

Crown Estates Ph I & II HOA Board Meeting

Meeting Minutes

September 18, 2024

Call to Order 7:00 p.m.

Roll Call

☒ Beth Gravley, President

☒ Bob Marsh, V.P.

☒ Amy Campbell, Secretary/Treasurer

☐ Reve Oviedo, Board Member (excused)

☐ Thavy Hing, Board Member (excused)

☒ Ming Lin, Board Member

Quorum ☐ Met ☐ Not Met (Requirement references: Board Meeting Majority: 4 of 6; 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 Roy Gravley, Larry Jones, Sam Bateman, Jack Williams, Dori Stangel, Diane Howard

Approval of minutes from last meeting: Unanimously Approved Board Meeting minutes from 9/13/2023

Treasurer Report: Unanimously Approved

Old Business

- Catch Basins – 4 catch basins were cleaned by Columbia Drain in Phase II. They reported that they needed cleaning, however, we could clean them every 3 years – which we are proposing in the 2025 budget. A motion was made to clean catch basins every three years and passed Board vote with a note that it could be changed again if the need arose to go back to the two years.

New Business

- Catch Basins in Phase II were successfully cleaned in June.
- Thank you to anyone who assisted with keeping our street and common ground cleaned up.
- Arborvitae - Article 5.21 in our CCR's which states that arborvitae "must be trimmed to a height of eight feet." If you are not an original homeowner with a grandfather exception, arborvitae needs to follow the rules within our CC&R's. Thank you in advance for your co-operation.
- HOA email – crownestateshoa@gmail.com is our HOA email. **All** HOA business needs to be sent to this email as part of HOA records. Beth Gravley made a request to please not send emails to her private email unless it is of a personal or private nature.
 - The expectation of the Board is that communications, including emails, need to be professional and respectful. Communications received with a tone of criticism, being accusatory, undermining, and disrespectful are not acceptable. By themselves, they may not fall under bullying or harassment laws but, collectively over time which would establishing a pattern could. This also creates a hostile environment in which none of us wishes to be a part of.
- Email with concerns received 9.12.2024.

Crown Estates Ph I & II HOA Board Meeting

- Structure of Officers and Board of Directors, “too many Officers and Board Members” (currently our Bylaw Article 1 Officers, 1.1 Executive Officers and Article 2 Board of Directors, 2.1 Number of Members “not less than 3 nor more than 7”)
 - **Discussion** - No change is needed because our Bylaws already allow for “not less than 3 nor more than 7” therefore, there is flexibility built in already. The more Board members, the more represented voices, the more individuals to share the workload and positions are volunteer so having less people does not save the HOA money as it would be if it were a business. No motion was made to make a change.
- From same email 9.12.2024. “You might as well get rid of the two gals from Phase I since they have been negligent in attendance or perform any service for the HOA, and there is little hope of getting anyone else from Phase I to participate.”
 - Voted Board Member positions by all homeowner membership.
 - Provide representation and contacts for Phase I
 - Though there is difficulty attending Board Meetings due to work schedules and being out of town, both individuals are intelligent, have contributed by reviewing any paperwork or proposals, provided feedback and suggestion, vote, and maintaining interests for Phase I
 - **Discussion** – The Board was strongly apposed to this as it is the Boards wish that all homeowners willing to volunteer their time and energy for the HOA are welcome to participate. Individuals that work and are out of town may not be able to attend meetings but still have a voice within the Board. This is not an issue if a quorum can be met. No motion was made for changes.
- From same email 9.12.2024. “We are effectively an HOA of just 12 households in Phase II.” **HOA options:**
 - Keep the HOA operating as it currently is.
 - Per CCR Article III 3.01 - Deliberately dissolve the HOA
 - This would require a vote presented to all membership, Phase I and Phase II homeowners.
 - Road maintenance agreement for Phase II. Phase II’s responsibility would require all twelve households to agree to a road maintenance agreement which would require an attorney. Officers, a bank account, and an annual meeting would be required for Phase II.
 - **Discussion** – It was agreed that Phase II has differing responsibilities, a homeowner commented that it was his experience that some individuals in Phase I like having an HOA. No motion was made for changes.
- From same email 9.12.2024. “The current system, as unfortunately laid out in our Bylaws, whereby the Board elects’ officers rather than election by a vote of all homeowners, just does not work and does not equate to any other election process in our general elections nationwide. That was a big mistake in the original foundation of our HOA, but options to change that are available according to the RCWs, if there is the

Crown Estates Ph I & II HOA Board Meeting

will. Little wonder that most members of Phase II (let alone Phase I) find the meetings of our HOA tedious and useless. The system is untenable.”

- A proposal, discussion, and motion for changing this was previously made at the January 2024 meeting and did not pass. There was one vote for and the rest against. The vote was opened to all that attended the annual meeting including the homeowners and Board members.
- The voting Bylaw currently in our HOA Bylaws reflects the same as most other HOAs and is the standard process for HOAs that even have an attorney on retainer. (**note the current state of structure is standard in a majority of other HOA's as indicated by example attached.)

➤ Time to vote for Board Members again for another two-year term – Nominations are coming in and there is still time if there is any interest, or you know anyone interested.

➤ Discuss common ground/HOA responsibilities.

