

2017 Annual Meeting

Crown Estates Home Owners Association (CEHOA)

January 14, 2017

The 2017 annual meeting of the CEHOA convened at 2 pm in the meeting room of the Cascade Park Library. A total of 21 people were in attendance, representing 12 Homeowners, presided over by Sam Bateman, President. A quorum was present at 43%.

Members Present:

Phase I: Willie DeLong, Tina Del Dotto, Joseph and Thavy Hing, Lanny Hubbard, James and Carol Newton

Phase II: Sam and Judy Bateman, Roy and Beth Gravley, Don and Sharon Kroeller, Jeff and Catherine Lee, Bob and Nancy Marsh, Barb Straub and guest Herb Brasington, Jack and Noreen Williams

HOA Officers:

Sam first recognized, with thanks, the outgoing officers and board members for their past service.

Sam then announced the names of the new officers and board members nominated at the Board Meeting on Oct. 25, 2016:

Sam Bateman, President	Board Members: Bob Marsh, Willie DeLong, Lanny Hubbard
Beth Gravely, Vice President	Architectural Control Committee: Remain as present: Sam Bateman, Beth Gravley, Bill Bato and Bob Marsh
Jack Williams, Secretary	
Sharon Kroeller, Treasurer	

A motion was made and unanimously passed to elect the new officers and board members for 2017-18.

Old Business:

The finalized Minutes from the Jan. 9, 2016 Annual Meeting were distributed in hard copy. There were no corrections, and the minutes were unanimously approved. These are now available for review by all members on the new HOA website (see below).

The Treasurer's Report and 2017 Budget was also distributed in hard copy. There were no corrections or questions, following a brief review by Sam, and then the report was unanimously approved. This is now available for review by all members on the new HOA website (see below).

HOA Activities in 2016:

Sam briefly summarized the key activities of the HOA during the past year. These included:

- (1) The HOA is in excellent shape, financially and otherwise. All dues were paid on time, and a small surplus was left over in the budget. Sam reminded everyone that all maintenance costs occur only in Phase II and are paid for solely by those members.

- (2) The HOA's annual business tax for 2016 was filed with no taxes due.
- (3) Exemptions to the CCRs were approved by the Board.
- (4) Guidelines for the use of the Architectural Control Committee were developed.
- (5) A tape recorder was purchased, so there would be a full record on file of all meetings.
- (6) A request for fire pits in Phase I was conditionally approved for gas and/or propane fires only.
- (7) A resurfacing of the asphalt road in Phase II was completed after extensive study by Sam and others, with excellent results at affordable cost.
- (8) A large load of bark mulch was luckily obtained for free and distributed along the perimeter fence along NE 12th Way and NE 126th Place in Phase II.
- (9) An Executive Committee, composed of the President, Secretary, and Treasurer, was formed for emergency situations when quick action is needed.
- (10) The dues for 2017 were set, after careful determinations by Sam and the Board members.
- (11) Sam brought to our attention that a number of break-ins and thefts occurred in the Fircrest neighborhood during the year. Owners should be diligent about security.

2017 Budget

Sam handed out the 2017 Budget in hard copy. The biggest expense for 2016 was the street resurfacing in Phase II. This needs to be done roughly every 3-5 years, so the job done in 2016 was long overdue, the road having been initially laid probably in 2008 at the latest. There is no increase of dues in Phase I but an increase in Phase II to cover anticipated maintenance costs.

Sam reminded everyone that IF our HOA were to hire an outside firm to administer the HOA, it would cost anywhere from \$500-\$1200 per month (divided among the homeowners), just for administrative fees in addition to our current dues for insurance and maintenance (where applicable). Currently, the management and most work is done entirely free by home owners and officers of the HOA, making the HOA highly affordable compared to other HOAs.

