

Crown Estates Annual Meeting

Meeting Minutes

January 14, 2023

Call to Order 3:02 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 (excused)
☐ Ming Lin, Board Member (excused)

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
**For purpose of budget ratification 6.1: considered ratified unless 15 of 28 homes reject budget)

Additional Attendees: Don Min, Lanny & Joanne Hubbard, Don & Sharon Kroeller, Roy Gravley, Nancy Marsh, Larry & Linda Jones, Sam Bateman, Wayne & Julie Wright, and two proxies'

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 concerns

Approval of minutes from last meeting: Approved Board Meeting minutes from 1/21/2022

Treasurer Report: Approved End of fiscal year 2022 report

Ratification of 2023 Budget: Approved

The Board reviewed, voted, and approved the budget on 9/21/2022 for presentation at the January 2023 annual meeting

The proposed dues for Phase I \$83.89 and Phase II \$262.99. Dues will be due February 1, 2022, and past due after March 31, 2022. Invoices will soon follow.

Recap of 2022

- ❖ A late winter's snow brought down tree branches in several locations in Phase I and II. A big thank you to Bob Marsh and Roy Gravley for their assistance with cutting, hauling, and clearing roads.
- ❖ Tasks completed this past summer included – cleaning, seal coating, repairs to our road, bamboo barrier on 126th, and pumping of street drains for Phase II.
- ❖ Several homeowners, (Sam and Judy Bateman, Larry Jones, Amy Campbell, Bob Marsh, and Gravley's) in Phase II pitched in to assist in cleanup during an accidental diesel spill during the sealcoat process. Thank you to all that went above and beyond to assist with this.
- ❖ After having the street drains pumped, it the Board decided, witches' hats that were previously purchased were no longer required. Bob returned them and received our money back.
- ❖ Roy, Bob, and Beth pruned street trees along 127th with Bob hauling all off the debris.
- ❖ Bob continually hauled debris off during this past summer for several neighbors' and it was greatly appreciated.
- ❖ So that Phase II had a total makeover, with everything being cleaned all at once, Roy pressure washed the 127th sidewalk and driveway aprons. Sam pressure washed the sidewalk along his property line and

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the street apron. Thank you to Don, Sharon, Linda, and Larry for the use of their water and assistance with this project.

- ❖ Several homes were painted this year utilizing the design service and color pallet on our website with compliments on ease of use and color availability.
- ❖ Audit – completed by Ming, Amy, and Beth. Our finances were accurate and balanced.
- ❖ Taxes – mailed certified via USPS for fiscal year 2022
- ❖ Thank you to homeowners contributing to snacks for the annual meeting (Jones, Amy, Gravley's)
- ❖ A BIG thank you to all homeowners for participating in making this a successful productive year!!!

Additional Comments

- Sam Bateman thanked Roy & Beth for the hard work and time spent pressure washing the sidewalk along 127th. It was stressed that the amount of work and effort required to do the job is not only time consuming but also, very hard on the body for the person completing the task and none of us are getting any younger. Within the same subject..., Beth had gotten estimates on the cost of pressure washing the curbs and gutters in Phase II along our private road. It was estimated at \$1,800.00, and if the sidewalk (not HOA common ground) was added it would be an additional \$580.00 if all done at the same time.
- Sam Bateman suggested that the Board consider changing the Bylaws to all members voting for Officers. (This year we changed the voting so that members were able to vote and place all Board members into position first and then the Board members vote for Officers.) Beth explained the reason for the change was after consultation with an attorney and two other large homeowners' associations, in which one of them also has an attorney serving on the Board stated that was the correct interpretation of the Bylaw as currently written otherwise the officers could continually nominate and reelect themselves. ***This suggestion will be moved to the agenda for the next Board meeting.*
- Larry Jones suggested the Board consider the possibility of having staggered terms for Board members to reduce the possibility of having *all new* Board members at once which would remove any tribal knowledge. ***This suggestion will be moved to the agenda for the next Board meeting.*
- Wayne Wright inquired if there were any large expenses coming up for Phase II. The short answer was no, however, Roy Gravley brought up the asphalt replacement projection. Beth Gravley explained briefly where this was coming from, and that not enough information was gathered at this time to present to Phase II homeowners for consideration and would be a Phase II decision.

2023 -2025 Board Members: Bob Marsh, Reve Oviedo, Thavy Hing, Ming Lin, Amy Campbell, Beth Gravley

Officers: The Board met later in the evening of January 14th in order to have a quorum for voting. Result were as follows: Beth Gravley, President; Bob Marsh, V.P., and Amy Campbell, Secretary/Treasurer. Thank you to all Board members for stepping up and being willing to serve our HOA.

Round Table: There were no round table comments.

Adjournment: 3:54

2023 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
Any Operating Expense					
Copying/Printing					
Envelopes					
Ink					
Paper					
Postage/Stamps					
SOS filing - \$20.00					
Clark Co. Assessor - \$0.00					
Website	\$249.48		\$8.91		\$8.91
Website - \$227.48, Domain - \$22.00					
				Catch Basin	\$141.05 \$11.75
				\$282.10/2 yrs = \$141.05	
				Street Maint/Repairs	\$1,650.00 \$137.50
				\$6,600/4 years = \$1,650	
		Subtotal	\$69.91	Subtotal	\$219.16
		Emergency	20% \$13.98	Emergency	20% \$43.83
		Phase 1 Dues	\$83.89	Phase 2 Dues	\$262.99
		Phase 1 (x 16 homes)	\$1,342.24	Phase 2 (x 12 homes)	\$3,155.93

Crown Estates Ph I & II HOA Board Meeting

Meeting Minutes

September 13, 2023

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 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 Linda & Larry Jones, Sam Bateman

Approval of minutes from last meeting: Unanimously Approved Board Meeting minutes from 9/21/2022

Treasurer Report: Unanimously Approved

Old Business - none

New Business

- Staining of fifty-foot section of fence along 126th place in Phase II – send email to PHII homeowners to place their votes and comments for Board consideration of staining the section of fence.
- Annual Budget approval for 2024 –Budget approved to move to membership at the 2024 Annual Meeting
- Don & Sharon – sold their house and are moving from Phase II. We will miss them and wish them well.
- Phase II sealcoat warranty repair – all cracks seal coated, additional repairs made to other cracks that appeared, and due to someone pressure washing road which breached of seal coat from last year (three worst areas repaired). Please remember no pressure washing asphalt roadway
- Update on street drains - Phase II – Bob and Roy checked the basins for debris after one year of use. We are on track for our maintenance schedule of every two years, having them pumped and emptied.
- Fence contractor - metal posts – Marsh's, Brenda, and Amy had a contractor rebuild fencing. The job turned out great, professional, and priced competitively. Licensed Contractor, Joe Vazquez – Fence Repair (360) 977-3393 or fencerepairmaster@gmail.com.

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 cleaned. Hoping for every two years. **Completed by Bob Marsh and Roy Gravley.

Adjournment: 8:05 p.m.