

Crown Estates HOA Phase I & II

Annual
January 9, 2021

Opening

The annual meeting for the HOA Phase I & II was called to order at time on January 9, 2021 via Zoom by Sam Bateman, President.

Present

Sam Bateman, Jack Williams, Amy Campbell, Bob Marsh, Ming Lin, Dick Johnson, Sherrie Derrick, Don & Sharon Kroeller, Roy & Beth Gravley, Dunny & Debra Sorensen, Reve Oviedo, Thavy Hing, Lanny Hubbard, Willie DeLong, Larry Jones, Brenda Mejos, Jeff Lee

A quorum, of at least 34% required was met with 61%, 17 homes represented out of the 28.

Approval 2020 Annual Minutes

The minutes of the previous meeting were unanimously approved as distributed. (Fri 12/11/2020 4:21 PM via email by Sam Bateman, President).

Approval of Treasurer Report

The treasurer report was unanimously approved as distributed. (Fri 12/11/2020 4:21 PM via email by Sam Bateman, President).

Open Issues

- The rules and expectations for the Zoom meeting were announced.
- The membership was informed about the inability and challenges in order to make changes to the CCR's resulting with the Board needing to address this in future meetings.
- The 2-year term of the Board of Directors expired January 2021.
- Sam Bateman, President and Jack Williams, Secretary announced they no longer wished to serve on the Board of Directors.

New Business

- The Annual Budget was unanimously approved as distributed. (Fri 12/11/2020 4:21 PM via email by Sam Bateman, President). The 2021 Annual Dues for Phase I will be \$78.00 and Phase II \$360.00 and are past due on April 1, 2021.
- Nominations and voting for the four officer positions took place. Your new officers are:
 - Beth Gravley, President

- Bob Marsh, Vice President
 - Sherrie Derrick, Secretary
 - Amy Campbell, Treasurer
- Nominations took place for the three additional Board members. Voting ballots will be sent to the new secretary, Sherrie Derrick. Members of the HOA will be voting on three of the four nominees.

Nominees are:

- Ming Lin
- Reve Oviedo
- Willie DeLong
- Thavy Hing

Adjournment

Meeting was adjourned at 3:15 p.m. by Sam Bateman, President. The next general meeting via Zoom, will be in April date and time to be announced.

Minutes submitted by: Sherrie Derrick

Crown Estates Ph I & II HOA Board Meeting

Meeting Minutes

April 21, 2021

Call to Order 7:00 p.m.

Roll Call

☒ Beth Gravley, President

☒ Bob Marsh, V.P.

☐ Sherrie Derrick, Secretary

☒ Amy Campbell, Treasurer

☒ Reve Oviedo, Board Member

☒ 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: Debra Sorensen, Jack Williams, Sam Bateman, Brenda Mejos, Roy Gravley, Larry & Linda Jones

Approval of minutes from last meeting: Unanimously Approved Board Meeting from 10/28/2020 with tracked changes that were proposed.

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

Old Business

- ❖ Previous proposed changes to CCR's – a motion was made to reassess the past suggested changes to the CCR's and Bylaw's, to create CCR's & Bylaw changes in new business to provide the opportunity for the compilation of all changes in one document for the Board to vote on in a future meeting, and to vote on items to move forward to the membership for consideration. **The Board unanimously voted to continue working on the previous CCR's and Bylaw changes combining them with any new changes.*

New Business

- Report out of activities since Annual Meeting held January 9th.
 - Secretary of State has been changed to reflect the new Board Members and our Annual Renewal paid
 - Our Bank Account signatures have been updated replacing 2 members with Bob Marsh and Beth Gravley. Amy Campbell remains a signer. Two signatures are required on checks.
 - Invoices for annual dues were sent out
 - New tracking documents were created for our Treasurer to assist with maintaining receipt of annual dues and check register
 - The website payment records have been changed to Beth Gravley's credit card, has been updated, and is still a work in progress (If anyone sees anything that needs attention, please let me know) **Debra Sorensen brought up that our budget on our website wasn't locked to prevent tampering and volunteered to fix it for us. She will also assist with other documents as needed.*
 - ***New members*** that have volunteered to be on the ACC: ***Brenda Mejos, Amy Campbell, Bob Marsh*** (Existing members Willie Delong & Beth Gravley) If anyone else becomes interested please let us know.