Consider Serving As An Officer:

However, as Sam pointedly observed, it behooves members of our HOA to seriously consider serving as an officer at some point, if we are to continue to be able to run the HOA at such a low annual fee. The duties of the officers are minimal, except perhaps for the President, and a highly worthwhile public service. Serving as an officer, especially if more members participate, rather than just the same handful all the time, also helps develop a sense of social cohesion and neighborliness that is all for the good of our community. It is enjoyable to get to know ones neighbors better by participating in the HOA. This community involvement can also include joining in when maintenance or repairs are needed on community property. This applies especially to Phase II, but could also occur in Phase I at some time.

BIG Surprise No. 1: Community Appreciation Award to Bob Marsh

Sam promised two big surprises to be announced at this meeting. The first of these was a plaque (paid for by donations) awarded to Bob Marsh in Phase II, who has set an extraordinary record of selfless service to the community (and beyond) that probably no one else could match. Sam read a detailed record of the many ways in which Bob has generously donated his time, personal money, DIY expertise, and labor to innumerable instances of maintenance, repairs, clean-ups, assistance to others. Especially significant was his contribution to the road resurfacing in Phase II, the effort to clean-up and control the

bamboo grove growing aggressively along NE 120th Way in Phase II, and rebuilding and strengthening portions of the fence along that same roadway. Others have contributed to some of these projects also (including Beth and Roy Gravley, Sam and Judy Bateman, Don and Sharon Kroeller, Jack Williams) but Bob's contribution has been truly exemplary. The citation noted that members of our HOA are very fortunate to having Bob (and his wife, Nancy) living in our community.

BIG Surprise No. 2: The HOA's New Website

Sam announced the completion and formal registration of a website for our HOA, on which he has tirelessly worked for the past two months or more. This is a remarkable accomplishment, considering that Sam had never designed a website before. Through many phone calls, self-study, and trial and error, Sam has succeeded in developing a very handy, easy to use, and informative website that will make administering the HOA much easier in the future. Sam brought up the website on the projector screen and quickly reviewed the various features to everyone. All members of our HOA are strongly encouraged to visit the website and explore its many features. Virtually anything one might wish to know about the HOA is in there, including tips on such things as the documents one needs when one might want to sell their house, or tips on maintenance and resources available to home owners. The website has been thoroughly tested by several of the HOA officers and is ready to go. Moreover, it is designed to be easily updated as developments occur.

One benefit of the website is that the minutes of the annual HOA meetings, board meetings, or other events, can be loaded onto the website soon after the meetings occur, increasing the ease for members wanting to know what is going on, where their annual dues are being spent, and so on.

Here is the website address: Be sure to save this in your list of website addresses for handy reference. Sam recommended that the website works best on Google Chrome.

www.crownstateshoa.org

Seeking Help?

Moss needing removal from roof? Gutters need cleaning? Wood around windows rotting and needing repair? Sam reminded everyone that an excellent source of tips for homeowners and referrals of service providers is readily available, for free, on the Fircrest Neighborhood Nextdoor website. The web address is: www.nextdoor.com. All kinds of information is available on this site, and it's a good place also to become more familiar with the larger Fircrest neighborhood in which we live. Highly recommended.

There was no further new business, so the meeting was adjourned shortly before 3 pm.

The next Board meeting is set for April 5, 2017 at 12614 NE 13th Way at 7pm.

Compiled by Jack Williams, Secretary

April 2017 Board Meeting

Crown Estates Homeowners Association

April 12, 2017

The meeting was called to order by President Sam Bateman at 7:00 pm. A quorum was present with 6 of 7 Board members attending. They were, from Phase I: Willie DeLong. Absent was Lanny Hubbard. From Phase II: Sam Bateman, Beth Gravley, Sharon Kroeller, Bob Marsh, and Jack Williams.

Secretary's Report: The minutes from the last Board meeting (Oct. 25, 2016) were distributed by Jack Williams, Secretary, for review. No changes or corrections were made. A vote to formally accept the minutes was made and unanimously passed.

