

**Crystal Ridge HOA Board Meeting  
Tuesday, February 6, 2018**

**Board Members Attending**

Mark Crawford, Fred Herber, Peggy Kloes, Tim Evans, Patti Lundell,  
Chong Lam

**Committee Members Attending:**

Fred Herber, ACC, Monument  
Tim Evans, ACC  
Peggy Kloes, R&R

**Vista Representative:** Jenny Ross

**Homeowners Attending:**

Marcus Rawley, Jan Pilcher, Tim Stidham

**All meetings are scheduled from 7:00 - 9:00 PM  
Board meetings are held in the Puyallup Library Board 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  
July 10, 2018 (Tues.) - Board Meeting

**Proceedings:**

**1. Minutes** - January 23, 2018, annual meeting minutes were approved via email and posted to CR HOA website.

**2. Landscaping Contract:**

- We received bids from 4 landscaping contractors for 2018.

<b>Green Effects</b>	<b>Epic Landscaping</b>	<b>Great Results</b>	<b>JAC</b>
New	New	New	Current Contractor
6 man crew/1 day week	2 man crew/3 days wk	2 man crew/3 days wk	6 man crew/1 day wk
dedicated irrigation specialist	none	none	dedicated irrigation specialist

Consideration for awarding the contract:

- Bid specs were the same for each contractor including lawn maintenance, mowing, edging, trimming, moss control, fertilization, lime treatment, and weed control.
- Our compact glacial soil presents special problems for each contractor.
- Special consideration was given to having a dedicated irrigation specialist. Problems in the past with the irrigation system have required a landscaping employee to be available after hours and on weekends. 2 contractors said that if there were broken sprinkler heads, etc., outside of business hours, we would need to contact the city and have them turn off the water. Problems would only be fixed during working hours. As noted above, 2 contractors have dedicated irrigation specialists who can fix problems at almost any time.
- In the past 3 to 4 years extensive work has been completed on the irrigation system. New controllers, rain sensors, valves, heads, and risers have been replaced. We need knowledgeable people to maintain the system
- Special consideration was also given to the cost of services by each contractor. While most of the Board members would prefer to have the premier service, some thought we do not have the operating funds for the service without raising HOA fees for homeowners. As the budget stands with proposed Capital Improvements of \$143,000 for 2018, we already need to adjust the budget and phase in several projects over 2 - 3 years in order to be able to fund them with current revenue and maintain a reserve fund.
- A vote was taken by a show of hands. The contract was awarded to JAC with 4 votes approving and 2 abstentions.

There was extensive discussion about Vista working more closely with JAC than has happened in the preceding year. One of the deciding factors in hiring Vista in 2016 was eliminating the HOA's need for a paid landscape manager. Vista needs to monitor JAC's work, meet with them regularly, monitor the conditions of the landscape in the neighborhood, and confirm that JAC is applying the lawn treatments as required.

### **3. Landscape:**

- 25 trees are to be replaced in 2018 at a cost of \$20,000. After discussion and consideration of the landscape bids, Peggy moved to authorize the replacement of 25 trees; Tim seconded the motion; Approved 6 - 0.
- Jan Pilcher asked why some new trees on her street are replaced each year since they continue to die. The trees are under warranty and replacement cost is the responsibility of the landscape company who planted them. There

was a discussion about not replacing those trees again. Jan volunteered to tag the problem trees, take pictures and send to the Board with the street address.

**4. Budget:**

Capital Expenditures for 2018:

Tree Replacement	\$20,000
Mailbox Repair/Replacement (37 structures)	16,000
Replace CRD Main Monument	TBD
Play Lot Imp. (Structure & Landscaping)	70,000
Annual Cleanup	2,000
Estates & Monument Fence Replacement	30,000
Monument Lighting (Solar & LED conversion)	5,000

**Total Capital Expenses** **\$143,000 \***

**Current Reserve Funds** **\$105,000**  
**Operating Budget Surplus** **42,000 \***

**Total** **\$147,000**

**Minus dedicated Reserve Fund** **35,000**

**Funds that may be spent this year** **\$112,000**

\*Revenue funds that remain after the annual operating expenses are subtracted go to capital projects. Once all capital projects are completed per the reserve study the useful life returns to year 1, and we can rebuild the reserve fund to mandated levels.

Budget adjustments will be made and presented at the March Board Meeting for a vote.

**The meeting was adjourned at 8:45 PM**