

2015 Annual Meeting  
Crown Estates Home Owners Association (CEHOA)  
Organizing Meeting, March 28, 2015  
Minutes

The first meeting of the CEHOA convened at 2 p.m., in the meeting room of the Cascade Park Library. A total of 35 people were in attendance at the start of the meeting, presided over by Sam Bateman (Phase II).

The first order of business, after a brief introduction by Sam, was to have the administration of the CEHOA formally handed over to Sam by Andrey Tkachenko, the builder of Crown Estates. Certificates stating transfer of administrative responsibilities and acceptance thereof were exchanged.

Sam then gave a brief introduction reminding the audience of how the HOA came about and the steps leading up to today's gathering. Concerns were expressed by two home owners about whether the deadline had already been passed to organize the HOA. Sam pointed out that the existing CCRs (developed and filed with Clark County by Andrey on Oct. 30, 2007 and which each homeowner should have received upon purchase of their house) had several provisions that superseded the deadline. In other words, the organizing of the HOA at this time is completely legal, and certified by the attorney hired by Andrey to assist in the organization and amending of the By-Laws and CCRs of the HOA. In short, the main items of business of today's meeting were to elect officers, amend and approve the By-Laws and CCRs. There was no vote on whether or not to have an HOA, as none was required since such action was mandated by the original CCRs and we were just meeting those obligations.

Election of Officers: The results are as follows:

President: Sam Bateman (Phase II)

Vice President: Jeff Gray (Phase I)

Secretary: Barb Straub (Phase II)

Treasurer: Joseph Hing (Phase I)

Board of Directors (the four officers above will be members of the Board, in addition to):

Jack Williams (Phase II)

Sharon Kroeller (Phase II)

Lanny Hubbard (Phase I)

Architectural Control Committee (ACC)

Beth Gravely (Phase II)

Bob Marsh (Phase II)

## Sam Bateman (Phase II)

Discussion followed regarding the precise role of the ACC, and how restrictive the CCRs would actually be. This is often one of the most contentious issues of HOAs, and Sam pointed out that our HOA would be as minimally restrictive as possible (as reflected in the amended CCRs), while still maintaining the quality and integrity of our community.

### Amending of the ByLaws and CCRs

All 28 households in the Crown Estates had already received a copy of the ByLaws and CCRs, with preliminary amendments. The Incorporating Board consisting of Sam Bateman, Jack Williams, Bob Marsh, Sharon Kroeller, and Jane Austin met on March 10<sup>th</sup> at the home of Sam Bateman to go over those documents in detail, and further revisions were proposed and incorporated into the two documents, for presentation and action at today's full meeting of the HOA. At today's meeting, Sam systematically went through the two documents, pointing out those passages (shaded in green) that could be deleted, because they were no longer applicable to our HOA. Sam also pointed out word changes and additions (in orange/yellow) that needed to be approved and added to the documents. The ByLaws had only minor changes required, under Section 6.3, to clarify that the Maintenance Fund would pertain only to Phase II, since Phase I common areas are maintained by the City of Vancouver, while Phase II must maintain these on its own.

The CCRs required a number of revisions. All of these were accepted by the members present at the meeting, with the exception of the following items, which elicited separate motions to revise the wording in the document, as follows:

4.06 A motion to change the figure of "twenty percent (20%)" (in line 2) to 34% was passed, on the premise that it would be desirable to have a larger proportion of the members required at a meeting to pass measures affecting the HOA. A number of people pointed out, however, that it is typically very difficult to get HOA members to attend meetings.

4.08 There was discussion regarding 12% interest charged on delinquent dues or assessments but there were no motions made and no further action or changes were made at this time.

4.10 A motion to change "any common areas" (in line 2) to "any common areas not directly owned by a lot owner" was passed. There was discussion about the role of home owners in maintaining common areas (including fencing and trees) adjacent to their property.

5.06 There was discussion about the subject of fences and hedges. In the end, the only additional change that was approved by a separate motion was to allow hedges to grow to a height of 8 feet, rather than the stated 6 feet.

7.01 There was discussion about the issue of enforcement of covenants. A motion was passed to limit fines to maximum of \$100 per day, for a maximum total of \$1,000 in a calendar year. A motion to remove the ability of the HOA to put a lien on a delinquent household (as stated in the ByLaws, Section 6.5) was defeated. There was also discussion about 12% interest charged on delinquent dues (as noted in CCRs).

After the above discussion and actions, a formal vote, by paper ballot, was taken. A number of people, unable to attend the meeting in person, had turned in proxies for their votes. The final count, performed

by Sam Bateman and Jack Williams, showed a total of 22 “yes” votes for acceptance of the revisions as presented. Approval of these documents required the votes of 75% (or 21 households) in the CEHOA. Those voting to amend were as follows:

Phase I, Scott Johnson. Lynette Bato, James Newton, Lanny Hubbard, Jayne Austin, Ruth Anderson, Jeff Gray (Proxy by Ruth Anderson), William Cooper, Willie DeLong, Don Tsou, YC Khan (Proxy by Don Tsou), Alexander Stetsen, Joseph Hing.