Treasurer's Report: The Treasurer's report for 2016 was presented by Sharon Kroeller, Treasurer, showing balances remaining for both Phase I and Phase II, and all dues for 2017 now paid. A motion to accept the report was made and unanimously passed. Since dollar amounts will not be posted to our website, Homeowners may obtain balances by calling Sam Bateman (360-314-4030) or emailing him.

Old Business

- (1) The bamboo eradication in Phase II on NE 126th from neighboring property on NE 125th is still awaiting suitable weather and confirmation of a time table with the property owner. Sam will follow up on this and we hope to have the project completed sometime this spring.
- (2) The problem of non-functioning street lights on NE 13th Way and NE 126th in Phase II has been partially solved (13th Way), but the light on 126th apparently still awaits PUD action. Sam has contacted PUD several times and we hope to have this resolved soon.
- (3) With the election of new officers in January, the necessary signature forms for the HOA's accounts with US Bank on Mill Plain were taken care of.
- (4) Our HOA website has received highly favorable reviews from real estate agents involved in recent house sales in our HOA.

New Business

- (1) Sam shared concerns about US Banks newly implemented monthly charge (\$5 per month) for our accounts (because of their small balance). Sam discussed the matter with the manager at US Bank and he agreed to give our HOA a one-year grace period of not paying the fee. Continuation of that favor beyond one year is problematic. We may need to change banks after that, to avoid a fee.
- (2) A HOA workshop was held in Vancouver on April 5, run by a law firm that works with HOA's, and open to anyone interested. Sam Bateman, Bob Marsh, Beth and Roy Gravley attended. Sam reported that our HOA is in excellent condition compared to some HOA's in the area. The workshop organizers did suggest HOA's carry out a "Reserve Study" to determine how large a reserve fund should be maintained for each HOA. Although we do not have a true reserve fund, our two bank accounts actually serve much the same function to meet needed expenses. The workshop organizers felt that our arrangement works fine for such a small HOA.
- (3) At that HOA workshop it was learned that our Proxy Vote Form, as shown on our website, can NOT be used for Board meetings, but only for general or special HOA meetings. Thus, Sam corrected that information on our website. There was also a brief discussion about the possible use of Skype or Face Time for Board members unable to attend a meeting in person.
- (4) Also learned at that HOA workshop was the fact that our Board cannot make changes to the Bylaws or CCRs (this can only be done by the total membership). Thus, a previous decision by the Board to change the permissible height of *arborvitae* bushes in our community, from a maximum

8 feet to 12 feet, was illegal. A vote was taken and unanimously passed to rescind that previous decision. Thus, the legal height for *arborvitae* is now back to 8 feet, as stated in our current CCRs, unless an exemption has been applied for and approved.

- (5) The HOA's liability insurance renews on June 8. The cost for the next year will be similar to last year at \$918. A motion was made and unanimously passed to approve payment of that fee.
- (6) A brief discussion was held about the required dates for the annual filing of our HOA report to the Secretary of State's Office. This report can be filed anytime between Dec. 1 and April 30.
- (7) Sam recommended adding one more member to the Architectural Control Committee (from the current number of 4 to now 5), in order to provide additional representation and to eliminate the possibility of a tie vote. This proposal was unanimously approved by the Board, and Willy DeLong was appointed as the new fifth member.
- (8) Sam distributed a detailed list of duties of the HOA's officers that he compiled. He asked the Board members to carefully look that over and be prepared to discuss it at the next Board meeting. This list of duties will make it clear to anyone occupying an officer position what is expected of them, help avoid confusion over responsibilities, and provide info to any new officers.
- (9) There was a lengthy discussion about upcoming proposed fence maintenance on the perimeter fences along NE127th, NE12th, and NE126th in Phase II. Those fences are in varying states of aging and deterioration and will soon need strengthening and staining. The Board agreed to seek three bids on the cost of such work, and then the HOA will approach owners on the other side of those fences to see if they are willing to share the cost. This will be a big project requiring careful consideration of costs and all related factors.
- (10) Sam distributed a proposal for some changes/updates to the Bylaws to improve the operation of the HOA. These will be discussed at the next board meeting (August 9), and then any changes would need to be voted on by the entire HOA membership in a special meeting to be held in the fall. Members would be informed of any proposed changes prior to that meeting in order to have time to carefully consider any changes.