- Phase II Road signs – 2 - Stop signs, 7 – 18x12 No Parking Fire, 5 – 18x12 No Trespassing Private Road
 - Bob met with a City Inspector, and they deemed all signage is the HOA's responsibility since all signposts are on private property.
 - Roy created a map to identify and show all current signage. This will also assist in tracking what signs are replaced and when.
 - Reserve funds to pay for signs that need to be replaced this year – *a motion was made to use reserve funds to replace the signs needing it this year and passed unanimously.*
 - New sign bucket for future replacement in 2026 budget – *a motion was made to create a new sign fiscal bucket for future replacement of signs and adding it to the 2026 budget. Passed unanimously.*
- Private street and Light Poles (City of Vancouver tags)
- Common Ground as described on Phase I & II plot maps.
 - Phase I - a small triangle of land on the corner of Lot #16, on the corner of NE 125th & NE 14th Circle (Crown Estates sign removed and accommodated into the front yard of that lot)
 - Phase II – dirt strip between curb and neighboring fences along 12th Way and 126th Place
 - Spraying of weeds between asphalt/concrete, dirt strip, and road aprons, pulling of weeds along 12th Way and 126th Place (where other plants are present), raking and cleaning corner of 12th and 126th, blowing street (leaves, fir needles, fir dingleberries/seeds)
 - Bob has volunteered to give the HOA a gallon of round up though a couple of years old should be able to be used. (shelf life 2-7 years depending on product or expiration date)

➤ The previous estimate to blow and clean all private roads twice a year was \$2,400.00 in 2021. The new estimate for 2024 is \$2,600.00. Both were verbal estimates from licensed contractors.

➤ 2025 proposed budget to present at Annual Meeting – a motion to accept the 2025 budget passed

Crown Estates Ph I & II HOA Board Meeting

- Email with concerns received 9.15.2024 - Website - Concern received - Pictures of our Officers, Board, and ACC members on website. Not only because of privacy and safety for those individuals, but there will always be a need for changes in listing names/pictures and why incur those headaches and costs?
 - There is no cost associated with the pictures.
 - The upkeep is the same as uploading documents (meeting minutes, dues) (Options: keep web page with pictures and names, delete that page of our website) *After discussion and comments about safety, AI, and the amount of fraud happening in today's world a motion was made to delete that page off the website, list only an email for contact purposes, and remove the phone number.*
- Same email received 9.15.2024 - Concern regarding the website – “For some time **our HOA portfolio was not current** and when changes were finally made there was **no notice** letting people know anything had been changed and/or updated.”
 - The website was down for an interim during the transition in the Board. There were areas of the website that were corrupt. After attempts were made to fix the first web site and working closely with our website IT people, they suggested we need to upgrade to a more current system and build a new website.
 - ***This was a project from 2021 and was in the Board Meeting Minutes sent out to all homeowners.***
- Website hit history: three hits in WA, twenty-two from Virginia, and four different AI bots which are creating junk mail, email, phone calls.
 - Options: As the website is a great tool, but not required therefore, the Board could bring this up for discussion in the future to continue to maintain it or to discontinue it.
- Same email received 9.15.2024 – Fence staining on 126th Place – requesting a reconsideration of Phase II's vote not to stain the fence section off 126th Place which included an estimated price tag of \$800.00.
 - There is a process to follow for reconsideration of previously voted on decisions. While the process would not be all that difficult provided there was enough supporting information for a vote to reconsider.
 - For the HOA to hire and pay someone to perform work within the HOA, that individual must be a licensed, bonded, and insured contractor within Washington State.
 - The contractor would also be required to provide the HOA with a receipt for services/supplies for bookkeeping and audit purposes.
 - The other legal option within a HOA is that homeowners volunteer their labor and or supplies to accomplish a desired result if it is a project that would not cross boundaries with HOA. During the meeting, a couple of individuals volunteered to provide a couple of gallons of stain however, the labor to do the staining was still in question.

Adjournment: 9:06

Autumn Meadows HOA (181 homes, Everett)

**BYLAWS
(AS AMENDED OCTOBER 2022)**

ARTICLE I - OFFICERS

1.1 - EXECUTIVE OFFICERS: (As Amended)

The executive officers of the Association shall be a President, a Vice President, a Secretary, and a Treasurer. These officers shall hold office for one year and shall be elected by the Board of Directors at the first board meeting after the annual meeting. An officer's term of office is one year, unless such term terminates sooner by resignation, removal, or disqualification to serve.

Cobblestone NW HOA (87 homes, Salmon Creek)

Straight off their website

The Cobblestone Northwest Homeowners Association Board of Directors, Officers and Committees are voluntary positions for which there is no pay or personal benefit, in accordance with our CC&Rs, Bylaws and State Law. The Association Board of Directors is elected by the home and lot owners at the Annual Meeting. The Board then appoints Association Officers, the Architectural Control Committee members, and members of any other committees it deems necessary.

Sunrise Place HOA (48 homes, NE Hazel Dale)

**ARTICLE VII
QUORUM, PROXIES AND WAVERS**

7.8 Annual meetings. ...At such meetings, there shall be elected by ballot of the membership a Board of Directors in accordance with the requirements of Article VIII of these Bylaws....

**ARTICLE IX
OFFICERS**

9.2 Election of Officers. The officers of the of the Association shall be elected annually by the Board at the organization meeting of each new Board ...

- Stop – Stop Sign (2)
- No T – No Trespassing (5)
- Fire – Fire Lane, No Parking (7)

