

Crystal Ridge HOA Virtual Annual Meeting

Tuesday, January 26, 2021

Email: crystalridge@govista.net

Website: www.crystalridgehoa.org

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

Board Members Attending:

Mark Crawford, Peggy Kloes, Fred Herber, Emory Gearhart, Tim Evans, and Candidate Tim Nelson

Vista Representative: Juan Rodriguez

Website: Mark Noll

ACC Chair: Jenny Slack

Homeowners Attending: Dale Meints, Jim Rubert, Chris Richardson, Lorna Drees, Leanne Blyth, Ann Crawford, Kevin Miller, Steve Reynolds, Scott Sager, Nicole Lam, Alyson and Jim Kilgus

Proceedings:

1. **Call to Order and Board Member Quorum Established** - 5 of 7 Board Members present. The Annual Meeting was opened and Board Members, Jennie Slack and Mark Noll were introduced.
2. **Minutes of December 2, 2020, meeting** were approved via email. **VOTE** 5 Yes; 0 No.
3. **Proof of Notice of Meeting and Quorum:**

Juan Rodriguez, Vista Management, affirmed notice of meeting was sent to HOA members on January 5, 2021. 20 Ballots were returned.

4. **Financial Results and 2021 Budget:**

Total Operating and Reserve Fund: \$192,843

(The Reserve Fund is funded at 99% as required by RCWs)

The 2021 Budget was mailed to all homeowners on January 5, 2021.

Assessments increased by 3% for 2021. The 5 year forecast for the budget includes an assessment increase each year to maintain required reserve funding and for increased operating costs. Any assessment increase must be approved by the Board each year.

Landscaping costs will increase about \$20,000 for 2021. Olympic Landscape's contract was terminated on December 31, 2020, for cause and \$5,000 was withheld from the final payment for trees that were not yet replaced.

S&S Landscape has been contracted for 2021 (one year, renewable at end of year). Olympic had 4 people, 1 day per week, on the job. S&S will have 6 people, 2 days per week, on the job.

The largest expense for 2021 will be the replacement of approximately 40 trees.

New irrigation controllers will be installed.

S&S will submit a bid to remove some plants and install irrigation at the drain pond on Crystal Lane Loop in the Estates. The cost is approximately \$2,500.

5. **2021 Budget Vote:** According to the RCWs, the budget vote is a "rejection" vote. Approximately 2/3 of HOA members need to reject the budget in person at an annual meeting for it to not be approved. Only 21 HOA members were present at the meeting, therefore, the budget is approved.

6. **Results of Board Election:** Tim Nelson was the only candidate on the ballot and was elected to the Board of Directors.

7. **Reports:**

Monument Committee:

Tim Nelson has assumed the chairmanship of the Monument Committee. He reported that he has met with a contractor and designer who suggested a classic stone concept with a skyline of Mt. Rainier. Lighting and landscaping to be decided. Once a design has been chosen by the Board, plans will be submitted to the City for a permit.

Play Lot:

A new riding toy for the younger set is on order and volunteers are needed for the installation.

Meeting adjourned: 9:00 PM

Addendum

CRHOA 2021 To Do List

2021 BOARD MEETINGS AND OTHER EVENTS

1. Publish 2021 Board meeting calendar
2. Hold Board Officer Elections in February (only the Board votes for Officers)
3. Change bank signatories (BECU)
4. Board members to sign the Code of Conduct
5. Review and amend bylaws – if necessary
6. Publish date of for annual neighborhood workday (if any)
7. Publish National Night Out event information and date (if any)
8. Publish Neighborhood Watch event information and date (if any)
9. Confirm current committees and their members and solicit new members
 - Nominating

- ACC
- Rules and Regulations (Rules and Regulations REV E does not expire)
- Monument
- National Night Out/Neighborhood Watch

