

**CRYSTAL RIDGE HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING 6**  
February 23, 2023

Minutes of the Board of Directors Meeting of the Crystal Ridge Homeowners Association, *Kansas City, KS*, held on Google Meet, in *Kansas City* at *7:00 PM* on the *23rd of February, 2023*.

**I. CALL TO ORDER**

Board member Phillip Wills called the meeting to order at 7:04 p.m.

**II. ROLL CALL OF OFFICERS**

Roll call of officers at 7:03 p.m.

Present: *Shawntelle Smith*  
*Phillip/Emily Wills*  
*Ernestine Brown*  
*David Kempker*  
*Brandon Laughridge*  
*Rob Bauer*  
*Jennifer Chandler*

Absent: *Katrina Smith*  
*Mary Grunke*  
*Chad Peakes*  
*Shawn Dotson*

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

Motion by Phillip Wills, seconded by Rob Bauer, to approve the minutes of the prior meeting of February 23rd 2023, Motion Carried at 7:05 p.m.

**IV. FINANCIAL REPORT**

Rob Bauer gave the report as follows at 7:10 p.m.:

- A. 53/140 addresses paid dues
- B. \$17k in bank account
- C. Stolen A/C unit - need to buy one more unit and copper lines.
- D. Fixed heating elements - sent check for \$1200.00
- E. Ramp fixed- \$\$\$ saved
- F. Outstanding/monthly bills - Sending reminders. Jennifer to help draft this.
- G. \$17k coming in this week via Brandon wire transferring

**V. MANAGERS REPORT**

Phillip Wills gave the report as follows at 7:05 p.m.:

- A. Deed are in our name
- B. Mowing/Lawn care monthly invoice and setup with Brock Mick
- C. Power/light restored
- D. Exterior lights on for safety
- E. Hot water restored
- F. Temporary no parking to block trash bin
- G. Keeping water off for time being at front entrance sign
- H. Focus on upstairs

- I. Exterior color change
- J. Interior DIY
- K. Wait- basketball goal, saving on insurance
- L. Voting on road repair + speed limit/stop signs
- M. Monitoring trash bin issue
- N. Trespassing issue addressed
- O. Dog poop issue
- P. Easement discussion
- Q. Chandler's updating website and communication letters
- R. Country financial property insurance/umbrella liability
  - a. board coverage too high, seeing if there is anything we can't remove.

## VI. UNFINISHED BUSINESS

Unfinished business was discussed by Phillip Wills at 7:10 p.m.

- A. Meeting occurrences
  - a. **Twice next month, vote monthly moving forward at the last meeting of the month.**
- B. Additional lighting
  - a. **Table for now**
- C. Tow truck driver issue - **Is better so no need to send a letter.**
- D. Reminder for payment issue - Going to send out a reminder letter again with bright colored envelopes with past due stamps and different color paper to grab attention. Going to check with the lawyer on wording of putting on liens and interest. Jennifer offered to write.
  - a. **Dues discussion at next meeting**
- E. Easements mainly for townhome issue
  - a. Common ground split property ownerships for maintenance.
  - b. Infrastructures for utilities on front of properties
  - c. Chain link
    - i. **Voted 4-2 NO- not allowing chain link fencing in the neighborhood. -Need to address with policy letters in the future.**
  - d. Cable/fiber lines
    - i. **6-10 ft exception- Allowing us to put fence into easement as long as we leave 6-10 feet between back of the fences to allow for maintenance and others to get to their property in the middle townhomes. Board approval via a signed document allowing use of the easement and owner's signature stating that if anything is needing removed in the easement it can be and it would be at the owner's expense.**
- F. Old CC&R
  - a. Lake access/Walking trails/2 Playgrounds/Pool & Clubhouse -nice things to look forward to in the future.
- G. Lawyer is drafting a letter to send to owner refusing HOA dues
  - a. as courtesy, but will be \$500/each case in future so the board will need to vote on a case by case basis.
- H. Tax code

- a. Grants available to apply for for neighborhood enhancements
- b. Real estate taxes only- no property taxes
- c. 5k gift from Greg is not taxable
- d. Jodde-Lawyer will get back to me on the tax code.

## VII. NEW BUSINESS- 7:15 p.m.

- Community Policing at next board meeting
  - David will assist- VOTED YES going to schedule this
- Fixing column by who/when
  - Cornerstone- VOTED YES going to do this as soon as we have the money to.
- Volunteer Spreadsheet available
- Trash complaint- defacing private properties
  - Bring up at next meeting may be addressed in the letter.
- Ramp addition
  - Replace the worst parts of the railings at the moment with the lumber we have.
- Purchase lights for front entrance sign
  - VOTED YES put on timer- \$150 budget
- Purchase bathroom/cleaning items
  - VOTED YES- textured ADA grab bar
  - VOTED YES- for Phil to fix the bathroom as long as we under \$700 otherwise needs further approval.
- Duct work
  - VOTED YES
- Insulation
  - Blown insulation- bring up at next meeting
- Next meeting at clubhouse?
  - Yes going to bring our own chairs for now
- Tables & Chairs
  - Going to bring our own chairs.
- Emailed voting
  - VOTED YES
- Power washing
  - David's- VOTED YES
- Internet
  - Setting up Google fiber \$70/month- VOTED YES

- Cameras/Security
  - Rob's contacts will be out soon
  - Wifi/app option/weekly recording option
    - Wait on alarm system
    - Wait on budget for cameras
- Final notice letters
  - Wait until next meeting to give final notice
  - Yellow envelope + past due stamp + bright paper on reminder letters to go out here shortly
    - Liens could ensue if no payment is received
- No board member insurance- keep \$\$\$ retainer in case
- Light switch timer -Phil to install at clubhouse going to adjust time periodically on when the lights will come on and go off.
  - VOTED YES
- Water fountains upstairs
  - Cap water source- VOTED YES
  - Put water fountains in storage room for time being.
- Flooring-FUTURE
  - Vinyl flooring
  - Leave tiles
  - Industrial carpet on stairs
  - Going to wait for a while on this and just see what we think once we're in the clubhouse.
- Purchasing cleaning/hygiene items regularly
  - VOTED YES
- President/Treasurer executive decisions on smaller scale purchases for repairs
  - Amounts >\$500.00 need board approval
- NEXT MEETING CREATE POLICIES FOR ENFORCEMENT
- Scheduling- VOTED YES
  - Waste management set up-done
  - BPU set up
  - Lawn mowing set up- done
  - Landscaping company set up
    - Torch- Rob
    - Weed killer chemicals- David
  - Column repair set up

VIII. NEXT MEETING DATE

The next Board meeting scheduled for March 9th at 7:30

The next Community meeting is scheduled for *Undetermined*.

The board meeting adjourned at 8:39 p.m.

These minutes were approved by the Board of Directors.

*Emily Wills*

Emily Wills, Secretary

02/23/2023

Date