

**Candlewood Ridge – Carriage Wood Homeowners’ Association**  
**Minutes of the Annual Meeting**  
**January 27th, 2015**

The following is a summary of the meeting minutes.

**Board Members Present: Alicia Follette, Catherine George, John Utz, Don Nelson and George McGill**

**Others Present:** 4 homeowners plus 127 proxies

This annual meeting was called to order at 7:03 pm at the Fairwood Community United Methodist Church.

The Board members were introduced:

John Utz	President / Nominating Committee Chair
Alicia Follette	Complaints
George McGill	Common Areas Chair/Cul-de-sac Chair/Vice President
Don Nelson	Legal and Insurance/Treasurer
Catherine George	ACC/Web Master/Reporting Secretary
Carol Nyseth	Member at Large (not present)

**President’s Opening Remarks:**

John reviewed our 2014 accomplishments and plans for 2015. He asked for volunteers to help with activities planned for 2015.

In 2014 the HOA updated the HOA webpage, had a garage sale and held an Easter egg hunt. The Board also mailed out aesthetics standards and did spring and fall neighborhood compliance walkthroughs. In addition we did a cul-de-sac island cleanup in the CR area.

In 2015 the Board would like to have another park cleanup, Easter egg hunt, a spring clean event and a HOA wide garage sale but we need volunteers. (If it is left to the Board, none of these will be done due to lack of time.) We plan on continuing to encouraging homeowners to replace their mailboxes with new locking boxes in order to reduce the threat of mail theft. We will do a spring and fall compliance walkthrough and continue the cul-de-sac updating. We would like to replace the CW park basketball court and update the CR entry way landscaping. Finally we will replace the CW park irrigation system.

**Volunteer Opportunities:**

Several volunteer opportunities were mentioned. These include:

- Easter Egg Hunt Coordinators – April, 2015
- CR\CW Garage Sale Coordinators – No Date Yet
- Spring Clean Event – No Date Yet
- Park Cleanup Event – No Date Yet
- Welcome Committee Coordinators – immediate opportunity
- Spring and Fall Neighborhood Walk Through
- Mailbox Replacement Project Helpers
- Capital Improvement Project Helpers (basketball court, CW entry signs, CR entry)
- (Also there is an open Board member position)

### **Fire and Police Reports:**

Sam attended from the police and talked about recent issues in the area. He stated that locking mail boxes are a good way to reduce the risk of mail theft which is an ongoing problem that now has 2 detectives assigned to it. He said that the best way to prevent graffiti is to remove it ASAP, preferably the day it is found. Car prowls have been an issue in the area.

### **Common Area Maintenance (CAM):**

George talked about the highlights of 2015's common areas issues (storms, water overflows and falling trees) as well as inspecting the playground equipment and replacing a damaged infant swing and cleaning the CW entrance signs. He also talked about adding a couple of rocks and moving some others in the CR Park to make it harder for cars to drive into the park. He noted that the water bill for the CW Park was very high and that the water has been turned off. In the spring, before the water is turned back on, the system will have to be inspected for a leak. The new HOA Landscaping contract does incorporate cul-de-sac maintenance in CR.

Tagging declined in 2014. If you are a target of tagging, please remove it as soon as possible. If you know who is involved in the tagging, please notify the police.

Around the Holidays, mail and packages were stolen from old-style, non-locking mail boxes and front porches. The Police and the HOA strongly recommend locking mail boxes. The HOA has approved certain types, please contact the ACC for information.

The 18 cul-de-sacs in the CR area were inspected and documented in 2013 and work continues to improve them. Maintenance was done every quarter in 2014. Two more islands were repaired in 2014 due to damage from heavy wheel damage and tree roots. Residents should not park around cul-de-sacs on garbage days as there is not enough room for the garbage trucks to maneuver.

### **Architecture Control Committee (ACC) Report:**

Catherine explained what projects need an ACC approval and how to contact the ACC. She reported on what ACC requests had been received in 2014.

3	January thru March
50	April thru June
53	July thru September
7	October thru December
113	Total (versus 92 in 2013)

Our website ([www.crcwhoa.org](http://www.crcwhoa.org)) provides access to the ACC Request Form and all ACC related Homeowner's Association information. You can print or download a copy of the ACC Request Form and the ACC Rules & Regulations from the website.

For questions regarding ACC Projects, the ACC Chairman can be reached at: [architecture@crcwhoa.org](mailto:architecture@crcwhoa.org) or by leaving a telephone message at 425-738-8611 ext 30. This is an unattended voicemail box and the ACC Chairman will call you back. It is recommended that you contact the ACC Chair again if you have not received any feedback on your written request within 20 days of mailing it to the Association.

Contact the ACC Chair for emergency projects, and give your phone # or email address and state the type of emergency. The ACC will make a concerted effort to expedite the handling of all emergency requests.

