

# CROFTON HILLS HOMEOWNERS ASSOCIATION

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*Minutes of the Board of Directors meeting of the Crofton Hills Homeowners Association, Covington, WA,  
held at J.D. Wilson's home, in Covington, WA, at 7PM on December 7, 2022*

## Board Members

J.D. Wilson, President | Tory Ostic, Treasurer | Josh Peyton, Vice President | Amy Peyton, Secretary

## Home Owners

Carol Garcia, former Treasurer

## Others

Debi Alexander, Property Manager with Bell-Anderson & Associates LLC, AMO

## Approval of the Minutes of the Previous Meeting

Motion through email by J.D. Wilson on November 29, 2022, to approve the minutes of the meeting last held on November 10, 2022. Motion seconded through email by Amy Peyton on December 2, 2022. Motion passed.

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| Time   | Item  | Owner        |
|--------|---|--------------|
| 7:08PM | <b>Welcome</b>  | J.D. Wilson  |
|        | <b><u>NEW BUSINESS</u></b>  |              |
| 7:08PM | <b>CCR Amendment</b> – J.D. announced that our attorney, Jennifer Hill, is working on an amendment. We still need to decide on a number to limit rentals to. A draft of the amendment should be available for review in February's meeting.   | J.D. Wilson  |
| 7:09PM | <b>Proposed 2023 HOA Budget</b> – Budget was reviewed by the board members. Question about professional fees was raised. Decided to keep in the budget for unexpected costs. Landscaping budget has been raised 10% to help cover expense increase due to anticipated inflation. Currently HOA dues will not cover 2023 expenses and are not allowing any money to go into our reserve. Because of this, the board finds it necessary to increase HOA annual dues. Board voted and approved HOA dues to increase in 2023 to \$600 which reflects current inflation. Information will be presented to HOA members in annual board meeting about this raise and the necessary reasons for it. A few changes will be made to the proposed budget: Legal will be changed to \$200/month and a community growth fund will be budgeted in for the | Carol Garcia |

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| Time   | Item  | Owner                       |
|--------|---|-----------------------------|
|        | welcoming committee. Once these changes have been made, the board will approve the budget.  |                             |
| 7:31PM | <b>Property Manager's Report</b> – Discussed late fee rule in delinquent assessments. Board agreed and requested Bell-Anderson to send out a courtesy letter 1 month after sending a late fee notice reminding homeowners that they are past the grace period and if the late fee isn't paid, we can legally put a lien on the homeowner's property.  | Debi Alexander              |
| 8:00PM | <b>Architectural Approval Request</b> – Lot 70 (25528 159 <sup>th</sup> Ct. SE) requested solar panel installation. Board reviewed and approved this request.   | J.D. Wilson                 |
| 8:01PM | <b>Yard Violations</b> – Board agreed that Bell-Anderson should send out yard violation warning letter that requests residences (who are not in compliance) to get their yards in shape by April 1 <sup>st</sup> . This grace period will give homeowners ample time to get their yards up to standard. After April 1 <sup>st</sup> , Bell-Anderson will inspect yards and send out any necessary fines. J.D. will put property management contact information on the website in case any homeowners have questions about their warning letter. | Carol Garcia                |
| 8:09PM | <b>Street Lights and Monument Light</b> – Some street lights have been reported as out. Carol Garcia wondered if our power has been turned off. Debi didn't think it had been, but agreed to check into it. Carol will look into seeing if the monument lights are on and if she can put up Christmas lights.   | J.D. Wilson                 |
| 8:17PM | <b>Crofton Hills Play Area</b> – J.D. Wilson located a place in Bremerton, WA (swingsetmall.com) where a replacement slide for the playground can be found for \$890. It was agreed by the board to purchase this slide in the new year when spring comes. Carol said we could request Malones to install. Further discussion will be held about installation closer to spring.   | J.D. Wilson                 |
| 8:22PM | <b>Next Mailing</b> – Bell-Anderson will mail out the budget once the board approves it. The mailing will also include the date, time, and place where the annual board meeting will be held. Amy Peyton will make the appointment with the library for this meeting and coordinate with Debi Alexander to make sure she can be there too.  | Carol Garcia<br>J.D. Wilson |
| 8:30PM | <b>Welcoming Committee</b> – The board plans to visit all 99 properties to update records, get to know homeowners, and make sure homeowners know how to contact the board. Bell-Anderson suggested collecting contact information (like emails). Along with a packet of information about the HOA, other things like potential local business coupons, and the like may be included. The board also intends to ask what HOA events residents would like to in their community. The board intends to   | Amy Peyton                  |

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**Time****Item****Owner**

do this in the spring and will continue to make arrangements for this event.

**ACTION ITEMS IN MEETING**

8:11PM **Treasurer Exchange** - Carol Garcia (former treasurer) handed over post office box key to Tory Ostic the new treasurer.

8:54PM **HOA Dues** - Board voted to increase HOA dues to \$600 in 2023. Board approved these dues.

9:05PM **Board Members Confirmation** – Board confirmed the following board members and their titles: J.D. Wilson – President; Josh Peyton – Vice President; Tory Ostic – Treasurer; Amy Peyton – Secretary.

**NEXT MEETING**

Next meeting will be the Crofton Hills HOA annual meeting. This meeting will be held at the Covington Library. Date and time to be determined. Amy Peyton will arrange this with the library, Debi Alexander, and the other board members.

9:05PM **ADJOURNMENT**

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