

Newberg Crest Homeowners Association Board of Directors Meeting Minutes

DATE/TIME: August 8, 2024
7:03 p.m.
Zoom meeting

BOARD MEMBERS PRESENT:

Scott Raupp	President
Kelly Raymond-Hicks	Vice-President
Barbara Lane	Secretary
Pam Myers	ACC Chair

HOMEOWNERS PRESENT:

None.

ESTABLISHMENT OF QUORUM/CALL TO ORDER:

A quorum was established, and the meeting was called to order by President Scott Raupp at 7:03 p.m.

APPROVAL OF MINUTES:

Minutes of June 6, 2024 meeting were approved.

UNFINISHED BUSINESS:

- **Gate: Knox box report:** Mike Myers went to Lake Stevens Fire Department (Machias location is closed for construction) to inquire about the Knox Box purchased by the HOA and find out if it is missing any parts. (Our neighborhood fire department jurisdiction is the location on Machias Rd. Our fire department district is Lake Stevens, not Snohomish). It had been the thought of the Board for almost a year that the Knox Box was potentially missing a part, which turned out not to be the case. However, it was discovered that a key fob is what opens the Knox Box to access key, and is in the care of emergency responders ONLY (not Newberg Crest HOA). Mike was told to schedule a time with the Fire Department to meet at the neighborhood gate to install and lock keys in Knox Box. He was also told that the HOA-purchased Knox Box is electronic, and South Snohomish County does not even use it yet as it's fairly new to our fire district.

It was also discovered on Mike's visit to the Fire Department that our gate is not officially registered with the 911 Emergency Dispatch. This was confirmed by the map at the Fire Department. They told Mike to contact the Fire Marshall to have our gate and entry code put into the Emergency Response System.

Gate – Knox box report [continued]:

Our gate currently does have the emergency entry system that detects flashing lights from emergency response vehicles—Optical Infrared Strobe Light (also called Opti-Com).

Barbara to provide Pam with contractor code for the gate.

- Road Repair: Still waiting for response from contractor to schedule needed repairs.
- Entrance landscaping. HOA to look for new landscape contractor. Sal's Landscaping still has not provided a written contract of scope of work despite numerous requests from Tiara. Kelly Raymond-Hicks to check with Jordan Hicks for referrals for landscape company.
- HOA dues on two lots remain unpaid. Scott Raupp to follow up with homeowners.
- Barbara Lane to obtain current financial spreadsheet from Tiara Wallner to include in HOA annual newsletter.
- Positions of President, Treasurer, Secretary, and MCC Chair will need to be filled at annual meeting.

NEW BUSINESS:

- Cost of replacing call box should possibly be included in 2025 budget.
- Lot 15 – New residents, Bryan and Charmaine Eppler

ACC:

None.

HOMEOWNER'S COMMENTS:

- None received.

ADJOURNMENT:

Meeting adjourned at 7:35 p.m.

Respectfully submitted September 12, 2024 by Barbara Lane.