

Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Annual Meeting
January 26th, 2016

The following is a summary of the meeting minutes.

Board Members Present: Alicia Follette, Carol Nyseth, Catherine George, Don Nelson and George McGill

Others Present: Six homeowners

Proxies held by President and others present: 87

This annual meeting was called to order at 7:07 pm at the Fairwood Community United Methodist Church.

The Board members were introduced:

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

President’s Opening Remarks:

George explained Board members term lengths. He reviewed our 2015 accomplishments and plans for 2016. He asked for volunteers to help with activities planned for 2016 and explained volunteer opportunities. We identified a possible Easter Event volunteer.

In 2014 the HOA had a garage sale and held an Easter egg hunt. The Board also mailed out aesthetics standards and did spring neighborhood compliance walkthroughs. In addition we repaired the CW Park sprinkler system and repaired walkways at the CR Park.

In 2016 the Board would like to have an Easter egg hunt, a summer event and a HOA wide garage sale but we need volunteers. We have money budgeted for them. (If it is left to the Board, none of these will be done due to lack of time.) We will do a spring compliance walkthrough and continue the cul-de-sac updating. We plan to repair the CR entrance irrigation system and plan on continuing to encouraging homeowners to replace their mailboxes with new locking boxes in order to reduce the threat of mail theft. We wish to expand the HOA e-mail list for special notices and replace the lost approved house paint color notebook.

Volunteer Opportunities:

Several volunteer opportunities were mentioned. These include:

- Board members
- 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)
- Easter Egg Hunt Coordinators – April, 2016

- CR\CW Garage Sale Coordinators – No Date Yet
- Spring Clean Event – No Date Yet
- Park Cleanup Event – No Date Yet

Fire and Police Reports:

Sam was unable to attend but George talked about the police role in our neighborhood.

Common Area Maintenance (CAM):

George talked about the highlights of 2015’s common areas issues.

- CAM routinely trimmed or removed branches and trees where required.
- Please remember that keeping street drains clear is the homeowners’ responsibility.
- George routinely inspected all Playground Equipment at all 3 Parks.
- King County Sheriff Patrols are coordinated through CAM.
- Thieves stole 27 large retaining blocks and the toppers from the CR Entrance which we had to replace.
- Three separate times this year we had people dump large bags of household garbage into our garbage cans at CR Park. Please, if you witness this write down the car license number.
- We had all Common Area barked this year.
- We had extensive work done on the blacktop paths at CR Park. This consisted of tree and root removal and replacing much of the damaged blacktop.
- Last year we found out we had problems with the sprinkler system at CW Park. This summer we had a specialist investigate. It turns out several of the control valves that control the sprinkler heads were worn out and/or clogged. This meant that they were not shutting off completely and water was constantly running. This was all repaired and all valves and heads are mapped out and we are now able to read the meters ourselves.
- We were informed that we now have an electrical problem at the CR Entrance. It appears that we have a short in the underground wiring going to one or more of the control valves. We are going to investigate further this spring.
- 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 of these mailboxes, please contact the ACC for information.
- One Island / Planter area was repaired this year. We removed two tall trees and a juniper bush and about two feet of the Island at the rear. We removed all roots and damaged blacktop and installed new blacktop as well as new curbing. Thanks to an observant Homeowner we were able to get insurance money from Waste Management which paid about half of the costs.
- Plan on one or two more island repairs in 2016.

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 2015.

- 11 January thru March
- 33 April thru June
- 54 July thru September

16 October thru December
114 Total (versus 113 in 2014)

Our website (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 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 2015 aesthetics standards mailing as well as the postcard process. She talked about the follow up planned for the spring of 2017. 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. She was unable to give statistics due to a computer problem.

Treasurer's Report:

Don discussed the current fund balances, the 2015 budget and how we did against it. He showed the following information:

- A 2014 Financial Review was conducted in 2015 by Cox & Gracia, Certified Public Accountants.
- We ended the year with 16 homeowners delinquent in paying dues for 2015. (1.9% of the homes in our Association)
- 42 homes were sold in our HOA in 2015.

- The HOA currently has liens filed against 14 homeowners for past due dues. There were 11 lien satisfactions in 2014. Then Don presented the 2016 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 legal process of filing for liens.

Nominations for new Board Members

There are three Board member slots open since one is open due to a resignation and George and Carol’s terms are up. Both were willing to serve another term. The nominating committee (Catherine 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 George and Carol. If anyone is interested in joining the Board, please come to a Board meeting. The roles and responsibilities of Board members 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 2015 HOA Board Members

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

Questions from Floor

One homeowner expressed interest in helping with the Easter Event

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

Web – www.crcwhoa.org

Email – president@crcwhoa.org 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.

Please visit us on Facebook also.

A motion was made to adjourn the meeting at 8:30 pm.

Next Board Meetings:

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

Annual Meeting:

- January 24th, 2017 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.