

## MEETING NOTES

### CRYSTAL FIRS HOA - BOARD MEETING

JULY 20th, 2016 - 6:30 PM

Attendance: Jim, Mark, Denise, Dan

#### FINANCIAL UPDATE:

- Reviewed the financial status of both the Checking and Savings Balance (44 of 48 Assessments Collected)
- Reviewed the Budget - Actuals vs Variance

#### COMMUNICATION:

- The creation of a CFHOA Website was put on Hold pending a review by Denise of existing "Template" options
- Recommendation was made to review other Home Owners Association websites and Templates
- Letters to the Association:
  - CC&R - We will be sending a letter to the Association regarding the focus moving forward
  - The letter will focus on Curb Appeal (Landscape - Garbage Cans etc, Trim & House Paint, Garage Doors, Illegal Parking
  - Discussed landscaping fix 30 days to owners. Stain/painting to be discussed at the Nov meeting with Community.
- Mark to Create a "Tick Sheet" to support reviewing all houses in the HOA
- Jim to Draft the initial letter for review
- Denise to provide Board with Insurance info – email sent.
- Lot D1L44 – Denise to follow up driveway request. Request owner contact City of Maple Valley about fixing driveway, fire hydrant issue. If City denies this request then discuss options as a Board for next steps.

#### WELCOME PACKETS:

- Denise will research and develop the "Welcome" pack contents for the new owners in D1L23
- A \$50.00 budget was discussed for the Welcome Basket Gift

- A \$46-75.00 budget was discussed for Welcome gift basket and \$50.00 for Welcome packets.
- The remaining contents will focus on "CC&R", How & When to pay assessments, etc.

#### **STAINING THE EXTERIOR FENCE:**

- Stain Color - We will have two stain options to present to the HOA at the November Meeting
- Mark to reach out to John King to see if he will help facilitate a committee to organize
- Board to budget exterior as appropriate in the next fiscal

#### **NEIGHBORHOOD NIGHT OUT – AUGUST 2ND: (Denise and Dan to Coordinate)**

- Communication – Letter to HOA (2 Flyers to be circulated over the next two weeks: Dan to Create, Denise to Support)
- Events and Games – Balloons, T-Ball, Squirt Guns, Eggs
- Food & Beverage - BBQ, Dogs, Chips, Salads, Desserts, Soda, Water
- A \$200 budget has been set aside for the event

#### **DIRECTORY:**

- Mark to send everyone the Electronic Copy of the Directory to help complete.

#### **LANDSCAPING:**

- The landscape Budget was calculated and determined that as of this meeting there is \$3,883 remaining in this Fiscal Budget
- Projects from the “Active Landscape Projects” list dated 07/19/2016 were reviewed.
- Projects #1 (Mulch \$700), #2 (Stump Removal \$580), #3 (SOD Removal \$510), #5 (Clean Up Open Area \$760) and #6 (Cut Stickers \$800) Were approved

- Replacement of trees and a potential budget for 2017 was discussed - Jim to review the list of tree options with his landscape contact to determine cost
- Application for meeting with the City of Maple Valley regarding the open area was discussed and placed on hold
- **Denise to follow up with City of Maple Valley concerning expiration date of permit for trees. Mark to provide a copy of permit.**

**IMPORTANT FUTURE DATES:**

- Neighborhood Night Out - Aug, 2<sup>nd</sup>
- Neighborhood Cleanup – TBD
- HOA Board Meeting - Oct 19<sup>th</sup>
- Home Owners Association Meeting - Nov 16<sup>th</sup>

**MEETING ADJOURNED: 8:15 PM**