Crown Estates Ph I & II HOA Board Meeting

- ACC committee – request forwarded directly to ACC as submitted for open discussion, possibly quick zoom meeting or phone conversation. Committee works together for decisions, and then votes. **The Board agreed that we need to work together as a team and requests would be sent to ACC members same as received by homeowner.*
- 2 Auditors? Annual review of CEHOA Books – separate from Treasurer and President for additional protection/transparency **It was proposed and agreed that one additional set of eyes as an auditor of the books would be appropriate. Ming Lin, Board Member accepted this task and will audit our books once a year.*
- Email account for Crown Estates HOA rather than personal email used so it can be passed on to new President/Board with email records maintained in one account – communication transparency, accountability, history retention **The Board decided this would be a more professional and transparent way of handling the business emails of the HOA rather than a personal email.*
- *Unfortunately, Sherrie Derrick, Secretary has stepped down from office. Tonight, the Board asked Brenda Mejos if she would consider stepping into that role and she agreed. The Board voted and unanimously approved for her to serve as Secretary for the remainder of the 2-year term. Thank you so much for being willing to be involved Brenda!*
- *The Board was asked to think about putting together a Mission Statement for our HOA to bring to the next meeting.*
- Look at possibility of metal fence posts for longevity of fences
- Reassess:
 - CCR's 4.02 Purpose of Assessments, 5.06 Fences, 5.20 Exterior Materials, 5.21 Trees Vegetation and Landscape Maintenance
 - Correct misspelling of Assessments 6.2
 - Bylaws Article III 3.3 Proxy, 6.3 Maintenance Fund

Action Items & Person Responsible

- ✓ Review of CCR's: previous & current proposed changes – All Board Members
- ✓ Gathering paint pallet of acceptable colors – ACC
- ✓ HOA email - Beth

Round Table

- There was a request that if a homeowner is going to have work done; painting, taking out trees, putting in trees, any projects that may be beneficial to other homeowners wanting to join in that there be communication so that maybe all could benefit from it. (reduced price, getting it done at the same time, etc.)

A special thank you to Debra Sorensen from Phase I for volunteering her time and providing a Zoom platform for our HOA Meetings. Also, for her feedback and assistance with some of our documents.

Adjournment: 8:04 p.m.

Crown Estates Ph I & II HOA Board Meeting

Meeting Minutes

July 14, 2021

Call to Order 7:10 p.m.

Roll Call

☒ Beth Gravley, President

☒ Bob Marsh, V.P.

☒ Brenda Mejos, Secretary

☒ Amy Campbell, Treasurer

☒ Reve Oviedo, Board Member

☒ 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)

Additional Attendees: Debra Sorensen, Sam Bateman, Jack Williams, Roy Gravley, Larry Jones

Approval of minutes from last meeting: Unanimously Approved Board Meeting from 4/21/2020

Treasurer Report: Unanimously Approved *Budget error – office supplies and postage deduction came out of Phase II only. Error corrected and Phase I and Phase II balanced correctly.