The meeting was adjourned at approximately 8:30 pm.

August 2017 Board Meeting

Crown Estates Homeowners Association

The meeting was called to order by President Sam Bateman at 7:00 pm. A quorum was present with 7 Board members attending. There were, from Phase I: Willie Delong and Laney Hubbard. From Phase II: Sam Bateman, Beth Gravley, Sharon Kroeller, Bob Marsh, and Jack Williams. Also attending was Amy Campbell, a new Homeowner from Phase II.

Secretary's Report: The minutes from the last Board meeting (April 12, 2017) were distributed for review. No changes or corrections were made. A vote to formally accept the minutes was made and unanimously passed.

Treasurer's Report: The Treasurer's report was presented by Sharon Kroeller, showing balances for both Phase I and Phase II. The only expenditure in the last quarter was to Farmers Insurance for our HOA's insurance policy for 2017. A motion to accept the report was made and unanimously passed. Since dollar amounts will not be posted to our website, Homeowners may obtain balances by calling Sam Bateman (360-314-4030) or emailing him.

Old Business:

- (1) The bamboo eradication in Phase II on NE 126th from neighboring property on NE 125th was completed and (temporarily) successful. However, recently it has been noticed that some bamboo shoots are once again reappearing above ground. Not all of the bamboo roots were removed, so further action will be needed on this persistent problem.
- (2) The matter of street light bulb replacement for Phase II appears to have been finally resolved. Sam reported that the City of Vancouver has accepted full responsibility for the lights and will replace the bulbs when needed.
- (3) The perimeter fencing matter in Phase II has reached a temporary dead end, it appears. Sam did request quotes from six contractors for repair and re-staining of the fence along NE 12th Way, and NE 126th. However, only one of the contractors offered a bid, and he strongly recommended that it would be a waste of money to try to salvage the fence along NE 12th Way, as it is too badly deteriorated. All we can do is wait until it falls down, and then it will have to be completely replaced. When this will happen is uncertain.
- (4) The HOA website continues to function well, and has been praised by realtors and others. We encourage all Homeowners in the HOA to view the website periodically, to stay in tune with what is happening.
- (5) Sam passed out a sheet reviewing the duties of the HOA's officers, Board members, and ACC members. The purpose is to identify the needs of each position, including deadlines for filing any required reports/licenses, and to encourage other Homeowners in the HOA to volunteer for service by detailing aspects of the various positions. As a reminder, an effective HOA requires the active participation of all Homeowners, not just a repeating handful of activists.

New Business:

- (1) Revisions to the Bylaws: Sam passed out a sheet containing suggested changes to the HOA Bylaws, in regard to executive officers, the members of the Board of Directors, and the timing for setting the annual assessment. These changes are all designed simply to help the HOA

function more efficiently, and will be processed and voted on in the coming months according to the rules already in the Bylaws. There was discussion of determining clear guidelines for possible dismissal of Officers in the HOA. Sam is to check with other HOAs to develop a list of guidelines, in the unlikely event that an Officer has to be dismissed.