Our CC&Rs and Rules and Regulations clearly state that exterior projects such as roofs, house painting (even if you are painting the house/garage the same color), windows, fencing, decks, driveways, major landscaping and decks/patios require the submission and approval of an ACC request before commencing the project. The ACC has up to 30 days to respond to an ACC request, but tries to respond much sooner than that. Our goal is to approve\disapprove in less than 14 days.

Please note the following:

All ACC requests must be received in writing or as an attachment to an e-mail, on the ACC Request Form, at least 30 days before the project begins! Mail them to CR/CW HOA, PO Box 58397, Renton, WA 98058. Emailed ACC Request Forms are not accepted for projects involving paint

### **Complaints and Compliance Report:**

Alicia talked about the 2014 aesthetics standards mailing as well as the postcard process. She talked about the follow up planned for the spring of 2016. She noted that this does not replace the complaints process.

Alicia reviewed the current complaints process and where to get information on filing a complaint.

### **Treasurer's Report:**

Don discussed the current fund balances, the 2014 budget and how we did against it. He showed the following information:

A 2013 Financial Audit was conducted in 2014 by Cox & Gracia, Certified Public Accountants.

We ended the year with 23 homeowners delinquent in paying dues for 2013. (2.7% of the homes in our Association)

33 homes sold in our HOA in 2014

HOA currently has liens filed against 19 homeowners (as compared to 19 at the end of 2013).

There were 11 lien satisfactions in 2014.

We filed 11 new liens in 2014.

Then Don presented the 2015 budget which includes a 3% increase in the dues. It was approved.

### **Reserve's Report:**

Don talked about the status of the reserves and what we are doing about them. We are on schedule per our current plans

### **Legal Report:**

Don talked about the number of 2013 Chapter 13 bankruptcies (2), Chapter 7 bankruptcies (1) and legal actions (two initiated) by the HOA against homeowners for payment of back dues and fines. Don is currently tracking 4 pending foreclosure sales.

### **Nominations for new Board Members**

There are three Board member slots open since one was not filled in 2014 and Catherine and John's terms are up. Both were willing to serve another term. A call for nominations from the floor was not successful in getting any nominations. The nominating committee (John Utz is chair) did not have any proposed nominees. We decided to forgo the secret ballot process and voted via a show of hands due to the two positions being unopposed. It was moved, seconded and passed to re-elect Catherine and John. If anyone is interested in joining the Board, please come to a Board meeting. The roles and responsibilities of Board members were provided on the back of the agenda and are posted on the web page.

**All Board members are expected to attend each HOA monthly meeting and the Annual Meeting, and give their Monthly/Annual report. Board members are also expected to help on various Committees and activities. One or two absences are allowed, but if you have to miss a Board Meeting, you would get your monthly report to another Board Member to present at the Meeting.**

Roles for the 2014 HOA Board Members

John Utz	President / Nominating Committee Chair
Alicia Follette	Complaints
George McGill	Common Areas Chair/Cul-de-sac Chair/Vice President
Don Nelson	Legal and Insurance/Treasurer
Catherine George	ACC/Web Master/Reporting Secretary
Carol Nyseth	Member at Large
Open position	Member at Large

### **Questions from Floor**

Two homeowners were interested in being involved in what would be done with the CW basketball court. One homeowner told them that they should contact homeowners who live near the park as to what they would like or dislike.

**Special Topics:** Visit our Website and contact the HOA via Email at:

Web – [www.crcwhoa.org](http://www.crcwhoa.org)

Email – [president@crcwhoa.org](mailto:president@crcwhoa.org)      [info@crcwhoa.org](mailto:info@crcwhoa.org)

If you would like to give us your email address in order to be added to our email announcements please send your info to [bookkeeper@crcwhoa.org](mailto:bookkeeper@crcwhoa.org).

Please visit us on Facebook also.

A motion was made to adjourn the meeting at 8:14 pm.

### **Next Board Meetings:**

- February 17<sup>th</sup>, 2015

- March 17<sup>th</sup>, 2015
- April 21<sup>st</sup>, 2015
- May 19<sup>th</sup>, 2015
- June 16<sup>th</sup>, 2015
- July 21<sup>st</sup>, 2015
- August 18<sup>th</sup>, 2015
- September 15<sup>th</sup>, 2015
- October 20<sup>th</sup>, 2015
- November 17<sup>th</sup>, 2015
- December 15<sup>th</sup>, 2015

**Annual Meeting:**

- January 26<sup>th</sup>, 2016     7:00 at Fairwood Community United Methodist Church

Board meetings are usually held at **7:00 pm.** at the Sheriff's Office, Albertson's Shopping Center.

All Homeowners are welcome to attend.