

**CRHOA Board Meeting Agenda**

November 6, 2018

7:00 p.m. to 8:30 p.m. at the Puyallup Public Library

Email: [board@crystalridgehoa.org](mailto:board@crystalridgehoa.org)

Website: [www.crystalridgehoa.org](http://www.crystalridgehoa.org)

**7:00** Call to Order

Roll Call and Establish a Board Quorum

**7:00** October 2, 2018 Board Meeting Minutes

**COMMITTEE AND VISTA REPORTS**

**7:05** VIOLATIONS REPORT - Vista

**7:20** PLAY LOT – Tim Nelson/Emory Gearhart to report

**7:30** TREASURER & COLLECTIONS –

- (1) Review Oct YTD – Vista
- (2) Proforma full year 2018 – Vista
- (3) Irrigation Repair Invoices - discuss
- (4) Collections and past due report - Vista

**7:45** PROPOSED CAPITAL PROJECTS 2019

- (1) Estates Fence Replacement – need to write bid specifications and qualification requirements
- (2) Tree Replacement – need to prioritize and mark trees
- (3) Landscape bids for 2019
- (4) Monument Maintenance – need specifications
- (5) Irrigation Maintenance -
- (6) Complete Play Lot – what needs to be completed in 2019

**8:00** 2019 RE-AUTHORIZATION OF RULES & REGULATIONS

**8:30** MEETING ADJOURNED

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<b>CRYSTAL RIDGE HOA October 31, 2018</b>				<b>Budget</b>	<b>Pjtd 2018</b>	<b>Projected Variance</b>	<b>Cost to Complete</b>
<b>COST TO COMPLETE</b>							
<b>Income</b>							
	2018 Assessments			\$169,133	\$ 156,636	\$ (12,497)	
	Fines, Interest and Late Fees			\$ -	\$ 7,618	\$ 7,618	
	Legal Fee Reimbursement			\$ -	\$ 12,790	\$ 12,790	
<b>Total Income **</b>				<b>\$169,133</b>	<b>\$ 177,044</b>	<b>\$ 7,911</b>	<b>\$ -</b>
<b>Expenses</b>							
	Administrative Expenses						
	Management Company Fee			\$24,000	\$23,400	\$600	\$3,900
	Collection/Legal Fees/Bad Debt Exp/Corp Legal			\$13,000	\$19,893	(\$6,893)	\$3,000
	Postage, Supplies, Web, Advert & Misc			\$2,600	\$1,264	\$1,336	\$1,336
	<b>Total General and Administrative Expenses</b>			<b>\$39,600</b>	<b>\$44,557</b>	<b>(\$4,957)</b>	<b>\$8,236</b>
	Landscaping						
	Basic Contract			\$66,500	\$66,500	\$0	\$11,000
	Irrigation Repair			\$0	\$10,200	(\$10,200)	\$10,200
	Irrigation and Electricity			\$11,250	\$11,250	\$0	\$1,419
<b>Total Expenses</b>				<b>\$117,350</b>	<b>\$132,507</b>	<b>(\$15,157)</b>	<b>\$30,855</b>
<b>Net income (Loss) for the Year</b>				<b>\$51,783</b>	<b>\$44,537</b>	<b>(\$7,246)</b>	
<b><u>CASH BALANCE ESTIMATE</u></b>							
	Cash Balance 10-31-18		\$103,669				
	Less: Prepaid 2019 Assessments		\$3,534				
	Less: Budget Nov 1 to Dec 31		-\$30,855				
	Cash Net of Operating Expenses		\$76,348				
	Less: Play Lot Cost to Complete		-\$23,100				
	Projected Cash at Dec 2018		\$53,248				
	Less: Operating Reserves		-\$10,000				
	Less: Capital Reserves (20% of Assessments)		-\$33,827				
	Net Reserves Over (Under)		\$9,421				
<b>** Note:</b> Total Accounts Receivable: \$20,732 including \$12,497 in unpaid 2018 assessments							