



**Crystal Ridge Residential  
Homes Association, Inc  
Board of Directors Meeting**

H O M E S A S S O C I A T I O N I N C

**Meeting # 32 - Board of Directors & Community Meeting**

**Date: January 23rd, 2025**

**I. CALL TO ORDER**

- A. Board Member - Phillip Wills called the meeting to order at 7 P.M

**II. ROLL CALL OF OFFICERS**

- A. Board Members Present

- Katrina Smith
- Shawn & Sheree Dotson
- Ernestine Brown
- Robert Holt - proxies Rob Bauer
- David Kempker
- Shawntelle Smith
- Phillip & Emily Wills
- Brandon Laughridge
- Jennifer & Jeremy Chandler
- Sergiy & Katya Makarenko
- Juan & Erika Togo

- B. 3 Empty Board of Directors Seats still available.

**III. APPROVAL OF THE MINUTES OF THE PAST MEETING**

- A. This is recapped with old business before any old business that needs wrapped up.

1. Motion by Phillip Wills to approve the minutes of the prior meeting motion carried 7:05 P.M

**IV. OLD BUSINESS NEWS AND THINGS TO WRAP UP**

- A. The Christmas event was a huge success.

1. Over 60 Children attended. Around 70-80 people total in attendance.
2. Spent a little over \$1,500.00 though on this event. Bought a bunch of reusable supplies though for future events we didn't have before. Hiring Santa was \$360 of this.

- B. No response yet back from the Unified Government in regards to if the 30 Day Airbnb & VRBO rental is against their permit process for short term rentals or not.

- C. Parking and No Parking Signs

1. Last round of signs went in December 16th
  - a) Sunflower has towed 8-10 vehicles that have been parked in the fire lanes.
  - b) Still issues with cars parking in the fire lanes and sunflower is still coming thru on random two days a week basis.
  - c) Have had emergency vehicles come three separate times in the past weekend and several more this month.

- d) Emailed bigger property owners to see if they can help with the amount of cars by decreasing either multiple families living in one townhome or help with the 5-6 vehicles per one or two driver homes.

**2. Any additional ideas to help alleviate parking issues? - None at this time.**

D. Officers Positions were elected at last November's meeting for 2025.

- 1. President - Phillip Wills
- 2. Vice President - Decided to elect if needed basis.
- 3. **Treasurer - Rob Bauer - Rob Resigned January 9th, 2025 as Treasurer and board member. Sheree Dotson was elected as a backup. Vote January 23rd, 2025 for Replacement — Sheree Dotson to take his place. Phil to help train and also help with the demand of the first few months.**
- 4. Secretary - Emily Wills

E. Removed Rob from Bank Accounts

F. Purchased Camera System on Black Friday for the basement for \$350 instead of \$499.00 normal price. It's been installed and working in the basement.

G. Picked up 3 bags full of trash around the clubhouse and front entrance. Some are due to the ripped bags. Some heavier items that are being thrown from cars.

H. Fixed some loose deck spindles with screws from kids kicking them out.

I. Snow Removal

- 1. First snow removal went really well with the company. - Still no invoice - estimating \$1,180.00
- 2. Second snow removal they came through three times. Issues with equipment breaking down and getting to us later than expected cause really bad road conditions. We also had them add on the back road at the last minute due to all the cars parked on that street and getting stuck. - Still no invoice - estimating - \$4,000.
- 3. Current company is \$1,000 dollars cheaper on the first snow and \$2,500 cheaper on the most recent snow than last year's company.
- 4. Driveway snow removal for the future? - Voted No
- 5. **Money saving idea - Bringing 2025-2026 snow removal in house and paying an employee and buying/leasing a tractor or equipment and do multiple HOA projects? - Don't think this would be the best idea for liability, storage and having to always need someone.**

J. Insurance Coverage 2025

- 1. American Family is dropping our policy.
- 2. Should have quotes coming from
  - a) USLI
  - b) Farmers Insurance
  - c) Country Financial
  - d) Also have other insurance brokers searching

K. Basement Bathroom Remodel is underway

- 1. Quoted to remove the old mold drywall and repair just the sections with mold \$2,320.00
- 2. Quotes to add the missing metal partition walls between \$2,500 to \$3,200 depending on material. Plus Labor charge
- 3. Spent a total of \$532.22 Total so far to do this ourselves.
  - a) Have removed all the mold.
  - b) Blocking has been added for ADA grab rails.
  - c) Framed off wall partition dividers with 2x3's and drywall is 80% hung.
  - d) Needing to purchase 4 more sheets of drywall and some doors from Habitat Restore.
  - e) Juan offered to help Phil Mud and tape the drywall.

