

# MIDDLE CRAWFORD ROAD ASSOCIATION

BUILDING THE CRAWFORD ROAD COMMUNITY

## BOARD MEETING AGENDA

**December 8, 2019**

2:30 pm: Jacobson/Howard house 3053 Forest

**Call to order: 1437**

**Attendees: Mary, Tara, Max, Eileen**

**Approve November Minutes:** Vote: Max made a motion to accept the October minutes, Mary seconded them.

**Treasurer's Report:** SEE Handout

- Highlights: December beginning balance: \$11,824.35
- Uncollected dues-to-date: \$2207.50
- Discussion started regarding what to do with the last few members that have not paid their dues.

Vote: Post discussion Mary made a motion to approve the Treasurer's report and Eileen seconded them.

### **Old Business: Brief Review of the issues before the board**

- Emergency Preparedness: No new updates
- Bike/Walking Path:
  - o Need to mark the route
  - o Working with Craig for moon dust and clearing but he recently had surgery that may delay the process.
  - o Gary with Mukilteo Coffee Roasters is also supportive of the trail.
- Bump Revisions:
  - o Craig is also guiding the bump revision project so this will also be delayed but the work on the fence and landscaping will continue.
  - o Auston said he would create a concrete hump at the beginning of the gravel road – we talked to Mitch about it and he thought it wouldn't slow traffic any more than the enormous pot holes. We believe it will provide an indication that the road has become gravel and to proceed with caution. Auston can do this work in the spring.
- Road Maintenance:
  - o The work on the north section of Crawford, from Lake Leo to County Road, will continue in the coming weeks: Includes re-grading with additional material added. See plan. Mitch has made several grading passes and will be applying 3 loads of new material to the section between Lake Leo and Venturi.
  - o We have budgeted \$6,000 for this work. Note – this budget does not include additional material for the sections at Greg Hein north.

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- Mary sent a letter to Betty Carlson asking for \$875 for sales tax on last year's project. Mary included the original proposal in which she was slated to add an additional \$9,000 but never sent the money. Sales tax was not collected at the time we received her down payment of \$10,000 and that is why she still owed \$875. She sent a check back for \$10,000 to be used on the north section of Crawford. Merry Christmas Betty! Mary's sending a letter to confirm that she really intended to give us \$10,000.
- Bids received for the costs of chip sealing Crawford Rd. Further research will need to be done to determine the total costs as there is prep work that needs to be done on the gravel sections of Crawford. This may be a good alternative to paving.
- **New Members packet to include:**
  - Listing of easements
  - Articles of Incorporation
  - Declaration of Membership
  - Bylaws
  - Welcome letter
- **Budget** – Reserve Fund – Collecting bids – Chip Seal estimate along with date for asphalt – in comparison the chip seal appears to be more expensive?
- **Attorney Update** – We met with our attorney Mathew Walker at Doug Kelly's office. He organized our understanding of the governing documents. We are working to provide the easement, the declaration of membership for all the properties and associated with the current owners. He was of the opinion that our Articles of Incorporation were fine – not perfect but perfectly adequate for the job.
  - **Bylaws** are okay to be in plain language they just have to support the Articles of Incorporation.
  - **Properties** that have been short platted are still bound by the declaration of membership from the original property and this should be being transferred onto their titles.
  - **Based** on the lawyer's interpretation, the property owners to the north are obligated to assist with the maintenance of Crawford Rd. They still have the choice to become members or not but are still obligated to pay dues.
  - **The board** will continue to review the Articles of Incorporation to make sure that there is a good check and balance system within our association so that there is a balance of power between the board and the members.
  - The board will have to determine at what point a property owner may be subject to a small claims suit if they are not paying their dues.
- **Projects List:**
  - Review Project List
    - Action items related to the project list:
      - Crosswalk at bus stop – looks like a spring project
      - New members at the Airport and Forest Knoll we estimate could generate an additional \$4,000. Dues annually. Letter will be drawn up by the attorney.
      - Experiment with the assistance of Sky to determine if the culvert closest to Lake Leo is being effective or not. Parameters for this experiment TBD. Culvert will likely be capped for a period of time to perform this experiment.
- **Bylaw Review**

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- The progress on our current iteration of the revised bylaws can be reviewed in Dropbox in the plain language. We are getting the underling documents ready before he can proceed to the bylaws.
- **Creation of Reserve Account**
  - Board needs to vote on the creation of a dedicated reserve account for MCRA at Heritage NW bank.
  - VOTE: Max made a motion to approve the reserve account and Tara seconded it. All affirmed and no nays.

**Adjourn: 1643**

Minutes taken by:



Tara Rudolph, MCRA secretary