

**Crystal Ridge HOA Virtual Board Meeting Minutes  
Wednesday, June 3, 2020**

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

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

**DUE TO THE CORONAVIRUS PANDEMIC,  
THE BOARD MEETING WAS HELD VIA ZOOM**

**Board Members Attending:**

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

**Vista Representative:**

Jenny Ross

**Homeowners Attending:** Mark Noll, Tricia Hukee, Vidya Iyengar

**Proceedings:**

**1. Call to order and Board Member quorum established - 5 of 7 members present.**

**2. Minutes:** The minutes of the April 1, 2020, Board Meeting were approved by **VOTE: 4 YES; 0 NO.**

**3. Board Actions after the April 1, 2020, Board Meeting:**

- a. 2018 Audited Financial Statements were posted to CR HOA website
- b. 2019 Federal Tax Return filed
- c. Board received a draft of the 2019 Audited Financial Statements

A copy of the 2019 Audited Financial Statements was sent to each Board Member prior to this meeting. Mark Crawford stated the HOA received a clean audit and asked if there were any questions. There were none.

Mark moved to approve the audit; Fred seconded; **Vote 4 Yes; 0 No. Audit approved.**

**4. Financial Report/Vista Management:**

- 2020 Assessments review: \$2,400 past due-Estates; \$5,000 past due-Classics

- Question raised regarding late fee charge for delinquencies.
- Jenny stated that late fees may be charged on accounts that were past due before March 1, 2020. 2020 assessments were due on January 1, 2020, and were past due on February 1, 2020. Past due letters are being sent to delinquent homeowners, but accounts will not be sent to collection at this time.
- One homeowner is under prior attorney collection; 90 days delinquent; \$674.50 plus \$103.50 attorney fees.
- A second homeowner is on a payment plan following a bankruptcy judgment.

#### **5. Monument:**

- The City of Puyallup bid process is underway for construction of left turn lanes at the intersection of Shaw Road and Crystal Ridge Drive/23rd Ave. The plans also include opening the right turn lane from Shaw Road onto Crystal Ridge Drive. The Crystal Ridge Monument was deemed a safety hazard due to the proximity to the new right turn lane and will be demolished in late August or September. Work on the project is to begin in July and plans are for completion before the end of the year.
- A request for volunteers to serve on a committee to select the design of a new smaller monument will be posted on the website and the email DL. Fred Herber has worked with the City of Puyallup for the past several years regarding placement and design of a new monument and will act as liaison with the committee and the Board. The City settled with CR HOA for \$117,000 for a partial easement and the removal of the monument. Those funds were set aside to cover the \$60,000 budgeted replacement costs.

#### **6. Discussion of Board Policies and Procedures:**

- A.** An advisory committee will be established to assist a future Board; however, a new Board has no obligation to continue such advisory committee.
- B.** The Bylaws were written in 1993 and are in the process of being updated. Article XII of The Articles of Incorporation gives the Board of Directors “full power to adopt, alter, amend, or repeal the Bylaws.” A draft will be sent to Board Members for review and reauthorization at a future Board Meeting.
- C.** The HOA governing documents allow for mail-in ballots. At the suggestion of a number of homeowners the nomination process will begin earlier for 2021

and ballots will also be mailed earlier to homeowners. There will be 4 open seats on the Board of Directors for 2021.

**D.** Budget procedures will be reviewed.

**E.** Reserve Studies were completed in 2016 and 2018. As a result of these studies, the play lot was completely renovated and the HOA fence along the boundary between the Classics and the Estates was replaced. About 300 trees have been replaced under the City's new guidelines and more need to be replaced in the future. Irrigation issues have been addressed; risers, heads, and controllers replaced. With assets in like-new condition, a study was completed in 2019. Assets will again need replacing in 15 to 20 years. No reserve study was commissioned for 2020. It may be helpful for a new Board to have a study completed in 2021.

**F.** Information for homeowners is posted on the CR HOA website [crystalridgehoa.org](http://crystalridgehoa.org), to the email DL, and to Facebook. An annual newsletter is sent to all homeowners in December. Homeowners may contact the Board at any time at [board@crystalridgehoa.org](mailto:board@crystalridgehoa.org) or Jenny Ross, Vista, at [jenny@GoVista.net](mailto:jenny@GoVista.net).

**G.** P & P that need to be formalized in writing:

1. Landscape
2. ACC
3. Play lot maintenance
4. Management Company
5. Board Code of Conduct is in writing but will be reviewed.
6. Board members attendance at Board Meetings and cause for dismissal is dictated by the Bylaws.
7. Insurance Requirements
8. Board Member training has been informal; however, Vista will pursue a formal training workshop to present to the Board.

**Meeting adjourned at 8:35 PM**