- f) Possibly needing to add some lighting due to dark areas with the partitions.
- g) Possibly needing 3 new toilets.
- h) Also the urinal needs to be fixed due to constantly running.
- i) Estimated project cost under \$1,000.00 total by DIY

## V. CURRENT FINANCIAL CONDITIONS

- A. Main Operating Expense Checking Account - \$1,960.95
- B. Mowing Partnership Expense/Lawn Care Account - \$328.37
- C. Savings Account - \$16,238.38
- D. 2025 Finances
  - 1. 25/140 Properties have made a payment as of 1/22/2025
  - 2. 11 Paid Yearly - \$8,800.00
  - 3. 13 Paid Half Year - \$5,200
  - 4. 1 Paid Monthly - \$80.00
  - 5. Total Income for 2025 = \$13,280.00
  - 6. Most have paid the paypal fee. One did not but didn't understand me via phone call and email about the paypal fee...
- E. 2024 Finances
  - 1. 136/140 Homes Paid
  - 2. Two properties a few months overdue on monthly. Sent notice to catch up by January 31st, 2025 to avoid lien.
  - 3. 10 Properties that haven't paid Special Assessment.
    - a) 4 of them the same as the ones who haven't paid any 2024 dues.
    - b) Gave the rest until January 15th, 2025 to catch up to avoid a lien. Trying to give a little more time.
  - 4. Two properties behind on mowing so sent invoice to make final payments also.
  - 5. **Lien question if we need lien for each year or not... Ask Lawyer? - Think just one lien per the property is correct. Due to them asking the lien release amount.**
  - 6. **Lien will be going on one additional non-payment for 2024.**
- F. Special Assessment Financial Report
  - 1. Collected 130/140 Properties
    - a) Income \$10,400.00
    - b) Lost ~\$125.00 in paypal fees
    - c) Spent \$2,869.56 on Signs, Poles & Paint.
    - d) Spent \$2,850.00 on labor
    - e) Spent Total \$5,844.56
    - f) Estimated Snow of \$5,000 + so spent the remainder of traffic abatement special assessment on this.

## VI. NEW BUSINESS

- A. 2025 Budget Review - Approved by Board of Directors?
- B. Lawn mowing
  - 1. Have requests for R&K to quote us again this year.
  - 2. Also Swift Property Care is going to quote us also.
  - 3. Did we want to partner with the big owners for the townhome mowing again? - Yes if possible.
  - 4. **Did we want to partner with duplex owners for their mowing again? - Yes**
  - 5. **Currently we're mowing the parts up to our front entrance sign with a marketplace mower and field areas. Continue to do that next year, hire this done or not worry about it? - Still**

