

2022 CEHOA Budget

Shared (Ph 1 & 2)		Phase 1		Phase 2	
Legal	\$602.00		\$21.50		\$21.50
Insurance	\$945.00		\$33.75		\$33.75
Admin, SOS, and Supplies	\$161.00		\$5.75		\$5.75
Copying/Printing					
Envelopes					
Ink					
Paper					
Postage/Stamps					
SOS filing - \$20.00					
Website	\$249.48		\$8.91		\$8.91
Website - \$227.48, Domain - \$22.00					
				Catch Basin	\$120.00 \$10.00
				Street Maint/Repairs	\$1,650.00 \$137.50
				\$6,600/4 years = \$1,650	
		Subtotal	\$69.91	Subtotal	\$217.41
		Emergency	20% \$13.98	Emergency	20% \$43.48
		Phase 1 Dues	\$83.89	Phase 2 Dues	\$260.89
		Phase 1 (x 16 homes)	\$1,342.24	Phase 2 (x 12 homes)	\$3,130.68

Crown Estates Annual Meeting

Meeting Minutes

January 22, 2022

Call to Order 3:00 p.m.

Roll Call

☒ Beth Gravley, President
☒ Bob Marsh, V.P.
☒ Brenda Mejos, Secretary
☒ Amy Campbell, Treasurer

☐ Reve Oviedo, Board Member (excused)
☒ Thavy Hing, Board Member
☒ Ming Lin, Board Member

Quorum ☒ Met ☐ Not Met (Required: Board Meeting Majority: 4 of 7; Annual Meeting 34%: 10 of 28 Members;
Changes to Bylaws: 2/3rds of a meeting where quorum is present: 7 of 10 Members with notice)

**Quorum present 15 of 28 homes, (for purpose of budget ratification 15 of 28 homes represented, two by proxy)

Additional Attendees: Debra Sorensen, Roy Gravley, Sam Bateman, Jack Williams, Larry and Linda Jones, Nicole Surovic, Wayne and Julie Wright, Lanny & Joanne Hubbard, Don & Sharon Kroeller

Meeting Guidelines and Expectations:

- Be professional and respectful
- Wait for the President to recognize you
- Members will have three minutes to express their questions or concern

Approval of minutes from last meeting: Approved Board Meeting minutes from 1/9/2021

Treasurer Report: Approved End of fiscal year 2021 report

Ratification of 2022 Budget: Approved

The Board reviewed, voted, and approved the budget on 11/20/2022 for presentation at the January 2022 annual meeting

6.1 – Annual Assessment:

The Board of Directors shall propose a Budget for the annual assessment amount, or dues, as provided for in Article VI, Section 6.1 of the Bylaws for Crown Estates at the last Board meeting of the year. This budget will then be presented at the Annual meeting and will be considered ratified unless rejected by a majority of all Homeowners, whether or not a quorum is present.

**Sam made a motion to change the budget, making Phase I \$78.00 and Phase II \$260.00 with Jack Williams 2nd. After forty-five minutes of conversation, debate, and some frustration, a vote took place, nine yes – five no votes. Additional conversation took place, members were confused on what had just taken place, Sam volunteered to retract his proposal to make Phase II \$260.89. Ming and Amy requested that we redo the vote as they did not understand what took place and would not have voted the way they did. A statement was made that a revote could not take place.

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The procedure addressing the ratification of budget took a direction that was not correct in our proceedings. Part of this is my fault for allowing a motion and not reminding us of the process. For this I apologize and ask for forgiveness. This is the Boards first year, which has been an extremely high activity year and steep learning curve. Moving forward we will be attempting to document knowledge so other successors do not have some of the same challenges.

With that said, the proper procedure was for me to make an announcement “No motion to reject the Board approved budget having been made, the budget is ratified.” The budget was not negotiable, as it had already been approved by the Board and there was not a majority of homeowners rejecting it. It either became ratified or not. If not ratified, the previous budget stays in affect until such time a new budget could be ratified. The process has been legally in place since July 1, 2018, therefore, should have been the same for the previous three years of budgets.

Since there were fifteen homes present, thirteen households in person, plus two proxy votes held by Beth Gravley, all fifteen would have had to reject the budget for it not to be ratified.

Therefore, **“No motion to reject the Board approved budget having been made, the budget is ratified.”**

Please see the attached RCW 64.90.525.

The dues for Phase I will be \$83.89 and Phase II \$260.89 as the ratified budget projected. Dues will be due February 1, 2022, and past due March 31, 2022. Invoices will soon follow.