Phase II, Sam Bateman, Kirk Woolpert (Proxy by Sam Bateman), Kevin Lamb (Proxy by Sam Bateman), Jeffrey Lee, Robert Marsh, Barbara Straub, Jack Williams, Thuy Mai, Sharon Kroeller.

Three members from Phase I were not represented in person or by Proxy. They were: Osama Sidaros, Carl & Tami Lacasse, and Daniel & Laura O’Neill. All members from Phase II were either in attendance or represented by Proxy.

#### Budget and Assessment Figures

As time was getting late, Sam went quickly through the single sheet Budget for the HOA, which divides the group into two parts, Phase I and Phase II. Because the two Phases have different responsibilities, there will be two completely separate bank accounts and book keeping operations. Members of Phase I will pay \$60 per year, those in Phase II will pay \$215 per year. The first assessment will be due April 1, delinquent after June 30, and will be a pro-rated portion of the full year sum (2015 totals will be \$45 for Phase I and \$161.25 for PhaseII). Future assessments will be due on Jan. 1, delinquent after March 30. Notices about the assessments will be mailed to all households very soon.

The meeting concluded at approximately 4:30 pm.

(Minutes compiled by Jack Williams, interim secretary)

**Crown Estates Home Owners Association  
Meeting Notes**

6/3/2015	7:00 PM	12614 NE 13 <sup>th</sup> Way
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Attendees	Present	Absent	Excused
Sam Bateman	X		
Jeff Gray	X		
Beth Gravley	X		
Joseph Hing	X		
Bob Marsh	X		
Sharon Kroeller	X		
Jack Williams		X	

**Meeting Called to Order**

*First, I would be remiss if I did not tell you what a fantastic job our Secretary, Beth Gravley, has been doing and the time and effort she has expended on our behalf in getting through the maze of paperwork necessary to obtain:*

1. *Our "Articles of Incorporation" which were filed with the Secretary of State*
2. *Our EIN number from the Washington State Department of Revenue*
3. *Our UBI number from IRS*
4. *Our Business License (yes, we even have to have one of those too!)*
5. *Our bank deposit stamps.*

*Thanks Beth!!!*

**Treasurer Report - Reviewed and Accepted**

**Old Business**

- Liability Insurance Quotes (options up for vote)
  - Farmers Business Owners Policy (BOE) \$942.00 W/\$500 deductible
  - State Farm \$809.00 W/\$2500.00 deductible
  - Bolt \$1432.46 W/\$1000.00 deductible
  - Broker Insurance Center \$1603.99 W/\$1000.00 deductible

Original insurance budget estimate was using State Farm's rate at \$28.90 per home. The policies were reviewed and voted on. The vote was unanimous to use Farmers BOE for our insurance company. The difference will be calculated in next year's budget.

## Crown Estates Home Owners Association Meeting Notes

Action Item	Who Responsible	Date Completed
Order, set up, and pay for Insurance Policy	Sam Bateman & Joseph Hing	

### New Business

- Variances (or "Grandfather Clauses") for any non-complying items that were in existence prior to Organizational Meeting of 3/28/2015

There was discussion regarding a grandfather clause/variances and how to go about the structure of such a clause. A firm decision couldn't be made due to the differing circumstances. Some of the items brought up that are existing were:

- Metal Gates
- 10 ft. Arborvitae
- Trailers and boats
- Trucks

Action Item	Who Responsible	Date Completed
Written Grandfather/Variance procedure	Board Members	Tabled

- We had an inquiry from a realtor about solar panels and there was a brief discussion about that but no action taken. It was suggested that we come up with a packet for potential new homeowners when a house is on the market for sale.
  - *Paperwork required of HOA to meet needs of Sellers, Realtors & Title Companies (It's easy, the Board just needs to be aware of it)*

Action Item	Who Responsible	Date Completed
Information Packet	Board Members	On Going/Tabled

- Bob Marsh would like to see some guidelines for the Architectural Control Committee to go by and Sam said he would try to come up with something.
- Possibility of a neighborhood BBQ - discussed pros, cons, and location -Tabled

**Next Meeting 1<sup>st</sup> Wednesday in October**

**Adjourn 7:55 PM**

**Crown Estates Home Owners Association  
Meeting Notes**

10/14/2015	7:00 PM	12614 NE 13 <sup>th</sup> Way
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Attendees	Present	Absent	Excused
Sam Bateman, ACC, President	X		
Jeff Gray, VP	X		
Beth Gravley, ACC, Secretary	X		
Joseph Hing, Treasurer	X		
Sharon Kroeller, Board Member	X		
Lanny Hubbard, Board Member	X		
Jack Williams, Board Member	X		
Bob Marsh, ACC	X		
Bill Bato, ACC		X	
Lynette Bato, Attendees	X		
Yiichiang Khan, Attendee	X		

