

## Cedar Ridge Homeowners Association Board Meeting Notes February 9, 2022

Meeting start time-6:33 pm. Carolyn Fry calls the meeting to order.

Location: Lot 74

Board member Attendance- Travis Weber Jr., Lillian McGinnis, Carolyn Fry

Homeowners in person attending in person- Eugene and Sherryl Pfaff, Barb Moberg, John Wasilk

Remote attendance via Google meet- board member Diana Thompson, homeowners Don Lee, Randy Rich, Mariah Little

Agenda: Homeowner questions and concerns. Minutes of January meeting reviewed and approved.

Non-Compliance: 3 out of 4 noncompliance issues resolved. 1 pending consideration from board.

Introductions of homeowners: Travis opens meeting to homeowners' concerns.

- Question:
  - Homeowner brought up concern for annual meeting minutes procedure.
  - Answer: President to review governance documents for how annual meeting minutes are to be handled and report back in March.
- Question:
  - Homeowner questioned what the significant legal fees in 2022 budget were allocated for.
  - Answer: President explained the projected increase was derived from 2021 board for HOA dissolution audit costs on top of annual lien legal fees.
- Question:
  - Homeowner question if electronic submissions were received.
  - Answer: President confirmed receipt of all submissions and to start addressing them
- Question:
  - Homeowner questioned about the Finance committee mentioned in the newsletter.
  - Answer: President stated committee would be working with the Treasurer to internally audit the books and help with tasks. President also asked for how this has operated in the past and homeowner provided historical context with two prior boards. (Full homeowner comments available upon request).
- Question:
  - Homeowner brought up concerns regarding financial access in 2019 after reviewing the books.
  - Answer: President requested documentation for the concern and would review and respond to the concerns. (Full homeowner comments available upon request)

No further concerns were addressed.

Vice President Report: Open position. Carolyn states she has reached out to a homeowner who may consider the position, but nothing is concrete yet.

Secretary Report: Pierce County Road Works contacted concerning potholes, resealing to proceed by end of 2022. Diana reports Quote for cleaning/ repaint/ reseal of entrance sign will be done in Spring of 2022. Sign on 111<sup>th</sup> restored. Security quotes obtained for patrols and gated entrance. PSE contact for quote regarding streetlights on 112<sup>th</sup> St E.

Treasurer Report: Lillian confirmed dues letters have been mailed out. Twenty-three homeowners are eligible for a refund/credit for late fees collected per Travis' findings regarding Gov. Inslee's proclamation 20-51.

Motion to approve refund of late fees passed. Letters explaining refunds and remaining dues notices sent out.

Travis submitted updated reimbursement form for CRHOA usage. Motion to approve form passed and new form instituted. Travis to update website with form availability.

Treasurer's report includes new signers for bank account are Travis, Diana, & Lillian.

- Travis inquired about online banking (it's free) & has debit card for association.
- Lillian has filed the annual Secretary of State report on paper. The system down in Jan/ Feb.
- Travis is using his address for principal address for the association.
- Insurance paid up to October 2022 & physical address updated to Travis's address.

Lengthy discussion ensued about recent crime activity in our neighborhood. The theft of catalytic converters, various trespassing incidents, vehicular vandalism to homeowners' yards and suspicious vehicles driving through the neighborhood. Diana reported calls to Pierce co. Sheriff's department requesting extra patrols throughout Cedar Ridge. Sheriff's office recommended calling their non-emergency number to report any unlawful activity at the time it occurs, they will dispatch accordingly. Carolyn will include more information in the February newsletter. Carolyn reported she received a recommendation from a homeowner suggested organizing a community meeting with homeowners and local law enforcement.

Committee reports were discussed.

Welcoming committee-Travis recommended to extend the welcoming packets to include all new homeowners that have moved in over the last 6 months. Carolyn requested a list of names from Lillian and will move forward with dispersing of welcome baskets.

Adopt a Road - Carolyn reported 112<sup>th</sup> has been cleaned up 4 times as of the time of this meeting. Travis contacted the Pierce Co. Public works department to pick up the collected litter bags free of charge. Carolyn has recruited 2 homeowners to assist her in a weekly endeavor to collect litter along 112<sup>th</sup> St. Carolyn also mentioned she intends to hold the twice a year "clean up" event, Spring and Fall. More details to follow.

Safe Streets- the board is actively trying to recruit a chairperson and committee to help alert local law enforcement of any suspicious activity happening in Cedar Ridge. She approached Dave Dyerseth about joining the committee and he agreed. Diana also recommended establishing a neighborhood watch program.

Events Committee: 4<sup>th</sup> of July Lillian to call Joe Carl to reserve band for 4th of July. Also suggests inviting the BL mayor and East Pierce Fire department

Wrap up: Travis asked if there were any more issues the attending homeowners wished to discuss. None was brought up.

At 8:00 pm Carolyn made a motion to adjourn the meeting. Diana seconded the motion

Meeting adjourned.

April 1, 2022

I was asked by President Travis Weber to make my corrections to the February board meeting minutes. They are as follows:

- I asked President Travis Weber about the Finance committee that was mentioned in the newsletter
- President Weber stated the committee would be working with the Treasurer
- I asked for more information and stated that we have had a Finance Committee twice in the past and wondered how this one would work
- President Travis asked that due to my history on the board, would I explain how the two committees operated in the past
- I proceeded to explain we have had two finance committees in the past.
- The first was Kevin Body's board where Greg Fry and a few others created a program for the board to track expenses and income. They also created a program for committees to request money from the board, track expenses and then report back to the board on the event. Their work included operating procedures for the treasurer and board
- Jim Bouchard's board created a finance committee to work with the treasurer
- The board never defined the job of the committee
- I had discovered when looking at the treasurer's book that a homeowner was signing checks
- The HOA board allowed a homeowner to sign checks, gave him access to the bank accounts, put him on the signature card and was allowed to talk to homeowners to collect yearly dues
- When I was finished Sherryl Pfaff, another homeowner, was sitting at the table with the board addressed me with a question ( Sherryl sat with her back to the rest of the homeowners)
- Sherryl asked if I was talking about a homeowner that was signing checks.
- I replied yes
- Sherryl asked if that person had a name
- I said yes
- Sherryl asked the name of the homeowner
- I said it did not matter. The event was over and there was no need to bring up names.
- Sherryl insisted on a name and I told her it was Gene Pfaff (husband of Sherryl Pfaff)
- Sherryl went on to state that Gene Pfaff had never signed any checks for the association, only when he was President
- I offered to give the board documents that would back up my statements
- President Travis Weber stopped the discussion and asked that I provide the board with that information to back up my statements