Recap of 2022

- ❖ Welcome to New homeowners: Julie and Wayne Wright 12612 NE 13th Way in Phase II & Ronald and Candace Child 12500 NE 14th Circle in Phase I
- ❖ CEHOA CC&Rs & Bylaws - Bob Marsh and Beth Gravley filed our new CC&Rs at the Clark County Assessor's Office after a successful majority vote for changes to our documents
- ❖ Information and estimates gathered from contractors for seal coating, bamboo barrier, and pumping of street drains for Phase II were obtained. Phase II owners will be invited to a special meeting in order to pass on information/education received and discuss the bids for recoating the road, which will take place early this coming spring.
- ❖ A new Crown Estates website is up making it easier to navigate
- ❖ The previous year's fiscal records and budgets are now in Excel spreadsheets capturing a complete picture of income and expenditures (with exception to 2015 and 2017)
- ❖ Audit – completed by Ming, Amy, and Beth. Our finances were accurate and balance.
- ❖ Secretary of State has increased their fee to \$20.00 from \$10.00. This is an annual renewal fee for our nonprofit corporation. Also, changes to the law have made it so we are currently not able to renew online but need to fill out an application and send via snail mail with a check.
- ❖ A BIG thank you to all homeowners for participating in making this a successful productive year!!!

Action Items & Person Responsible

Crown Estates Annual Meeting

Round Table

Sam Bateman – Brought up concern of not getting rid of witches' hats in Phase II when the storm drains serviced. He wanted the Board to remember that the 2015 budget was prorated for the 9 months and was not payment for 12 months. Sam mentioned that he had just learned that Bill Cooper passed and that we should send a card from the HOA.

Response: The Board does not intend to get rid of the witches' hats and are currently looking at the possibility of a different more efficient type of hat. Bob – reminds us that two of the hats have rusty wire that will necessitate the replacement shortly. Beth acknowledged that the Board was aware of the proration of the budget/dues.

Adjournment: 4:28 p.m.

RCW 64.90.525

Budgets—Assessments—Special assessments.

(1)(a) Within thirty days after adoption of any proposed budget for the common interest community, the board must provide a copy of the budget to all the unit owners and set a date for a meeting of the unit owners to consider ratification of the budget not less than fourteen nor more than fifty days after providing the budget. Unless at that meeting the unit owners of units to which a majority of the votes in the association are allocated or any larger percentage specified in the declaration reject the budget, the budget and the assessments against the units included in the budget are ratified, whether or not a quorum is present.

(b) If the proposed budget is rejected or the required notice is not given, the periodic budget last ratified by the unit owners continues until the unit owners ratify a subsequent budget proposed by the board.

What are the Budget Ratification Requirements? - Washington

The Washington Uniform Common Interest Ownership Act (WUCIOA) took effect on July 1, 2018. WUCIOA is contained in the Washington State RCWs at 64.90 and governs all community associations created on or after that date. Generally, community associations created before July 1, 2018, will still be governed by the appropriate existing statutes ("Acts") unless they choose to adopt WUCIOA by amending their governing documents.

One "exception" is that ALL communities, whenever they were created, must follow the new budget ratification process as detailed in WA RCW 64.90.525. (This includes "Old Act" condominiums that have never been required to ratify a budget.)

Under WUCIOA (RCW 64.90.525), the board must:

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1. Adopt a proposed budget.
2. Within 30 days of adoption, provide copies of the budget to the owners along with a budget summary.
3. Set a meeting between 14 and 50 days after providing the budget to the members.
4. Give owners an opportunity to vote on the budget at that meeting.
5. The budget is ratified unless a majority of the total votes in the association (not just the votes of the members present at the meeting) reject the budget. Even if there is no quorum, the budget is ratified.

If the budget is rejected, or if notice is not provided, the last budget to be ratified remains in effect until a new budget is ratified

In plain language:

How should the budget be adopted?

First, budget adoption is a board function. Even if the association is assisted by a professional manager or accountant, the responsibility for developing the budget and adopting it rests with the board. Directors should ask questions and make sure they understand all line items; they should not “rubber stamp” the work of others. Although most associations prepare a new budget for each fiscal year, there is no legal requirement to revise the budget annually. Unless doing so would impose an unreasonable hardship, however, an association must update its reserve study annually. As a practical matter, annual updates to the reserve study make annual budgeting a necessity.

Second, the budget must provide for “revenues, expenditures and reserves.” Although the requirement to budget for reserves has long been part of both the Condo Act and the HOA Act, the 2011 amendments to both acts impose new and detailed notice Requirements, discussed below. These notice requirements impact how the board must address reserve funding.

