

2019 Annual Meeting
Crown Estates Homeowners Association
January 5, 2019

The 2019 annual meeting of the CEHOA convened at 2 pm in the meeting room of the Cascade Park Library. A total of 17 people, representing 10 households, were in attendance, presided over by Sam Bateman, President. A quorum was present at 35%.

Members Present:

Phase I: Tina Del Dotto, Willie DeLong, Joseph & Thavy Hing.

Phase II: Sam & Judy Bateman, Amy Campbell, Roy & Beth Gravley, Larry & Linda Jones, Don & Sharon Kroeller, Bob & Nancy Marsh, Jack & Noreen Williams.

Changes in Membership:

There was one change in membership in 2018. The O'Neill's sold their home in Phase I (at 12513 NE 14th Circle) to David and Grace Ho.

Old Business:

Secretary's report: Jack Williams reminded everyone of the new procedure adopted starting last year of not reading the previous annual meeting's minutes, but rather of putting the draft minutes on the website soon after each annual meeting and calling upon all members to bring errors to the attention of the Secretary as soon as possible. Then, at the next annual meeting, the revised minutes can be quickly approved in order to make them official. Additionally, those minutes and the Treasurer's report were both sent as attachments to all homeowners in an email prior to the meeting. Those minutes were approved without changes at today's meeting.

Treasurer's report: Amy Campbell presented the balances carried forward by Phase I and Phase II as of Dec. 31, 2018 and the report was accepted as read. Additional information about the budget and finances may be obtained by contacting Sam Bateman directly.

Dues increase: This item is both old and new business, in that dues needed to be increased for 2019 in order to meet anticipated increases in expenses and meet budgeted reserve funds. After very careful examination by the Board of the existing budget and projected future estimates, Sam sent out the budget projections to all members, indicating that the Board had approved annual dues for those in Phase I would increase to \$78 in 2019 (from the current \$65), and to \$360 for those in Phase II (from the current \$300).

There was no additional old business to discuss.

New Business:

Vote for Board Members: The only new business item to be dealt with at this meeting was election of Board Members *at large* for the next two year cycle. There were no new nominations or volunteers for

any of these positions. Hence, the existing Board Members at large were all unanimously re-elected for another two years of service. They are Willie DeLong and Lanny Hubbard from Phase I, and Larry Jones from Phase II.

HOA Officers and Board Members for 2019-2020:

Sam Bateman – President, Executive Committee, Board Member, Architectural Control Committee

Beth Gravley – Vice President, Executive Committee, Board Member, Architectural Control Committee

Jack Williams – Secretary, Executive Committee, Board Member

Amy Campbell – Treasurer, Board Member, Executive Committee

Lanny Hubbard – Board Member *at large*, Architectural Control Committee

Willie DeLong – Board member *at large*, Architectural Control Committee

Larry Jones – Board Member *at large*, Architectural Control Committee

Annual Report:

Sam presented his annual report on the “State of the HOA”. He thanked all those who have served as Officers or Board Members in the past year, as well as all the other members of the HOA for maintaining their properties in compliance with the CC&Rs and thereby ensuring a peaceful year for the HOA with few problems occurring. Two issues have been on-street parking and concealing garbage/recycle cans behind fences. The biggest challenge still confronts Phase II in building and maintaining reserve funds to take care of future major problems that will eventually occur—maintaining the perimeter fence, streets, and drains. If there are no unexpected expenditures within the coming two years, the reserve should be fully funded by the end of 2020, but that is still only a projected estimate, as unexpected expenses can always happen. Your Board and Officers have operated with the utmost attention to fiscal prudence and honesty, donating their time, labor, and personal funds, as have other HOA members. The complete report is available upon request from Sam Bateman.

Next Board Meeting:

The next Board meeting is tentatively scheduled for Wed, April 10, 2019.

The meeting adjourned at approximately 2:30 pm.