- (2) Revisions to the CCRs: Sam also passed out a sheet containing suggested changes to the HOA's CCRs, regarding parking, trees/vegetation and fences, and the authority of the Architectural Control Committee. These changes are essentially clarifications of the existing CCRs, to avoid confusion or ambiguity, and will also be voted upon in the coming months according to the existing rules in the Bylaws.
- (3) HOA Insurance: Sam reported that our policy with Farmers Insurance may have a small increase for the next fiscal year (2018), but this is not certain yet. At this point, there are no plans to change insurer.
- (4) Catch Basin Drainage: The four catch basin drainages in Phase II, at the entrance to NE 12th Way and NE 13th Way, were cleaned out recently, largely by Sam Bateman and Bob Marsh. It proved to be a horrendously dirty and exhausting undertaking, but was successfully completed and now the procedure should not need to be repeated for several years. Sam and Bob, and the rest of the Board, agreed that future cleanings will be hired out. Sam got one quote of under \$300, which would be a bargain considering the work involved. A small addition to the annual assessment for Phase II will be made to build up a fund to cover this future cost.
- (5) A Homeowner in Phase II has informed Sam that they are looking into the possibility of changing their house into an adult foster care home business. No further details are available yet.
- (6) Phase I has a new resident: Sheryl Johnson (12503 NE 14th Circle). Phase II has three new Homeowners: Amy Campbell (12611 NE 13th Way), Larry and Linda Jones (12615 NE 13th Way), and Gary Alm (12604 NE 12th Way), who is operating his house as a rental property.
- (7) Sam reported that he was extremely pleased with the house painter who recently repainted their entire house and did a wonderful job at a reasonable price. For anyone interested in a referral, the painter is: Triple A Painting, run by Alex Izoita, tel: 360-521-1496, email: izoita11us@gmail.com.
- (8) Street Parking remains a problem at times, in that city regulations forbid parking on the streets in both Phase I and II. This problem is especially serious in Phase II because of the narrower streets there and Homeowner co-operation is requested in both Phases.
- (9) Next Board Meeting: The next Board meeting was tentatively set for Wed. Nov. 29, 2017.

The meeting was adjourned at approximately 9 pm.

Oct. 28, 2017 Board Meeting

Crown Estates Homeowners Association (CEHOA)

The fall meeting was called to order by President Sam Bateman at 10:30 a.m. A quorum was present with 6 Board members attending. They were, from Phase I: Willie Delong and Lanny Hubbard; from Phase II; Sam Bateman, Sharon Kroeller, Bob Marsh, and Jack Williams. Also attending from Phase II were Amy Campbell and Larry Jones. Board member and Vice-President, Beth Gravley, was absent and excused.

Secretary's Report: The minutes from the last Board meeting (August, 2017) were distributed for review. No changes or corrections were made. A vote to accept the minutes was made and unanimously passed.

Treasurer's Report: The Treasurer's report was presented by Sharon Kroeller, showing balances for both Phase I and Phase II. A motion to accept the report was made and unanimously passed. Since dollar amounts will not be posted to our website, Homeowners may obtain balances by calling Sam Bateman (360-314-4030) or emailing him.

Old Business:

- (1) In a called Special Meeting of Homeowners in CEHOA held immediately prior to this Board meeting, five Bylaws changes were voted on and passed.
- (2) When queried, Sam stated there is no new or additional information regarding the adult day care proposal in Phase II that was reported at our last Board Meeting.
- (3) Sam reported that the yard maintenance and truck parking problem in the rental property on NE 12th Way in Phase II was solved by a phone call to the owner of the property.

New Business:

- (1) Bill Bato has resigned from the ACC due to job constraints. Larry Jones was nominated to replace him and was unanimously approved and will assume that position immediately.
- (2) Sharon Kroeller submitted her resignation as Treasurer (due to frequent travels and not being available for meetings). Her resignation was accepted and Amy Campbell was nominated to replace her. The Board unanimously approved this change to take place November 1, 2017.
- (3) Sam presented the budget for 2018, and outlined the needs for each Phase. Increased costs, additional filing fees, possible new banking fees, and possible increases in our insurance cost, required increases in our budget for 2018 in both Phases. The goal is that, without accelerated costs and the untimely demise of maintained items, these increases will be able to sustain our future needs without additional increases in the years to come.