Budget Ratification

The Condo Act and the HOA Act require a budget ratification meeting; this step cannot be eliminated even if the bylaws allow voting by mail or email. The budget ratification meeting may be scheduled back-to-back with the annual meeting, but it should be treated as a separate meeting because, while a quorum is required to conduct business at an annual meeting, a quorum is not required at a budget ratification meeting. RCW 64.34.308(3); RCW 64.38.025(3).

At the budget ratification meeting, unless the budget adopted by the board is rejected by a vote of a majority of the total voting power of the association (or any larger percentage specified in the governing documents), the budget “is ratified.” In other words, the owners do not approve the budget—the budget is automatically approved unless it is rejected by a majority of the total voting power. Thus, if less than a majority of the total voting power is present in person or by proxy at the budget ratification meeting, it is legally impossible for the budget to be rejected and ratification is automatic.

Because the budget is automatically ratified if not rejected by at least a majority of the total voting power, it is neither necessary nor appropriate to call for “approval” of the budget at the ratification meeting and the president or other presiding officer should not request a motion to approve the budget. Rather, after the budget has been presented (typically by the treasurer), the presiding officer should explain that, under

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Washington law, the budget is automatically ratified unless it is rejected by at least a majority of the total voting power, whether or not a quorum is present. Because this procedure is unusual and some may view it as undemocratic, the board may want to explain the process in the meeting notice as well.

Once questions about the budget have been answered, if no owner has moved to reject the budget, the presiding officer should announce that the budget has been ratified, no motion to reject having been made.

Alternatively, if less than a majority of the total voting power is present in person or by proxy at the meeting, making rejection legally impossible, the presiding officer should announce this. It can be helpful to script out these words to be read at the meeting. The script can follow one of the following simple formats:

(v1) PRESIDING OFFICER: "No motion to reject the budget having been made, the budget is ratified." (v2)

PRESIDING OFFICER: "Since a majority of the total voting power of the association is not present in person or by proxy at this meeting, it is legally impossible for the budget to be rejected. The budget is therefore ratified."

If a majority or more of the voting power present in person or by proxy votes to reject the budget, "or the required notice is not given," then the prior budget remains in effect "until such time as the owners ratify a subsequent budget prepared by the board of directors." This throws the process back onto the board to revise the budget or to convince owners that the budget that was originally proposed is appropriate and should not be voted down. When the board is ready to seek ratification again, it should formally adopt the new proposed budget, then properly provide notice and conduct a ratification meeting for the revised budget,

Crown Estates Ph I & II HOA Board Meeting

Meeting Minutes

May 18, 2022

Call to Order 7:02 p.m.

Roll Call

☒ Beth Gravley, President

☒ Bob Marsh, V.P.

☒ Brenda Mejos, Secretary

☒ Amy Campbell, Treasurer

☐ Reve Oviedo, Board Member (excused)

☒ Thavy Hing, Board Member

☒ Ming Lin, Board Member

Quorum ☒ Met ☐ Not Met (Required: Board Meeting Majority: 4 of 7; Annual Meeting 34%: 10 of 28 Members;
Changes to Bylaws: 2/3rds of a meeting where quorum is present: 7 of 10 Members)

Additional Attendees

Sam Bateman, Roy Gravley, Larry & Linda Jones

Approval of minutes from last meeting: Unanimously Approved Board Meeting minutes from 10/27/2021

Treasurer Report: Unanimously Approved *All annual dues paid on time

Old Business

- ✓ Bob, Ming – Continue to gather estimates for Bamboo, Beth - write letter to property owner – We gathered estimated and completed the project of the bamboo barrier. Roy and Beth donated ground barrier and Bob Marsh donated bark to finish off the project. Thank you, Bob, for all the hard work seeing this project through.
- ✓ Beth, Bob, Ming – Finish 2022 budget and send to members – Beth sent out budget prior to Annual meeting
- ✓ Beth – Send new CC&R and Bylaw documents to members – sent and posted on our website
- ✓ Ming, Amy, Beth – Audit fiscal records for Phase I & II – An audit performed on our fiscal records for 2021 found no errors. Beth filled out and filed our tax report.

New Business

- Update on accomplishments
 - Phase II road – cleaned by a special machine and all moss removed
 - We still await sealcoating when weather permits
 - Our website updated to include a page with approved paint colors and link for a professional consultation to assist in matching colors for new paint projects
- Annual Insurance due June 8, 2022, \$895 – Vote to pay 2022 bill unanimously approved. Consider not having to vote to pay insurance every year. Option to vote only if the cost is higher than 20% of

Crown Estates Ph I & II HOA Board Meeting

estimated amount on the budget. *Motion made and second to allow payment of insurance without voting each time received if it is within 20% of the quoted price on the proposed budget. (Vote: Approved)

- Catch basin drains – concrete grinding – watch to see how well street is draining and suggest concrete grinding if needed
- Informed Board of concern regarding trees by mailbox in Phase I

Action Items & Person Responsible

Round Table

Adjournment: 7:32 p.m.

