

**Candlewood Ridge – Carriage Wood Homeowners’ Association**  
**Minutes of the Annual Meeting**  
**January 24th, 2017**

The following is a summary of the meeting minutes.

**Board Members Present: Alicia Follette, Catherine George, Holly Jensen, Dan Nelson, Don Nelson and George McGill**

**Others Present:** 17 homeowners representing 15 homes

**Proxies held by President and others present:** 106

This annual meeting was called to order at 7:00 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
Holly Jensen	Community Events Chair
Carol Nyseth	Member at Large (not present)
Dan Nelson	Member at Large

**Sam, our Sheriff’s Patrol Representative Remarks:**

Sam talked about recent car prowling and advised homeowners to keep their cars in the garage if possible and to remove all valuables from the car if not. If the car is not in the garage, it should be locked in the driveway if at all possible. Sam then answered questions from the floor. See the November minutes for good ideas to prevent theft.

**President’s Opening Remarks:**

George reviewed our 2016 accomplishments and plans for 2017. He asked for volunteers to help with activities planned for 2017 and explained volunteer opportunities.

In 2016 the HOA had a garage sale, Summer Event and held an Easter egg hunt. The Board also mailed out aesthetics standards and did spring neighborhood compliance walkthroughs.

In 2017 the Board would like to have another Easter egg hunt, Summer Event and HOA wide garage sale but we need volunteers. We have money budgeted for them. We will do a spring compliance walkthrough and continue the cul-de-sac updating. We plan to update the CR entrance landscape, including the fence, update the CW Park and plan on continuing to encourage 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.

There was a discussion about rental homes, the impact rental homes has on the HOA and how owners not in compliance with the CC&R’s requirements for notifying the Board about renters, giving the Board names and copies of the rental agreements, make it difficult to notify the proper people when a problem occurs. (In one case the problem was water running from under the garage door at full water pressure and the Board was unable to contact the owner due to the fact that our only contact address was the house address which was no longer lived in.)

**Volunteer Opportunities:**

Several volunteer opportunities were mentioned. These include:

- Board members
- Welcome Committee Coordinators – immediate opportunity

- CR Entrance committee – Dan Nelson is chair
- CW Park updating – Holly is chair
- Spring and Fall Neighborhood Walk Through
- Easter Egg Hunt Coordinators – April 15, 2017
- CR\CW Garage Sale Coordinators – No Date Yet
- Summer Event – No Date Yet, probably end of August
- Park Cleanup Event – No Date Yet

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

Sam talked earlier in the meeting. There was no Fire Department representative.

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

George talked about the highlights of 2016'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.
- A driver ran into the CR Entrance which we have to repair. The driver's car insurance will cover the costs for the repair.
- We have 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.
- 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 mail boxes, please contact the ACC for information.
- Two Island / Planter areas were repaired this year. We removed tall trees 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.
- Plan on one or two more island repairs in 2017.

### **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 2016.

23	January thru March
70	April thru June
47	July thru September
14	October thru December
154	Total (versus 114 in 2015)

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 or 14 days of e-mailing it.

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. (If possible use e-mail rather than voice mail or U.S. Mail for speed.)

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. ACC requests must be on the proper form, be signed and have a valid phone number. If for paint, they must indicate where the paint will be used (body, trim, garage door, front door, ...).

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

Alicia talked about the 2016 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.

### **Community Events Report:**

Holly talked about the events held in 2016 and plans for events in 2017. She showed pictures of past events and acknowledged past volunteers' help and asked for help in 2017.

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

Don discussed the current fund balances, the 2016 budget and how we did against it. He showed the following information:

- A 2015 Financial Review was conducted in 2016 by Cox & Gracia, Certified Public Accountants.
- 39 homes were sold in our HOA in 2016.

Then Don presented the 2017 budget which includes a 3% increase in the dues. It was approved by the Board last week.

### **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.

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

There are three Board member slots open. Two of the three Board members whose terms are expiring are willing to serve another term. The nominating committee (Catherine is chair) did not have any proposed nominees. No one was willing to nominate someone from the floor. 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 Holly and Alicia. 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 reports. 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 2017 HOA Board Members (to be changed in February)

George McGill

President / Common Areas Chair / Cul-de-sac Chair

Don Nelson

Vice President / Legal and Insurance / Treasurer (left the Board)

Catherine George	Reporting Secretary / ACC Chair / Web Master
Alicia Follette	Complaints
Carol Nyseth	Member at Large
Dan Nelson	Member at Large
Holly Jensen	Community Events Committee Chair

### **Questions from Floor**

One homeowner expressed interest in possibly joining to Board.

**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 9:00 pm.

### **Next Board Meetings:**

- February 21<sup>st</sup>, 2017
- March 21<sup>st</sup>, 2017
- April 18<sup>th</sup>, 2017
- May 16<sup>th</sup>, 2017
- June 20<sup>th</sup>, 2017
- July 18<sup>th</sup>, 2017
- August 15<sup>th</sup>, 2017
- September 19<sup>th</sup>, 2017
- October 17<sup>th</sup>, 2017
- November 21<sup>st</sup>, 2017
- December 19<sup>th</sup>, 2017

### **Annual Meeting:**

- January 16<sup>th</sup>, 2018      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.