

**Crystal Ridge HOA Board Meeting  
Tuesday, December 11, 2018**

Email: [board@crystalridgehoa.org](mailto:board@crystalridgehoa.org)

Website: [www.crystalridgehoa.org](http://www.crystalridgehoa.org)

**Board Members Attending:**

Mark Crawford, Fred Herber, Peggy Kloes, Tim Evans, Emory Gearhart,  
Chong Lam

**Committee Members Attending:**

Fred Herber, ACC

Tim Evans, ACC

Peggy Kloes, R&R

**Vista Representative:** Jenny Ross

**Homeowners Attending:**

Brian Roberts, Jim and Lai Chiang, Janice Pilcher, Jeff and Laurie Brandon,  
Chris Richardson

**PLEASE NOTE: MEETING DAYS CHANGED TO WEDNESDAY  
BEGINNING JANUARY, 2019**

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

**Board meetings are held in the Puyallup Library Board Room unless  
otherwise noted. (Library Board Room seating is limited to 16 occupants  
per the Fire Code.) A larger room is scheduled when available.**

January 23, 2019 (Wed.) - Annual HOA Meeting, North Meeting Room

February 6, 2019 (Wed.) - Board Meeting, North Meeting Room

March 6, 2019 (Wed.) - Board Meeting, North Meeting Room

April 3, 2019 (Wed.) - Board Meeting, North Meeting Room

May 1, 2019 (Wed.) - Board Meeting, Board Room

June 5, 2019 (Wed.) - Board Meeting, North Meeting Room

**Proceedings:**

**1. Minutes** - November 6, 2018, Board minutes were approved via email on  
November 21, 2018. **Approved 4 Yes; 0 No**

## 2. Violations:

**Discussion of rental properties:** A neighbor reported a strong odor of marijuana emanating from a rental home in his immediate area. Residents of the home were cooking cannabis oil; police and property manager were called. PPD performed a drive by and the management firm provided a 24 hour notice to inspect. This apparently provided sufficient time for the occupant to remove all growing and cooking equipment since the inspection revealed no evidence of related activity. When criminal activity is suspected at any location within Crystal Ridge, police should be called immediately.

**Violations summary:** There were 9 violations this month primarily for waste bins that were visible from the right-of-way and leaves that needed to be cleaned from sidewalks and yards.

**Vote to grandfather flagpole:** Mark moved to grandfather the flagpole in the backyard of 1404 Amber Blvd.; Tim seconded; **5 Yes - 0 No**. This flagpole was inadvertently missed when new flagpole standards were adopted in September. There were 3 other flagpoles that were granted grandfathered status at the time.

## 3. Treasurer's Report and Collections:

### Review of Cost to Complete:

CRYSTAL RIDGE HOA December 31, 2018 COST TO COMPLETE		Budget	Pjtd 2018	Projected Variance	Cost to Complete
<b>Income</b>					
2018 Assessments		\$ 169,163	\$ 156,636	\$ (12,527)	
Fines, Interest and Late Fees		\$ -	\$ 7,618	\$ 7,618	
Legal Fee Reimbursement		\$ -	\$ 12,790	\$ 12,790	
<b>Total Income **</b>		<b>\$ 169,163</b>	<b>\$ 177,044</b>	<b>\$ 7,881</b>	<b>\$ -</b>
<b>Expenses</b>					
Administrative Expenses					
Management Company Fee		\$24,000	\$23,400	\$600	\$1,950
Collection/Legal Fees/Bad Debt Exp/Corp Legal		\$13,000	\$19,893	(\$6,893)	\$0
Postage, Supplies, Web, Advert & Misc		\$2,600	\$1,264	\$1,336	\$700
<b>Total General and Administrative Expenses</b>		<b>\$39,600</b>	<b>\$44,557</b>	<b>(\$4,957)</b>	<b>\$2,650</b>
Landscaping					
Basic Contract		\$66,500	\$66,500	\$0	\$5,539
Irrigation Repair		\$0	\$10,226	(\$10,226)	\$0
Irrigation and Electricity		\$11,250	\$11,250	\$0	\$30
<b>Total Expenses</b>		<b>\$117,350</b>	<b>\$132,533</b>	<b>(\$15,183)</b>	<b>\$8,219</b>
<b>Net income (Loss) for the Year</b>		<b>\$51,813</b>	<b>\$44,511</b>	<b>(\$7,302)</b>	

### CASH BALANCE ESTIMATE

Cash Balance 11-30-18	\$74,700
Less: Prepaid 2019 Assessments	-\$4,244
Less: Budget Dec 1 to Dec 31	-\$8,219
Cash Net of Operating Expenses	\$62,237
Less: Operating Reserves	-\$10,000
Less: Play Lot Cost to Complete	-\$8,000
Less: Capital Reserves (20% of Assessments)	-\$33,833
Net Reserves Over (Under)	\$10,404

Pro forma for 2018 did not change.

