

## Crystal River Ranch News

62201 Meadow Way E, Greenwater, WA 98022

<http://CrystalRiverRanch.org>

### *Board Meeting Minutes for January 18, 2025*

**Board Members:** Derek McKee (President), Martin Chvoj (VP), Teresa Steel (Treasurer), Curt Simonson (Secretary), Karl Goeres, Ron Oldham, Doug McGifford, Tim Smokoff, Justin Davis

**Absent:** None

**Others present:** Jake Payne (Caretaker), Mike Smith, Cindy Hieggelke

Derek called the meeting to order at 4:06pm.

The November, 2024 board meeting minutes were approved as published.

## General Announcements

**Winterization.** Winter has arrived so please plan to winterize asap. Why? Last January we had more than 20 homes with frozen pipes leading to leaks, highlighting the need for homeowners to winterize their homes and take proactive measures such as: maintaining a minimum indoor temperature of 50 F if at all possible, keeping kitchen and bathroom cabinets open (especially if on an outside wall,) blocking the outside airflow vents in crawl spaces during the winter, and ensuring propane tanks are at least half full throughout the colder months. We understand that many people have generators, but in a few notable instances those failed to start or run continuously. And for those that don't have a generator, particular caution should be exercised anytime extreme temperatures are anticipated. It is worth noting that with this message as a talking point in the last few minutes, we've noticed fewer freezing issues. So congratulations and thank you! Let's stay vigilant to keep our houses safe!

**Cross Connection Survey.** Only 2 lot owners have not completed the survey. If you are contacted by Jake to complete your survey, please cooperate. Lots that do not complete the survey will be flagged as a potential danger to our water system and be subject to the water being shut off. Copies have also been printed and placed in mailboxes to assist in completing the survey. Thank you to everyone who has completed the survey.

## Treasurer's Report (Teresa)

Checking	\$168,925	Money Market	\$13,321
Water CDs	\$305,417	Capital Reserve CD	\$110,082
Expenses November	\$11,096	Expenses December	\$14,118

168 lot owners have paid their 2025 annual assessments (3 more than last year). Three lot owners still owe 2024 assessments + 2 lots with liens.

Teresa distributed copies of the 2024 Profit & Loss Actual vs. Budget. She also distributed copies of the 2025 Profit & Loss Budget that was approved in Nov 2024.

## **Caretaker's Report (Jake)**

Office & Admin: Completed weekly plans, updated the database, managed communications, and prepared for Board meetings with remote access equipment. Coordinated with lot owners on various issues.

Maintenance: Applied de-icer and sand as needed. Stained fence pickets for 2nd propane tank screen (pump house.) Fence slats to be installed next week. Fish & Wildlife set a bear trap but the bear may have moved elsewhere. Met with electrician for ranch house bathroom heater issue. Changed locks. Trimmed branches to improve point to point cameras. Sharpened chain saws. Filled potholes. Replaced flags on flag pole. Installed a mailbox. Rec room is open 8am-8pm as indicated by a sign on the door. Grounds and trail maintenance completed around the ball field, ranch house, picnic areas, etc.

Water: Efforts continue to get all lot owners to complete cross connection surveys. Only 2 remain. Cleaned up tank road after tree fell. Completing annual water charts and working on lead service line inventory. Water quality monitoring schedule is in the works. New transfer switch on hand for pump house. Water usage emails/mail outs (for non-email lots) completed monthly. Copies are also in the rec room on the bulletin board. If you have NOT received please reach out to me directly, Jake 253-797-3145. Conducted meter readings, leak notifications, and daily water system monitoring, including testing with all results passing. Submitted regular reports to the water committee and Department of Health. The Water Use Efficiency (WUE) report for 2024 was completed and distributed.

Security: Two instances of stolen mail. Increasing security rounds. Complaints continue regarding people not cleaning up after their pets. Please pick up after your pets and do not leave dog waste bags on roads or trails. Conducted regular and random security checks, coordinating with law enforcement as needed.

## **Water and Facilities Commission (Karl)**

One propane tank screen is complete. The second one will be completed soon. Materials are on site. Fence slats will be installed soon. Work continues on security system installation. Two radio systems are being tested for the security system. An estimate has been requested to replace the wiring running up the tank road. Estimate would include new wire, pull points, etc. Jake is checking to clarify what is included in the breezeway roof quote. The Water Use Efficiency Report was sent. Results are significantly better than historical based on work done to replace distribution components, add meters, & find and fix leaks. Karl would like to spend time discussing meter battery options in the future. Life expectancy of meters is approaching, at least on batteries. There is a new requirement from EPA and DOH for water systems to conduct an inventory of lead pipes. HOA Reserve Study nomenclature - Karl would like our vendor to discuss this with the board via Zoom. This will likely be scheduled prior to a future board meeting. The purpose is to produce clarity in budget lines for the Reserve Study.

## **ACC Commission (Doug)**

Important reminder that all projects require an ACC permit to be submitted for approval before any work can begin. We ask all lot owners to consider the shade and wind implications for your lot and neighbor lots when considering your options to remove and replant trees. Doug reports 2 ACC requests received since the last meeting.

## **Shoreline Stabilization Report (Derek)**

No update.

## **Garden Season Updates (Cindy H)**

Cindy H reports info will go out to current customers in March. *Contact Cindy or Jake if you'd like a box.*

## **Stables Report**

Jake reports two horses in the stables and four open stables. Please contact Wendy S if you have questions.

## **Old Business**

The board discussed next steps regarding the Beneficial Owner form.

## **New Business**

None.

The meeting adjourned at approximately 5:17 pm.

The next board meeting is March 15, 2025 at 4pm.