Crown Estates Ph I & II HOA Board Meeting

Meeting Minutes

September 21, 2022

Call to Order 7:00 p.m.

Roll Call

☒ Beth Gravley, President

☒ Bob Marsh, V.P.

☒ Brenda Mejos, Secretary

☒ Amy Campbell, Treasurer

☐ Reve Oviedo, Board Member (excused)

☒ Thavy Hing, Board Member

☒ Ming Lin, Board Member

Quorum ☒ Met ☐ Not Met (Required: Board Meeting Majority: 4 of 7; Annual Meeting 34%: 10 of 28 Members;
Changes to Bylaws: 2/3rds of a meeting where quorum is present: 7 of 10 Members)

Additional Attendees Sam Bateman, Roy Gravley

Approval of minutes from last meeting: Unanimously Approved Board Meeting minutes from 5/18/2022

Treasurer Report: Unanimously Approved

Old Business - none

New Business

- Update on accomplishments
 - Phase II road – sealcoat and road repairs successful
 - Street drains – cleaned, talk about having drains professionally done every one to two years (vote: passed)
 - Returned witches hats – homeowners would need to maintain emptying and cleaning at least twice a year. Don't want injury or any one person being responsible
- At least four homeowners repainted their homes this summer – positive feedback on color choices, design consultations, ease of use for obtaining information **reminder that permission isn't necessary if choosing colors already approved (posted on HOA website) and following CCR 5.19(a)
- Budget – move budget forward to membership (vote: passed)
- Expenses – discuss allowing all bills to be paid without Board vote if bill isn't more than 20% of estimate cost on annual budget (vote: passed)
- Broad leaf and/or round up purchase for HOA use on common ground – (vote: passed)
- Bamboo neighbor – discuss and vote on filing official complaint with city of Vancouver/County (vote: passed to file official complaint if applicable)
- Thank you to all the neighbors that have assisted in keeping our neighborhood maintained
 - Street Cleaning
 - Pruning of street trees
 - hauling tree limbs/debris
 - pressure washing and cleaning of 127th (an estimate was obtained for this from Santos @ \$500.) (to pressure was the curbs and gutters of our HOA the estimate from Santos was \$1800.)

Crown Estates Ph I & II HOA Board Meeting

- A special thank you to Bob Marsh for hauling and getting rid of several truckloads of debris at his own expense.
- A special thank you to Roy Gravley for all the assistance in pruning and pressure washing our street aprons and sidewalk along 127th.

Action Items & Person Responsible

- Catch basin drains – concrete grinding – watch to see how well street is draining and suggest concrete grinding if needed (Phase II homeowners) (waiting to go through winter of 2022/23) Bob will measure sediment in the Spring and we will monitor sediment build up to determine how often they will need to be pumped. Hoping for every two years.

Round Table

- ❖ Sam Bateman brought up an email he had sent regarding his concerns of only a few homeowners completing work on the city's strip of trees and sidewalk along 127th Street. Work completed this year consisted of pruning trees, cleaning, and pressure washing sidewalks and entrance aprons. It was stated that it should be HOA responsibility because it is the entrance to our HOA. **The city property along 127th according to the city's rules is the responsibility of the adjacent homeowner and has already been voted on by the membership during the CCR changes and filed 10.22.2021.

Sam has pressure washed along his house and street apron on 13th Way and has pruned on the tree to the South of the entrance. Bob, Roy, and Beth pruned all trees from the North of 13th Way to 12th Way. Bob hauled off all the debris. Roy and Beth pressure washed and cleaned between 12th and 13th Way including both entry aprons. Additional pruning was completed on a couple trees by Don, Sharon, and Beth. Linda and Larry Jones had already hired Santos to pressure wash the city sidewalk along their property line however, it was interrupted by Gravley's pressure washing the weekend before Santos was scheduled to complete the work.

From Roy, Beth, and Bob: We have been happy to be able to assist our neighbors this year with extra things around the neighborhood, much as we also helped neighbors needing assistance with cutting/tree/debris removal last winter. We may not always be able to do so however, consider it neighborly if we can help. It is our wish that our help is not interpreted to be associated with HOA responsibility but rather a kindness and a gift to assist our neighbors.

Adjournment: 7:58 p.m.