

**Crystal Ridge HOA Virtual Board Meeting Minutes  
Wednesday, September 2, 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

**Vista Representative:**

Jenny Ross

**Homeowners Attending:** Jim Rubert, Tricia Huckee, Dan Massey, Ryan Harris, Sarah Fent, Jason Fent, Elliot Fager, Constance (no last name given)

**Proceedings:**

1. **Call to order.** There was no quorum since only 3 Board Members were present, therefore no votes were taken at this meeting.
2. **Minutes:** The minutes of the June 3, 2020, Board Meeting were approved via email - **VOTE: 4 YES; 0 NO.**
3. **Board Actions after the June 3, 2020, Board Meeting:**
  - 1) Posted 2019 Audited Financial Statements
  - 2) ACC approved numerous roof, landscape, fence and painting mod requests
  - 3) Board and Vista held weekly meetings and more frequent email discussions with Olympic Landscape regarding landscaping and irrigation
4. **Financial Report/Vista Management:**
  - August financial records sent to Board Members
  - No late fees or delinquencies may be assessed due to State COVID restrictions.
  - 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 were sent to homeowners with delinquent accounts, but no one will 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. Landscape:**

- 55 trees were replaced this year (usually there are about 25 trees replaced each year). Approximately 50 trees need to be replaced each year to keep pace with those that are dying or infringe on line of sight, sidewalks, fire hydrants, and corners.
- 25 to 26 trees that did not survive were flagged for replacement.
- Gator bags were attached to the new trees and a letter was sent to each homeowner who had trees replaced in front of their homes requesting that the new trees be watered.
- City standards have changed and no more than 3 trees of the same variety may be planted in proximity to each other. The City also requires some evergreen trees be planted.
- Homeowners have complained about Olympic's service. Irrigation failed to start on time; we have high expectations and there has been low performance. Both the Board and Vista have aggressively tried to solve the performance issues with Olympic.
- Mark and Jenny met with other contractors and bid requests are being sent out. Olympic's contract ends December 31, 2021. Mark stated that if a new company is hired, it must be in November since the Board must give Olympic 30 days notice.
- No Board member is paid to oversee Olympic's performance.

**6. Monument Design:**

- Fred Herber, Lorna Drees, Tim Nelson, Steve Teutscher, and Dale Meints volunteered for the Monument Design Committee.
- City engineers deemed the monument a safety hazard and would not open the right turn lane from Shaw Road onto Crystal Ridge Drive until the monument was demolished. They agreed to pay the HOA \$117,000 for a portion of the easement and for the monument. The monument was demolished on August 25, 2020, and the City installed a retaining wall and stubs for water and power. Once the intersection construction is completed (approximately the end of 2020), the Design Committee will decide on a monument design to present to the Board for approval. The new monument will be smaller than

the original and will occupy a smaller area oriented towards Crystal Ridge Drive. \$60,000 has been budgeted for replacement.

- Fred stated that once the committee makes a decision: (1) a design will be presented for Board approval; (2) plan will be sent to the City for permit approval; (3) construction will begin after the first of the year.

**7. Nominations for New Board Members and Elections:**

- A Nominating Committee for Board member positions and vote by mail were approved in 2019 (Ref. Board Meeting Minutes December, 2019) in an effort to increase voting participation. The candidate form for 2020 has been expanded to include changes suggested by homeowners at the 2020 Annual Meeting. The Nominating Committee (Tim Evans, Jim Rubert, and Steve Teutscher) will again vet candidates for the 2021 election in January. Candidates for a Board position must be in good standing with the HOA—current assessments paid in full and no outstanding violations, fees, or fines.

**8. Proposed Amendments to the Bylaws:** (Amendments to the Bylaws were approved by the Board September 11, 2020, via email and **posted to the CR HOA website—Vote 6 Yes; 0 No.**)

- Bylaws as amended conform to Chapter 64.38 of the Washington State Revised Code of Washington (“RCW”).
- References to declarant, development period, Class B Members and non-owner participation were eliminated.
- The HOA has a representative form of government—homeowners elect the Board and the Board elects the officers.
- Required number of Board members changed from 3 to a minimum of 3 and a maximum of 5.
- Term of office for Board members changed to include 2 positions with a term of 2 years for the 2021 election only.
- A reference to Electronic Meetings was added.
- Additional requirements were added to vote by proxy. “Proxies must be returned to the Property Manager on the Friday prior to the meeting no later than 5:00 PM in order to be included. Proxies and votes submitted by mail will be opened and counted at the annual meeting of the members of the association.”
- Gender references were removed.
- Addition to recognize management by a property management company.