Board Meeting

Crown Estates Home Owners Association (CEHOA)

April 10, 2019

The spring meeting was called to order by President Sam Bateman at 7 pm. A quorum was present with 7 Board members attending. There were, from Phase I: Lanny Hubbard, and Willy DeLong; from Phase II: Sam Bateman, Amy Campbell, Beth Gravley, Larry Jones, and Jack Williams.

Secretary's Report: The minutes from the last Board meeting (Oct. 14, 2018) had no corrections and were unanimously accepted. Those minutes, as posted on the HOA website shortly after the October meeting, are thus now formally adopted.

Treasurer's Report: Amy Campbell presented the Treasurer's report, indicating the net balances for Phase I and Phase II. All member households paid their annual dues by the final deadline of March 30. The report was unanimously approved. Details of the specific amounts in each account can be obtained by contacting either Amy or Sam.

Old Business:

- (1) The officers for 2019/2020 were elected at the HOA's general meeting on January 5. Those names are posted on the website.
- (2) There are new homeowners in Phase I: Ray and Patricia Noel have moved into 12512 NE 14th Circle (formerly Jeff and Linda Gray), and David and Grace Ho are moving into 12513 NE 14th Circle (formerly David and Lori O'Neill). We welcome our new members to the HOA and encourage their participation.
- (3) The HOA's insurance bill is due to arrive soon. Sam recommended staying with the existing company (Farmer's Insurance) for the coming year unless there is a large price hike. The Board approved this.
- (4) An article from the *Wall Street Journal* about a troubled HOA in Kansas City that has encountered years of troubles because of one uncooperative home owner was distributed for discussion, in light of an issue before the Board (see New Business below). Anyone wishing to have a copy of the article may contact Sam.

New Business:

- (1) The main item of new business had to do with the issue of compliance with the CC&Rs. It has come to the attention of the Board for some time that one of the most frequently violated rules in the CC&Rs has been Sec. 5.12 (p. 23) which stipulates that trash cans must be placed out of sight (either in the garage or behind the fence) within 24 hours after the city empties them. They cannot be visible from the sidewalk or street. A number of households have erred on this rule in recent times, and after being contacted, all but one household have complied and are no longer in violation. One household, for complex reasons, has not yet complied. The Board is working with that household to find an amicable solution that will satisfy the CC&R rule and be satisfactory for the homeowner.

This situation is a reminder of the importance of the CC&Rs to the long-term viability of the HOA. The officers of the HOA have a fiduciary obligation to enforce ALL the rules in the CC&Rs

without exception, with no partiality shown to any one homeowner. If one rule, however minor it might seem, is allowed to be violated, for whatever reason, it opens the HOA to potential legal trouble down the road, plus it is not fair to those owners who do carefully follow all the rules. It behooves all owners to be fully familiar with the CC&Rs, and if they have any questions about those rules they should bring them to the attention of the Board before trouble occurs. This can save everyone much grief and ill will. The HOA Handbook that was provided to everyone in the past is also a great source of information on most any topic and especially regarding this one.

- (2) Sam mentioned that the Washington State Senate recently passed a bill (#6175) that contains new rules for condominium and homeowner associations in the state. It is still unclear how those new rules might affect HOAs, including ours, and the Board will be looking into this matter in the coming months and sharing any details that might affect us.

- (3) The next meeting of the Board will be on July 10.

The meeting was adjourned at approximately 8:20 pm.

Minutes compiled by Jack Williams, Secretary

Board Meeting

Crown Estates Home Owners Association (CEHOA)

July 17, 2019

The summer meeting was called to order by President Sam Bateman at 7 pm. A quorum was present with 6 board members attending. There were, from Phase I: Lanny Hubbard; from Phase II: Sam Bateman, Amy Campbell, Beth Gravley, Larry Jones, and Jack Williams. Also attending were David and Grace Ho, new homeowners in Phase I.

Secretary's Report: The minutes from the last Board meeting (April 10, 2019) had no corrections and were unanimously accepted. Those minutes, as posted on the HOA website shortly after the April meeting, are thus now formally adopted.