Old Business

- ❖ Review of CCR's: previous & current proposed changes – All Board Members
 - Look at possibility of metal fence posts for longevity of fences
 - Reassess:
 - CCR's 4.02 Purpose of Assessments, 4.03 Reserve Account, 5.06 Fences, 5.20 Exterior Materials, 5.21 Trees Vegetation and Landscape Maintenance
 - Correct misspelling of Assessments 6.2
 - Bylaws Article III 3.3 Proxy, 6.1 Annual Assessment, 6.3 Maintenance Fund
- ❖ Gathering paint pallet of acceptable colors – ACC *Bob has been instrumental in the gathering of information, paint samples, and languages from other HOA's, and interviewing builders. A few of the ACC members have toured several HOA's in the Vancouver area and also gathered information. After several discussions and evaluation of materials gathered, the ACC presented the Board with a color pallet for house painting and fence staining. This was voted on and unanimously passed. Please request pallet from the President to select your colors for your next painting or staining project. (Until the CCRs change regarding semitransparent stain, an ACC request will need to be made for solid stain.)
- ❖ Appointment of ACC member at large – It was proposed that an "ACC Member at Large" be appointed in order to provide an odd number of votes when an ACC Member makes an ACC request and is unable to cast a vote making it equitable. Larry Jones was asked and appointed as ACC at Large. Thank you, Larry!! As always, if anyone would like to join the ACC, please let one of your Board members know.
- ❖ Appointment of ACC members – The current ACC members (Bob Marsh, Brenda Mejos, Amy Campbell, Reve Oviedo, Beth Gravley) were officially appointed rather than using the term volunteers.
- ❖ Debra Sorenson has been working on the Proxy and ACC fillable PDF forms and completed a generic ACC form so it is not tied to any one individual making it transferable to the next Board with ease and no additional changes required.

Crown Estates Ph I & II HOA Board Meeting

- ❖ HOA email – Beth – Completed crownestateshoa@gmail.com
- ❖ Mission Statement submissions - Received proposals:
 - To promote a sense of community, enhance the livability, safety, welfare, and interests of all homeowners.
 - To develop a sense of community through the promotion of common interest, preserving the aesthetics of the neighborhood, enhancing the value of our property, and maintaining a high quality of life within Crown Estates. We will endeavor to evolve as an association to the ever-changing times in the policies and decisions we make.

The mission statements were voted on. Unanimous vote for the first mission statement was passed. New Mission Statement: ***“To promote a sense of community, enhance the livability, safety, welfare, and interests of all homeowners.”***

New Business

- 1T Hard Drive– Roy and Beth acquired one to donate to the HOA so as to be able to pass HOA documents to next Board
- Pressure washing project – Bob borrowed an industrial equipment to assist in Phase II pressure washing. Several homeowners worked together to accomplish this. Thank you, Bob, for your leadership on this project.
- CCR & Bylaw document retyped by Beth due to password protection. Roy has assisted by adding a Table of Contents, removing the index that was in front of the document, and creating a document for ease of navigation by adding links. This will be sent out to once it is in a completed stage.
- CCR & Bylaw changes including additional sections were unanimously approved to be moved forward to homeowners of CEHOA for voting. However, there is one section 5.19 Exterior Materials where the Board voted to delete a section. **“Exterior colors must be approved by the Architectural Control Committee and be compatible with existing colors. Exterior trim, fences, doors, railings, decks, eaves, gutters and the exterior finish of garages and other accessory buildings shall be designed, built, and maintained to be compatible with the exterior of the structure they adjoin. All exterior flashings or visible metal must be painted.”** the Board was willing to humor your President and wait for an additional conversation regarding not removing the outbuildings even after it had been approved to delete the section. This was due to a couple homeowners previously expressing concerns regarding outbuildings prior to the meeting. The language in 5.19 and subsection 5.19C has not changed with the exception of the number 5.19C. 5.19A and 5.19B has changed verbiage.
- Website: *Board Review – necessity? Site currently old school, been updating as time allows. The website organization has suggested we consider using an easier platform as the platform we currently use is archaic and is difficult to maintain. The Board is visiting and evaluating the website to work on the foundational HOA documents required to be provided at request and determine what needs to take place in order for other homeowners in the Association to be able to take on the task of website maintenance successfully when serving on the Board without a major consumption of time.
- SOS – Secretary change \$10.00?? Board unanimously voted to spend the \$10.00 to correct SOS documents updating the Secretary and changing it to Brenda Mejos.