**Collections and past due report:**

- The total uncollected assessments for 2018 is now approximately \$12,000.
- Assessments for 2019 are due January 1, 2019. The bank through which assessments may be paid on Vista's website does have a monthly payment option; however, **the HOA does NOT accept monthly payments of assessments.** The HOA budget is approved in January of each year and the Association needs funds up front for planning and bidding such items as new trees (planted in early spring).

**4. Landscape Bids:** Bids were submitted by three companies: Olympic, NLS, and Amazing Landscape.

Rationale for consideration of bids:

- Olympic took over from JAC in July of 2018 and were able to get the irrigation system working; worked overtime to complete landscaping work that was left incomplete by JAC; had on-site project manager. Their proposal included continuing the weekly maintenance with on-site inspection by project manager; providing in-house irrigation specialists; scheduling winter work to replace 7 battery-operated irrigation controllers with one central, electrically operated controller.
- NLS is a large corporation operating in at least 2 states with its Washington headquarters located in Redmond. There are 2 site managers for the company in Puyallup. They do not have irrigation specialists, but are currently hiring. They currently have no residential clients; only commercial.
- Amazing Landscaping was not a consideration because of the prohibitive cost. NLS' and Olympic's pricing were comparable with Amazing's price significantly higher.

**The vote was 5 Yes - 0 No to award the landscaping contract to Olympic.**

Vista is the sole contact for the Board and homeowners with respect to all landscaping issues and questions.

**5. 2019 Budget:**

- Previously approved by Board members via email.
- Will be sent to homeowners in January prior to the Annual Homeowners' meeting.
- Discussion of Operating and Capital Expenses:

<u>OPERATING RESERVES AND CAPITAL BUDGET</u>	
Beginning Cash Balance	\$62,141.00
Cash Provided or (Used) in Operations	<u>\$31,909.40</u>
Available Cash Balance	\$94,050.40
Cash Used in Operations	\$0.00
Cash Applied to Operating Reserves from Capital Reserves	\$0.00
Beginning Operating Reserve Balance	\$10,000.00
Total Operating Cash Reserves (Operating Reserves)	<u>\$10,000.00</u>
Cash Moved from Capital Reserves to Operating Reserves	\$0.00
Cash Applied to Capital Reserves	\$31,909.40
Beginning Capital Reserve Balance	\$52,141.00
	<u>\$0.00</u>
Total Capital Budget Reserves	<u>\$84,050.40</u>
Less:	
Capital Investments	
Tree Replacement (approx 25 per year):	\$20,000.00
Mailbox Repair/Rplcmt (37 Boxes)	\$0.00
Allowance for Estates tree replacement	\$3,750.00
	\$0.00
Play Lot Completion (Concrete & Plants)	\$8,554.00
	\$0.00
Annual Cleanup	\$0.00
The Estates & Monument Fence Replacement	\$30,000.00
Monument Lighting (Solar and LED conversion)	\$0.00
	\$0.00
	<u>\$0.00</u>
Total Capital Expenses	<u>\$62,304.00</u>

**6. Classics/Estates Fence Replacement Committee Report:** There are 20 homes bordering the C/E Fence. 7 homeowners attended a meeting on December 5, 2018, to discuss the proposed replacement of the fencing and to organize a committee to plan and facilitate the replacement process. Dale Meints will chair the committee and Marcus Rawley will act as Vice Chair. Mike Christensen volunteered to complete specifications for the fence by January 10, 2019. A second meeting to finalize recommendations to the Board will be held following completion of the specs.

**7. Reserve study:** A reserve study is planned for 2019. The new reserve report will have a new set of assets (play lot and Classics/Estate fencing) with a +/- 20 year life. The HOA is required to set aside funds annually to replace these assets;

example \$10,000/yr. for 20 years. The irrigation system will be included in the 2019 study; it was not included in the September 2017 study.

**8. Re-authorization of Rules and Regulations for 2019:**

Changes to the R&Rs:

- Flagpole standards were adopted in September 2018.
- Compliance inspections will be every 3 weeks instead of every 2 weeks.
- Christmas decorations must be taken down by the second Sunday in January.

Peggy moved to re-authorize the Rules and Regulations with the addition of the changes; Fred seconded; **VOTE 5 YES; 0 NO.**

Board members signed the resolution.

**9. New Business:** There is concern about the amount of dog poop that is on the planter strips. A suggestion was made to install stations for bags so that people may clean up after their pets. Vista will investigate installing bag stations in CR.

Tim moved to adjourn; Emory seconded.

**Meeting adjourned at 8:26 PM**