Treasurer's Report: Amy Campbell presented the Treasurer's report, indicating the expenditures during the past quarter and the net balances for Phase I and Phase II. The report was unanimously approved. Details of the specific amounts in each account are available to all members by contacting either Amy or Sam and as always, are kept private and not posted on our website.

Old Business:

- (1) The issue of garbage cans not being hidden from public view in one remaining household in Phase I has still not been resolved. The owners have been given a final deadline of August 31 to finish the process. If not completed by then, they will be issued a formal warning letter and any additional action as needed will ensue, as prescribed by the HOA Bylaws and CC&Rs.
- (2) Sam reminded everyone of the policy for handling violations of CC&Rs, i.e., the party that first notices a violation and feels strongly that it needs addressing should first contact the offending household and try to seek a peaceful resolution. If that fails, then a formal Complaint Form (available on our website) should be completed and submitted to the Board, which will then follow formal procedures as specified in the CC&Rs. Members with complaints should NOT bring those directly to the President (or other Board members, for that matter), without following the proper procedure outlined above. The President's duties do not include being policeman for the HOA, as it is an unfair burden on that office holder. The exception would be if this is an emergency that requires immediate action, call 911 and then let our HOA president know for any additional action that might be required or available.

New Business:

- (1) Sam reported on his efforts to secure a new insurer for our HOA's liability insurance. Our former insurer (Farmers) was asking too high an increase (65%) for the coming year. So Sam contacted some two dozen companies for quotes and a policy from State Farm, through a local agent, was approved by the Board. The new policy is actually \$84 cheaper than our previous one.
- (2) There was discussion regarding the intent of exclusions that were granted when our HOA was formed. Of particular interest were arborvitae that, at the time such exclusions were granted, already exceeded the 8 feet height restriction but are now approaching 20 feet. Other excluded items could be included, as future replacements are needed, but since this item was not listed on tonight's agenda it was tabled for future discussion and possible action by the Board.

- (3) An ACC Request Form was received from a member to extend their existing concrete patio in the back yard and provide a sidewalk alongside their house to access the same. It was decided this action did not require ACC approval and the Request Form was returned to applicant. In another decision by the Board, a homeowner is being required to submit an ACC Request Form for re-painting their front door a different color than originally painted by the builder. Upon receipt of said Form, the ACC will consider the request and make a determination.
- (4) Sam provided some information and led a discussion about the possibility of changing the host company for our website and what that might entail, with reasons for and against. Before any action is taken, more information is needed and it would need to be placed on the agenda for the next Board meeting.
- (5) The new state law, SB#6175 (135 pages) that Sam brought to our attention at the last meeting has turned out to be mainly aimed at condominiums and HOAs that were formed after July 15, 2018. Therefore, there are no changes required of our Bylaws and CC&Rs at this time. One item that could affect HOA's such as ours is the requirement for a Reserve Study to maintain Common Areas and finance future maintenance needs. There are two exceptions: (a) if there are 12 or fewer homes (b) if the cost of the Reserve Study is greater than 10% of our annual dues. A quote was received and the cost of the Reserve Study was \$1450 for the first year and must be done every 3 years. This is 26% greater than our annual dues so the requirement is waived and we will do our own cost estimates.
- (6) The question of referrals for services to be listed on our website was discussed. Up to now, home owners who have had good service from a company (such as yard work, house painting, etc.) have tended to pass on any business card and info to Sam, who often gets requests from members for referrals. The Board agreed that such information should not be put on our website as a formal endorsement of such companies. Since this could be valuable information for all members to have access to, Beth Gravley volunteered the services of her and Roy to maintain such a list. To access this information for inquiries or to add another referral, please contact them at 360-828-5955.
- (7) Rats have reappeared in our Phase II area recently, and there was much discussion about how to handle this problem. Rats have been seen in broad daylight in some yards, indicative of a significant rat population, since rats are normally nocturnal. Sam presented website information that strongly indicated the principal problem is feeding of birds, and households should avoid doing so. Birds can take care of themselves. Beth suggested that other sources of food, such as vegetable gardens, can also contribute to the problem and home owners should take care in keeping potential food sources away from rats. This would include making sure garbage cans kept outdoors behind fences are clean and well maintained, so as not to attract rats with strong odors or spilled refuse. Some owners have recently put out rat poison, which has disappeared overnight, indicating rats have consumed them. Sam passed out a copy of a recent internet article discussing ways to combat rats, and strongly noting that efforts at rat control have to be a community effort, not just one or two households. Anyone wanting a copy of that should contact Sam.
- (8) The next Board meeting is scheduled for October 23.

