each collection for a flat fee of \$350. Peggy moved to have Mark sign a letter with Pody & McDonald engaging their services to handle collections for the HOA. Ron seconded; the motion was approved 5 - 0.

5. Landscape:

- Currently, there is one bid for landscape services for 2018 and 2 more are expected. Fred and a Vista representative will meet with the prospective bidders and a decision by the Board will follow when all bids are in.

- Gator bags need to be collected. Fred suggested we ask the landscaping company to collect and store the bags.
- There are approximately 900 trees in the community. 200 were replaced after the ice storm with 25 budgeted to be replaced each year. Priorities for replacement are: (1) impact to the sidewalks; (2) disruption of fire hydrants and water meters; and (3) sight lines.
- New trees are under warranty and will be replaced by the landscaping company if they die.

6. ACC: To meet the requirements of the CC&Rs for roofing with architectural dimension, the standard in the Classics has been 325# per 100 sq. ft. (Weight has been a proxy for architectural relief.) Recently, some homeowners have appealed and presented an alternative to the 325# weight requirement with roofing material that weighs less but maintains a 1/2 inch max thickness—the same thickness as the 325# material. The ACC has approved several of these new roofs. The Board will discuss whether to change from the current weight requirement to a 1/2 inch max thickness requirement to maintain the required architectural dimension.

7. Rules and Regulations: The Rules and Regulations must be reviewed and renewed each year by the Board. There have been no changes to the R&Rs. A copy of the R&Rs was sent to each Board member prior to this meeting. Fred moved that the R&Rs be approved for 2018; Emory seconded; approval was 5 - 0. The Board members will sign the resolution.

8. Play Lot Status:

- The Reserve Study indicated the current play lot is beyond its useful life.
- The Board needs to approve the final plan.
- Current estimate is \$70,000 and must be phased in over 2 to 3 years.

9. Deficiencies in the Reserve Study:

- No discussion of irrigation system
- Incorrect amount of initial reserves
- No discussion of annual capital expenses and upgrades
- No discussion of systematic replacement
- Landscape refurbish budget is low
- Monument replacement budget is low
- Nothing included for replacement of trees

A letter will be sent to the firm requesting a walk-through the neighborhood with several Board members; discussion to follow.

10. Main Entrance Monument at CR Drive and Shaw Road:

Negotiations with the City for purchase of an easement and reimbursement for the current monument are on-going. There has been a change in the City's leadership for the project and Fred is now negotiating with two new people. The last offer from the City was \$89,000 and the Board has countered with \$115,000. The City would like a decision by January 18, 2018. A design for the new monument has not yet been approved by the Board; however, it will be approximately 1/3 the size of the current monument and cost approximately \$30,000.

Once we know the amount we will receive from the City, work on the design can begin and a recommendation will be made by the Monument Design Committee to the Board.

11. Annual Meeting:

- Scheduled for Tuesday, January 23, 2018. The agenda will include discussion of both the 2017 and 2018 budgets.
- 5 Board positions are up for re-election.

12. New Business:

- A question was raised about the mowers breaking curbs. Curbs are the responsibility of the City. Homeowners need to notify the City to repair any broken curb bordering their property.
- The Estates boundary fence was addressed in the Reserve Study. There is currently no plan to replace the fencing.

Mark moved to adjourn; Ron seconded. Meeting was adjourned at 8:50 PM