**keep doing it as a volunteer basis and get access to the mower for other people if they're wanting to do it instead.**

- C. Should we go to an Email only format for answering questions vs phone calls to the HOA? - **Yes, going to an email only format for any issues, complaints or questions. Will handle realtor calls and things like that with a phone call on a case by case basis. Going to send this out this spring due to the volume of calls to help elevate.**
- D. **Should we still self manage the HOA to save \$20k a year?** - Yes, keep self managing.
- E. Basement as a workout room or recreation room? - Workout room
- F. **Bathroom Repair budget of 1k ?? - Should we get new toilets? Purchase new toilets. Ernie has one she will give upstairs.**
- G. Budget of all in 10k for basement project? - DIY heavy
  1. Access Control System
  2. Used equipment vs leasing if possible?
  3. Dumbbells with two free weight machines?
  4. Type of all in one body workout cable machine
  5. Workout flooring for the basement.
  6. Finish painting
- H. **Access Control System for basement?**
  1. **Is logging needed?** - Going to go with the cheaper system and if it becomes an issue upgrade to the more expensive system with logging.
- I. **Neighborhood Sidewalk repairs - should this be something on the HOA?** - Tabling this discussion will bring it up in the future and handle it on a case by case basis.
- J. **What should we do when trash is left on curbs when people move out?** - Going to use code enforcement for now.
- K. **What should we do for lawn mowing that goes months at a time without mowing?** - Going to use code enforcement for now.
- L. **Do we think we need a security company?** - Not needed at this time. Getting better.
- M. President's 2025 Repair Project Money Allocation? - VERY DIY HEAVY
  1. Total Budget of \$26,822.00 - VERY DIY HEAVY
    - a) Workout room startup - \$10,000.00
    - b) Finishing bathroom - \$500.00
    - c) Pool Cover - \$4,312.36 for 12 year or \$6,484.63 for 15 year for Safety Cover - Insurance may require this... - Cost to remove pool and fill with dirt \$20k-25k. Fix 65k-95k no leaks or electrical fix. - Should we just try to get by with another cheap \$300 or less cover for the next year and then plan on doing it again?
    - d) Fixing broken curb and pushing it back on front entrance exit and sidewalk fix in front of clubhouse - \$4,000.00
    - e) \$2,000 in landscaping along with landscape budget for sprinkler additions and more repairs.
    - f) \$1,000 in - Crack sealing and sealing clubhouse parking lot and front entrance stretch. Also painting parking stalls.
    - g) \$4,000 Leveling out area west of the clubhouse and removing trees to plant grass or used sports turf for Soccer/football field/ along with area for future playground or used playground this year.
    - h) \$1,000 in Picnic landscaped area with benches and trash cans.
  2. **Main projects to tackle now were communicated as the workout room in the basement and the front entrance curb and landscaping and possibly some of the roads.**
- N. Reserves don't use until at-least the fall and if we do use them only a portion of them for things like Road Repairs or save it for a major 2026 Project.

O. Cost Saving Ideas?

1. **Leasing/purchasing equipment to do the following ourselves. - Tabling for now**
    - a) Future Snow removal.
    - b) Landscape overhaul.
    - c) Leveling and moving dirt.
  2. **Purchasing a crack sealer to do our parking lot and roads in phases ourselves. - Not sure if this is feasible/ how many people would help and not appreciating all the volunteering we do now.**
- P. If we try to DIY a lot in 2025, we're going to try and set up volunteer days and forms to see how many people we can get for the tools needed/see if we have enough help to do some major projects.
- Q. **Maintenance / small repair projects Topics - DIY or Hire? - Going to look into a maintenance person we can hire on a project basis. Phil needs to get a list of chores/responsibilities for yearly and monthly put together.**
1. Power Washing clubhouse exterior and concrete.
  2. Repainting white crosswalks/possibly just clean them.
  3. Repairing dumpster enclosure that was broken.
  4. Staining all of the clubhouse deck railing to protect it.
  5. Painting ceiling of clubhouse basement and bathrooms.
  6. Garbage pickup around the neighborhood. Including trash receptacles.
  7. **Air conditioning maintenance? - Sounds like a good idea. Going to double check the price and get confirmation at the next meeting.**
  8. **Pest control? - Need to get some quotes.**
- R. **Phil's Event Ideas for 2025 \$2,000 budget for the season - Sounds good for events. Needing to put dates to them next meeting**
1. Easter - Easter egg hunt and photo backdrop wall for family photos under \$200.00
  2. End of School year ice cream social - Ice cream and possibly bounce house rental under \$300.00
  3. One to possible two movie nights if we can get a sponsor this summer at the clubhouse under \$500.00
  4. Neighborhood Wide Garage Sale Spring or Fall?
  5. Fourth of July/neighborhood BBQ- Under \$400.00 - if finances allow to increase budget, possibly fireworks.
  6. Trunk or Treat - Halloween Event - Under \$100.00
  7. Christmas Party - Santa photos and chili cook off - Under \$500.00

**VII. NEXT MEETING DATE**

- A. Email for Insurance selection and mowing selection?
  1. If we're wanting to talk through our options, a special meeting.
- B. Board of Directors meeting - February 20th, 7 P.M?- YES
- C. Next Community Meeting/Board of Directors meeting - March 20th, 7 P.M? - YES

The board meeting adjourned at : No need to adjourn, email votes/meeting.  
These minutes are approved by the Board of Directors