The meeting was adjourned at approximately 8 pm.

Board Meeting

Crown Estates Home Owners Association (CEHOA)

October 23, 2019

The fall meeting was called to order by President Sam Bateman at 7 pm. A quorum was present with 7 Board members attending. These were, from Phase I: Lanny Hubbard and Willy DeLong; from Phase II: Sam Bateman, Amy Campbell, Beth Gravley, Larry Jones, and Jack Williams.

Secretary's Report: The minutes from the last Board meeting (July 17, 2019) had no corrections and were unanimously accepted. Those minutes, as posted on the HOA website shortly after the July meeting, are thus now formally adopted.

Treasurer's Report: Amy Campbell presented the Treasurer's report, indicating the expenditures during the past quarter and the net balances for Phase I and Phase II. The report was unanimously approved. Details of the specific amounts in each account are available to all members by contacting either Amy or Sam and, as always, are kept private and not posted on our website.

Old Business:

(1) CC&R Infractions:

(a) For months there have been two piles of gravel/rocks in the street in front of a house in Phase I on NE 14th Circle, plus cars illegally parked in the street. In addition, the grass was not mowed and weeds untended. Sam had contact with the occupant via email asking for resolution. The grass and weeds have since been taken care of, and one pile of rocks removed, but one pile remains and the cars are still being parked there. The rocks are apparently for a backyard landscaping project, but should not have been dumped in the street in the first place per our CC&Rs and Vancouver Municipal Code. The Board approved sending a formal letter of complaint to the owner, asking the last pile of rocks to be moved immediately to eliminate any future legal action. The parked cars problem remains unresolved and will be examined more fully.

(b) The issue with another house in Phase I, regarding garbage cans being left visible from the street, has been resolved at least temporarily. The owners are storing them in the garage for now, but plan to build a fence to hide the cans on the side of the house eventually.

(2) State Laws: Sam reported further details about two new bills in the State Legislature that were passed in July regarding HOAs. One is RCW 64.90.30, which pertains to association funds. This one does not apply to our HOA because of our small level of funding. The other bill, RCW 64.90.525, has to do with the method of approving an association's budget. Details about these two bills can be obtained by any member by contacting Sam. The Board agreed with Sam's proposed solution, which will require sending information to all members each December about the proposed budget for the coming year. That budget would then be voted on by all members at the annual meeting in January, and would give until Feb. 1 (instead of Jan. 1) to pay their dues, with the grace period ending on Mar. 31. Approval and a minor change to our CC&Rs would be required to facilitate this action and will be voted on at our annual meeting in January.