Crown Estates Ph I & II HOA Board Meeting

- Meeting in Person or via Zoom? We are looking at the possibility of meeting in person for next meeting.
- Next Board Meeting October 20, 2021, Annual Meeting January 12th or 19th, 2022

Action Items & Person Responsible

- ✓ Board – evaluation of the website
- ✓ Board – check availability of room at library
- ✓ Board – submit ideas of where to meet

Adjournment: 9:10 p.m.

Crown Estates Ph I & II HOA Board Meeting

Agenda

October 27, 2021

Call to Order 7:10 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)

Additional Attendees: Debra Sorensen, Roy Gravley, Ray Noel, Sherrie Derrick

Approval of minutes from last meeting: Unanimously Approved Board Meeting minutes from 7/14/2021 with amendments.

Treasurer Report: Unanimously Approved

Old Business

- ❖ Changes to CC&Rs and Bylaws passed by 78.6% except one which passed by 75%. In order to prove validity, the ballots and tally sheet were taken to a third party, reviewed for accuracy in front of a notary, and notarized signatures obtained. Filed 10.22.2021 at Assessor's office
- ❖ SOS – Secretary change \$10.00?? Board unanimously voted to spend the \$10.00 to correct SOS documents updating the Secretary and changing it to Brenda Mejos. – Vote to wait until Annual renewal – passed unanimously
- ❖ Board – evaluation of the website - voted and passed unanimously to renew the website for 2022. Voted unanimously to utilize a new website platform as suggested by the Website Builder technical support. The website has been reviewed by a professional and a couple ADA suggestions were made regarding use of font and these were changed to meet those requirements. This will also make the website more user friendly for those having to maintain it now and in the future.
- ❖ Action Item – Library availability for meetings – was completed by Bob Marsh and is not open at this time.

New Business

- ❖ Code of Conduct – Suggestion by members in CEHOA to put into Bylaws – The Board appreciated the information and written sample. Discussion took place regarding not really wanting to change the Bylaws at this time unless absolutely necessary. It is also hoped that all can communicate and act in a professional manner.
- ❖ Sealcoating estimates – sealcoating due next year Phase II – Sealcoating was done 2016 and is due every 3 to 5 years. Prices of product has gone up substantially since 2016. All estimates include the cleaning and 2 include painting the white strips at the end of the road. AME \$4284 uses a product with

Crown Estates Ph I & II HOA Board Meeting

sand & fiberglass that fills in pits to make a smoother surface, this product is used east of the mountains and stands up better to extreme heat and cold. SBS \$7577.16 one coat of sealer cut at the normal %, Aline \$2967 similar product to SBS. Price doesn't include striping. Please note that some of the cleaning of the street differ in process.