**9. AMENDMENT TO RULES AND REGULATIONS:** (Amendments to the Rules and Regulations (R&Rs) were approved by the Board September 11, 2020, via email and **posted to the CR HOA website—Vote 6 Yes; 0 No.**)

- The R&Rs are a restatement of the CC&Rs with monetary fines added for violations.
- Some homeowners have completed projects that require submission of a mod request and have failed to submit such request: installation of non-approved roof material; application of non-approved paint colors; installation of other non-approved items.
- The Fine Schedule (Schedule B) adds substantial fines for such violations: \$5,000 fine for installation of roof materials not approved by the ACC; \$2,000 for application of exterior paint color not approved by the ACC; and \$100 for failure to obtain a Mod Request where one is required.

## **10. POLICIES AND PROCEDURES:**

- **Architectural Control Committee (“ACC”):** The Architectural Control Committee (“ACC”) is appointed by the Board and charged with ensuring compliance to the CC&Rs relative to what is visible from the public right of way. This means painting, roofs, landscape, fencing are all subject to the ACC requirements. The Board approved fence and roof standards and the ACC works with homeowners on paint color selections. The Board authors the Mod Request form based on the recommendations of the ACC for roof replacement, painting, fencing, siding replacement, driveways, RV parking, etc.
- **ACC approval process is as follows:**
  1. Homeowner completes the modification (mod) request and sends it to the HOA Board.
  2. The mod request is forwarded to the ACC chair.
  3. The ACC Chair consults with Vista Management to confirm if there are any amounts outstanding and if there are any current outstanding violations. If any amounts are due or any unresolved violations the homeowner is notified and the mod request is rejected. The homeowner must rectify any issues before proceeding with the mod request approval.
  4. Assuming #3 is clear the ACC Chair contacts the homeowner and provides the status of the mod request. In the case of roofing, the ACC informs the homeowner to provide a sample. In the case of painting, the homeowner is asked to paint a sample on the home.
  5. Once the roof or paint sample is available for viewing, the ACC chair notifies the ACC members to view the sample and vote to approve or disapprove.

6. Once the ACC Committee has voted the ACC Chair notifies the homeowner of the result.

- **Board Communications:**

The Board maintains a website ([www.crystalridgehoa.org](http://www.crystalridgehoa.org)) and a FaceBook page. Each of these communication mediums are solely for communicating neighborhood information and community updates. Homeowners are welcome to post messages on the Facebook page. The Board established a policy that Board members are not to post messages or reply to messages posted on any social media platform. However, a Board member may respond to such posting by posting only a link to the CRHOA website that is responsive to the social media post.

The Board established a communications policy that requires two or more Board members be in attendance when meeting in person with a homeowner. Board members are not permitted to engage in one-on-one correspondence or telephone communications.

The Board receives daily emails from homeowners, Vista Community Management, Olympic Landscape, neighboring communities, City of Puyallup, real estate escrow and title companies and others. It is the Board's goal to respond to all emails within 48 hours.

- **Budget and Finance:**

The Board is responsible for preparing and adhering to an annual budget. In addition to the one-year budget, WA State RCW's require HOA's to maintain a 5 year and 30 year forecast of reserve fund balance and capital expenses. The HOA must demonstrate how it expects forecasted expenditures will be supported by the current reserve fund balance plus annual assessments plus special assessments, if necessary. The forecast is the outcome of the periodic reserve study. The reserve study should be performed annually or every other year depending in the relative age and depreciation of the HOA's fixed assets. The current Board established a policy of maintaining 100% reserves at all times. This is a conservative and rigorous policy but one that ensures that the HOA can meet its obligations at all times and on demand.

- **Rules and Regulations:**

The Board is charged with enforcing the bylaws and CC&Rs. Residents of Puyallup are also required to obey City, State and local laws and rules. In many instances the Board was unsuccessful when attempting to enforce the rules. In response the Board elected to implement system of monetary fines as permitted in the Crystal Ridge Bylaws. The Board established and published

the Rules and Regulations to conform to the CC&Rs and City of Puyallup code. The Rules and Regulations delineate such rules and include monetary fines for violations. This has resulted in improved adherence to the CC&Rs and City of Puyallup code requirements.

**Meeting adjourned: 8:55 PM**