- (3) Website renewal: The HOA's website domain name and website fees will renew in December and are expected to be the same as this year. The Board pre-approved payment of these costs when we receive the bill.
- (4) Exemption limitations: There was lengthy discussion of the controversial matter of how long exemptions from CC&R rules (as well as those grandfathered in when the HOA was formally started) should last. This question was not addressed in the original approval of the CC&Rs. Some feel such exemptions should be valid until the original home owners leave the property. Others feel such exemptions should be valid only until the exempted item (such as arborvitae height, special parking of a long vehicle in the driveway, or a metal storage shed in one's backyard) has to be replaced. No agreement could be reached, and the matter was tabled for now.
- (5) Budget: Sam presented detailed handouts of the budget proposed for 2020. The assessments for Phase I and Phase II are proposed to remain the same. This budget will be sent to all members in December, for voting on in the annual meeting in January.
- (6) Other business: Beth raised two issues for consideration:
- (a) Replacement of fence posts: They recently had to replace one fence post on NE 126th (Phase II), because it was rotted at the base. Discussion followed and all agreed that in the future fence posts that need replacing should be attached to metal bases, in order to give them longer life spans. As with any replacement of perimeter fence and posts in Phase II, these bracket costs would be shared equally by the HOA and adjoining Lot owner.
- (b) Maintenance of common property: There was discussion regarding maintenance of common areas in Phase II regarding leaves, weeds, tree debris, moss growth and the catch basins. Common areas are defined as the streets, sidewalks and planting strips in those areas from NE 127th on the east side, NE 12th Way on the south side, and to the west side of NE 126th, all within Phase II. It is agreed that the sidewalks and streets directly in front of, and adjoining, homes within those areas should be maintained by those homeowners. Currently all homeowners have been maintaining those areas directly in front of their homes whereas the work of, and product used, in maintaining the rest of the common areas have fallen to only a few willing participants. There is justifiable frustration that labor and costs are not distributed evenly among all homeowners in Phase II. Resolving this problem may eventually require raising assessments in Phase II, to cover the cost of hiring outside help for those tasks if no help is forthcoming from other members in Phase II, or at the very least, reimbursing those home owners for material costs incurred. This is a difficult problem for our HOA to fully resolve, because we are not managed by a professional management company (as is done in the case of many HOAs). With twelve homeowners in Phase II it makes no sense that only four or five people do the work and pay for supplies used. Various suggestions were made as to solutions but with no approved plan of resolution, this discussion was tabled for later discussions.

The next Board meeting will be held April 22. The HOA's annual meeting for 2020 will be held in January; members will be informed when that date has been set.

Minutes compiled by Jack Williams, Secretary

Emergency Board Meeting

Crown Estates Home Owners Association (CEHOA)

November 21, 2019

An emergency Board Meeting was called to order by Sam Bateman at 7 pm. A quorum was present with 7 Board members attending. These were, from Phase I: Willy DeLong and Lanny Hubbard; from Phase II: Sam Bateman, Amy Campbell, Beth Gravley, Larry Jones, and Jack Williams.

The purpose of the meeting was to take action on two pending issues: the budget and dues for 2020; and changes proposed for the CC&Rs. The emergency meeting was called because issues to be brought before the general membership must be sent to them at least 30 days before the annual meeting, and several Board members will be away for Thanksgiving and during the month of December.

Budget and Dues: Under our existing CC&Rs, the Board has exclusive responsibility for approving the budget and member dues for the HOA. However, the “Washington Uniform Common Interest Ownership Act (WUCIOA)” passed by the legislature in 2018 was thought to apply to our HOA and would have required approval of both budget and dues by our general membership instead of being set by the Board and this would have required us to change our CC&Rs accordingly. However, Sam was informed the new law actually applies only to HOAs formed since the bill passed in 2018. Hence, our existing rules about budget and dues still prevail and the Board unanimously approved the budget and dues for 2020 as proposed at the October 23 Board meeting. These are the same as for 2019.

Changes to CC&Rs: Although the changes mentioned above are no longer required, a number of relatively minor changes are being proposed to further clarify several sections of the existing CC&Rs. Because any changes to the CC&Rs require filing those changes with the county auditor’s office, including payment of a modest fee, we felt it prudent to try to make sure the CC&Rs are clear, up to date, and unambiguous. The hope is that these changes will last for several years, before further changes might be necessary. Hence, the Board discussed the proposed changes at length, and finally voted unanimously to approve the submission of the changes for consideration and vote by the general membership at the next annual general meeting on Jan. 4, 2020, as required by our existing Bylaws.

Sam will be sending a detailed memo to all members shortly, informing them of the proposed changes, notice of annual meeting, and invoice for their 2020 annual HOA dues.

The meeting adjourned at approximately 8 pm.