- ❖ Bamboo – Phase II – Estimate for 65 feet of barrier \$190.30 not including tax. We have received estimates from 2 contractors and are waiting for the third. Russ's Lawn Maintenance \$895.13, Premier Works \$2677.48, not received as of this date. Discussion tabled until other estimate received. Sherrie Derrick indicated she spoke to the County and it was suggested we contact the homeowner and give 30 days for a response. There is a chemical they suggested but it probably wouldn't kill it. Voted and unanimously passed a letter be sent to the owner in an attempt to work with him to resolve this issue.
- ❖ Thank you received from homeowner for protection of ballots
- ❖ It was requested prior to the meeting via an email, from a homeowner that we also mention that he asked to review the ballots while being counted and was declined. **The attorney consulted, advised that he did not have a right to be present during the Board counting the ballots or reviewing other homeowner votes, the RCW being quoted was being misused, and what he was entitled to under the RCW recited in the emails was the results/tally sheet which will be sent to all homeowners after this meeting.
- ❖ Excess funds in Phase II budget – Estimate: \$10,422.51 from fences \$1399.68 from sidewalks = \$11,822.19 Total
- ❖ 2022 Annual Budget for Phase I and II - Due to time constraints, we are asking for a little additional time to lock down the budget for Phase II. Phase I budget will stay at \$78, and Phase II is estimated to be \$176.16 which would be a 51.1% reduction. (We are working on getting new estimates for maintenance) voted and passed unanimously to give the Board an extra two weeks.
- ❖ Welcome to New Phase II homeowners Julie and Wayne Wright 12612 NE 13th Way
- ❖ Website: Annual fee will be due soon. Estimated cost of \$148.00 - voted and passed unanimously to renew the website for 2022 as long as not to exceed \$150 website & \$20 domain name.
- ❖ Attorney consultation – Beth interviewed four HOA attorneys. Two of the attorneys wouldn't provide any information unless they were on retainer. The third attorney, asked questions and gave a few suggestions and felt that Vancouver Land Law would be a good fit for us. I spoke to an attorney from there that had been an HOA attorney in California for 20 years and has been practicing here for a few years. I spoke with her twice. She requested our documents for review and then we had a fifty-minute consultation. Below are the highlights of that conversation.
 - ❖ Different rules apply to HOA's established prior to 2019
 - ❖ Need "recital page" (common area to legally tell our story)
 - ❖ Our CC&Rs need to be Amended and Restated which is different from Amendments which create layers on top of the original document needing to have all those layers and the original document to determine the information
 - ❖ CC&Rs and Bylaws are kept separately however, they can be unofficially put into one document for ease of use with links or book marks.
 - ❖ Take all annotations out as it makes the documents confusing and cluttered with information.
 - ❖ Our CC&R document with the changes are ok and we can go ahead and file them
 - ❖ Cover page was missing one thing (and was corrected prior to filing)
 - ❖ Our CC&Rs do have some issues with how they are written some of the changes should be in our Bylaws and not in the CC&Rs.
 - ❖ Our new CC&R and Bylaw documents are well done and she is impressed with the work we have done and all necessary articles are present

Crown Estates Ph I & II HOA Board Meeting

- ❖ Due to the fact we are a small HOA we are ok with our CC&Rs and Bylaws the way they are currently. If we decided to have them redone completely properly it would take her 10 to 15 hours at \$300.00 per hour
- ❖ The handbook needs to be removed as it isn't a legal document
- ❖ It would be in our best interest to allocate the previously collected monies from Phase II for fences and sidewalks in a separate area on our books. These funds can legally be used to supplement any shortfall in any maintenance budget, any new maintenance, the fir tree on our property line, or anything deemed necessary for the benefit of Phase II current or future homeowners.
- ❖ If we wanted to attempt to refund members, it would need to be done professionally and may have some legalities associated with it
- ❖ We can retain her if we wish to answer questions and receive clarification however, if we decide to retain her, she would like to come out, walk our property, and have a visual of our HOA first. Estimated time for that service 30 to 60 minutes.
- ❖ HOA Handbook – Due to changes in CC&R's, Bylaws, and attorney comments voted to remove from governing document guidelines - voted and passed unanimously
- ❖ Meeting frequency – reducing meetings to Tri Annual. January – Annual Meeting, May & September – Board Meetings - voted and passed unanimously
- ❖ Date for Annual Meeting (Tentative) Saturday January 22, 2022 1:00 p.m. - Zoom

Action Items & Person Responsible

- ✓ Bob, Ming – Continue to gather estimates for Bamboo, Beth - write letter to property owner
- ✓ Beth, Bob, Ming – Finish 2022 budget and send to members
- ✓ Beth – Send new CC&R and Bylaw documents to members
- ✓ Ming, Amy, Beth – Audit fiscal records for Phase I & II

Adjournment: 8:45 p.m.