**Meeting Called to Order** (original meeting was postponed one week from 10.07.2015 to 10.14.2015)

**Meeting Minutes from 6.3.15** - Reviewed and Accepted

**Treasurer Report** - Dated 10.03.2015 Reviewed and Accepted

**Old Business**

- Liability Insurance Quotes
  - Farmer's Business Owners Policy (BOP) \$942.00 W/\$500 deductible was purchased and is effective 06.08.2015 through 06.08.2016

Action Item	Who Responsible	Date Completed
Order, set up, and pay for Insurance Policy	Sam Bateman & Joseph Hing	6/8/2015

The insurance bills 12 months at a time therefore, the HOA had to pay 12 months of insurance. We won't know the cost of the 2016 insurance until around April after the budget is established but are in hopes there isn't much change.

## Crown Estates Home Owners Association Meeting Notes

- Beth was asked for an update on progress for filing with IRS for a 501 (C) status, UBI number (we had been assigned two numbers instead of one) and correction on our license from being listed as located in County instead of in the City. She reported she was still trying to figure out which 501 (C) we would qualify for and pertinent facts concerning obtaining that status from the IRS, the issue with the UBI number had been resolved but the location issue had not as of yet.

Action Item	Who Responsible	Date Completed
Continue IRS 501(C)3 & Non Profit status for business license research	Beth	

- Variances (or "Grandfather Clauses") for any non-complying items that were in existence prior to Organizational Meeting of 3/28/2015

Action Item	Who Responsible	Date Completed
Written Grandfather/Variance procedure	Board Members	10.14.2015

- Sam submitted a document with suggested guidelines for use by the Architectural Control Committee. Submission unanimously voted in as guidelines. \*\*see attached

Action Item	Who Responsible	Date Completed
Maintain Electronic Files of HOA Meetings	Beth Gravley - or current secretary	On Going/Files established 10.18.2015

### New Business

- VP Jeff Gray was appointed to work on wording for "Variance" and in collaboration with Sam to get approval from other Board Members before sending it out. This would also help to put Members on notice that have existing conditions not normally allowed by the CCR's and assist the ACC with future problems and those existing conditions.
- A quick reference of "Do's" and "Don'ts" to be provided to all Home Owners regarding our CCR's for easier understanding. I would suggest moving the location for discussion and action taken regarding "Architectural Control Committee Guidelines" to "New Business".

## Crown Estates Home Owners Association Meeting Notes

Action Item	Who Responsible	Date Completed
Written Variance wording document & approval	Jeff Gray & Sam Bateman	10.25.2015

- ❖ "Private Drive" signs for 12th and 13th Way - The purchase of signs unanimously voted in

Action Item	Who Responsible	Date Completed
Order & Come up with wording on signs	Sam Bateman & Beth Gravley	

- ❖ Dates and location for future Board Meetings - Sam checked on several places to hold meeting, library, Firstenburg Sam doesn't mind having meeting at his house. January 9<sup>th</sup> is proposed for annual meeting at 1pm, April 27, Aug 3, and Nov 9 for future quarterly meetings. Location for annual meeting to be announced later.
- ❖ Fence on 12<sup>th</sup> is in need of repair. We will attempt to fix it, get estimates from contractors if we are unable to ourselves. Voted to add Bob Marsh to Secretary of State as member.

Action Item	Who Responsible	Date Completed
Check on options for repair	Sam Bateman, Bob Marsh, Lanny Hubbard, & Beth Gravley	

- ❖ Non-working street light on 13th Way - also on 12<sup>th</sup> way

Action Item	Who Responsible	Date Completed
Check on options for repair	Sam Bateman & Beth Gravley	

- ❖ Budget and figures for 2016 dues to be presented at Annual Meeting in January. It was proposed and voted on to keep budget the same, rundown on expenditures provided by Sam. Voted and unanimously passed \*\*see attached
- ❖ It was suggested that we come up with a packet for potential new homeowners when a house is on the market for sale.



**Crown Estates Home Owners Association  
Meeting Notes**

- ❖ Sam reported new owners @ 12504 NE 14<sup>th</sup> Circle as Casey & Tina Del Dotto
  
- ❖ Buy recorder for assistance with HOA minutes (\$50.00 limit) - unanimous yes vote

<b>Action Item</b>	<b>Who Responsible</b>	<b>Date Completed</b>
Purchase omni directional recorder	Beth Gravley	(I have one that I can use. It would cost \$100.00)

- ❖ Sam and Judy Bateman submitted formal request for exception for seasonal art work in their yard. Was accepted by those present at meeting. \*\*see attached
  
- ❖ Neighbor in Phase I built a fence and didn't ask the ACC. Jeff will send email to new neighbor regarding existing CCR's and inform them of the rules.

**Next Meeting 9<sup>th</sup> Wednesday in January**

**Adjourn 8:45 PM**