Because of limited exposure, dues for Phase I will rise by only \$5 to \$65 a year.

Phase II has much greater maintenance exposure (streets, lighting, sidewalks, pumping of catch basins, and perimeter fencing) and should increase to \$300 a year in an attempt to meet our financial needs. Additionally, a part of this increase is needed to replace and rebuild the monies that were used to sealcoat our streets, as well as suggested costs for future maintenance and replacement of perimeter fencing in Phase II. While no one likes increased costs, it was expressed that \$25 a month (when broken down to that denominator) is extremely reasonable for the exposure and future needs that we face.

The Board unanimously approved the proposed budget for both Phase I and Phase II.

- (4) There was discussion, led by Lanny Hubbard, about possible “stop gap measures” that might prolong the life expectancy for the fence along NE 12th Way in Phase II. More information to be gathered with no decisions made at this time.
- (5) Bob Marsh stated that he is once again chemically treating the new bamboo that is coming up on the West side of 126th.
- (6) There was a presentation and discussion regarding additional changes needed to our Bylaws and CC&Rs. Board Members voted on approving these changes and they will be discussed and voted on by Homeowners at our Annual meeting in January 2018. These proposed changes will be mailed to Homeowners (sometime late November or early December) along with Statement of Dues, Annual Report, Financial Statement and notice of Annual Meeting.

A total of 3 changes to the Bylaws (Sections 3.4, 4.1, and 6.1) were unanimously approved for presentation at the Annual Meeting for Homeowner approval.

A total of 11 changes to the CCRs (Sections 4.04, 4.06, 5.06, 5.07, 5.10, 5.21, 6.01, 6.02, 6.05, 7.02, and 8.07) were also approved for presentation at the Annual Meeting for Homeowner approval. There was a question about legal wording regarding shared fence maintenance and replacement with non-HOA neighbors on the South side of NE 12th Way in Phase II. Sam Bateman offered to check on legal opinions and any State laws regarding this.

There was no further business, so the meeting adjourned at approximately 12 noon.

NOTE: On the same day as the meeting, Sam distributed a statement by e-mail to all attendees of the Board Meeting detailing numerous Washington State Laws and legal opinions regarding this issue. That information supported our suggested wording for the proposed changes to our CC&Rs.

October 2017 Special General Meeting
Crown Estates Homeowners Association (CEHOA)

October 28, 2017

A Special Meeting of the CEHOA general members convened at 10 a.m. in Sam Bateman's house for the purpose of voting on five recommended changes to the Bylaws which were mailed to all Homeowners on September 13 for their consideration. A total of 10 members were present in person, plus 8 by proxy vote, representing 18 homeowners, presided over by Sam Bateman, President. A quorum was present at 64%.

Members Present:

Phase I: Willie DeLong, Lanny Hubbard, Joseph Hing

Phase II: Sam Bateman, Amy Campbell, Larry Jones, Sharon Kroeller, Ming Lin, Bob Marsh, Jack Williams

Proxy Vote Forms were submitted by: Alfred Anderson, Scott Johnson, Christina Del Dotto, Beth Gravley, Richard Johnson, Jeffrey Lee, Don Tsou, and Sheryl Johnson

Voting: (Amendments to the Bylaws require a vote of 34% of all Homeowners, either in person or by proxy, with two-thirds (2/3) of those voting to approve.)

As mailed on 9-13-2017 to each Homeowner, those changes to our Bylaws were approved as listed below:

1.1 Executive Officers – passed unanimously

2.1 Number – passed unanimously

2.8 Term of Office – passed unanimously

6.1 Annual Assessment – passed unanimously

Additions to Index – passed unanimously

There were also two email votes received which could not be counted because there were no completed Proxy Vote Forms provided by those Homeowners as required by our Bylaws. However, those two votes, if counted, would not have changed the outcome of voting.

There were no other discussions and the meeting adjourned at approximately 10:15 a.m.