FINANCIAL STATEMENTS

1. Complete the 2020 audit
2. File 2020 Federal Income Tax Return

PLAY LOT

1. Turn bark
2. Purchase and install plants along side and back fences
3. Change irrigation for new plants
4. Install new “Fire Engine” Play Equipment
5. Request a safety/maintenance inspection of the existing play structure by Pacific Outdoor Products (425-432-6000). Reference original invoice number 4080 dated 6/21/17

ENTRANCE MONUMENT

1. Complete sign design
2. Hire architect to draw plan and submit for permits
3. Hire contractor and sign company
4. S&S Landscape to design landscape plan, irrigation, and lighting
5. Install electric meter
6. Install irrigation controller
7. Install landscape

TREE REPLACEMENT

32 new/replant -stump removal not required

9 new/replant - stump grind/removal required (2022 Project) 7 new/replant dog-woods - stump removal not required

1 new/replant dogwood – stump grind/removal required

Total: 49 trees

CRHOA 2021 To Do List

1. Trees have been marked
 - Green paint on curb indicates to plant a tree

- Orange paint on tree indicates to remove a tree
- Identify tree type with S&S Landscape – Done Jan 24 2021
- Mulch all tree circles ~900
- Install Gator Bags at each new tree
- Send Gator Bag letter to homeowners

LANDSCAPE

1. Replace 5 of 6 Controllers
 - Install new 6th controller at the new CRD entrance monument)
 - Three battery (Janell Estates, 34th St and 19th St cul-de-sac
 - Three powered (The Estates, CRD Monument and 15th St at green-belt)
2. Troubleshoot and repair system at start-up in April as required (Budget \$15,000)
3. Thatch and aerate all HOA irrigated areas and other bare spots in the mow strips (extra cost)
4. Aggressively apply moss and weed control and fertilizer during the year.

MAILBOX STRUCTURES/COVERS

1. Remove structures with the following priority
 - Remove structures without locking boxes
 - Remove structures that are structurally unsound
2. Replace mailboxes with locking boxes

a. Homeowners are responsible for coordinating with neighbors and sharing the cost

of the cluster box and installation. HOA only responsible for demolition and disposal.

3. All mailboxes to be locking “cluster” type – no stand-alone boxes are permitted

STORM DRAIN POND IN THE ESTATES

1. Remove and replace hedge row behind sidewalk
2. Install irrigation to and in the hedge row
3. Replace existing trees on the pond side of the sidewalk
4. Remove and stump grind 6 trees in mow strip (2022 project)
5. Install new sod at mow strip (2022 project).

34TH STREET AT THE HIGHLANDS

1. Clear area of brush, trees, and debris (do not clear down the slope – too dangerous and may cause erosion)
2. Consider improving this area with trees, dry scape design and a park bench (2022 project)
3. Water is available in the mow strip. (This may be attached to the neighbor's system.)

MONUMENTS

CRHOA 2021 To Do List

1. Install seasonal flowers at all monuments (this is in the landscape contract)
2. Ask S&S for landscape design plans for the Estates and Janell entrance monuments
3. Consider installing solar lighting at the Janell Monument (no budget \$ allocated in 2021)
4. Clean stone, tile and brick at the Estates monuments

ESTATES AND PLAY LOT FENCE

1. Hire a painter to stain
 - both sides of the Estates fence (this the 1,000 l.f. of fence that was replaced in 2019)

- the fence at the Play Lot
- the fence at the Estates entrance at CRD @ CLL

COMPLIANCE

1. Resolve outstanding violation issues.
2. Reinstate the compliance inspections – inspections are to be every three weeks

INSURANCE

1. Renew general liability insurance
2. Renew Directors and Officers insurance

RESERVE STUDY

1. Order Reserve Study (Cedcore performed the 2019 study) Cedcore
3800 Bridgeport Way
University Place, WA 98466 253-292-2125 www.cedcore.com

2022 PREPARATIONS

1. Establish/confirm Nominating Committee for Board elections
2. Solicit homeowners to fill 3 open Board seats for 2 and 3 year terms
3. Prepare Budget (Operating and Capital Expenses)