

Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Annual Meeting
January 22nd, 2018

The following is a summary of the meeting minutes.

Board Members Present: Alicia Follette, Catherine George, Holly Jensen, Dan Nelson and George McGill
Others Present: 27 homeowners representing 22 homes and our sheriff’s representative Sam
Proxies held by President and others present: 93

This annual meeting was called to order at 7:05 pm at the Fairwood Community United Methodist Church.

The Board members were introduced:

George McGill	President / Common Areas Chair / Cul-de-sac Chair
Dan Nelson	Vice President / 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)

Sam, our Sheriff’s Patrol Representative Remarks:

Sam talked about recent car thefts, particularly Hondas and advised homeowners to keep their cars in the garage if possible. Sam stated that you should always seem to answer the door, particularly during the day. (Use remote door bells if you can.) Otherwise, when doors are not answered, burglars go to the back and break in. Sam then answered questions from the floor. We talked about mail and package theft and how to reduce the risk (locked mail boxes and neighbors helping out with packages).

President’s Opening Remarks:

George reviewed our 2017 accomplishments and plans for 2018. He asked for volunteers to help with activities planned for 2018 and explained volunteer opportunities.

In 2017 the HOA had a garage sale, Summer Event and held an Easter egg hunt. The Board also did spring neighborhood compliance walkthroughs, repaired some cul-de-sacs in CR and worked on capital improvements.

In 2018 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 finish the update of the CR entrance landscape, including the fence, update the CW Park 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.

There was talk about the fact that parking on sidewalks is illegal, as are off leash dogs. There was a discussion about rental homes, the impact rental homes has on the HOA and how owners not in compliance with the CC&Rs 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

- CW Park updating – Holly is chair
- Spring and Fall Neighborhood Walk Through
- Tyty6Easter Egg Hunt Coordinators – March 31, 2018
- CR\CW Garage Sale Coordinators – July 6, 7 and 8
- Summer Event – August 18
- 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 2017's common areas issues.

- Routinely trimmed or removed branches and trees where required.
- In CR Park we had many fallen branches and trees. The HOA removed about 45 dead or dangerous trees at a cost of \$15,000.
- IN CW Park we had about 30 dead or dangerous trees removed at a cost of \$8000. Additionally, several fallen trees and branches were cleared.
- Please note that keeping street drains clear is the responsibility of the Homeowner.
- Additional King County Sheriff patrols are coordinated through CAM. Please contact us if you think an area needs extra patrolling.
- Routinely inspected all playground equipment.
- Replaced brick entry monument and sign at CR entrance that was damaged by a car. All costs were covered by the 'at fault' driver's insurance.
- We renewed our landscape contract for 3 years with Canber. This includes quarterly maintenance of the 18 islands and the retention ponds.
- We had an arson fire at CR Park. Kids set a fire in a hollowed out large Douglas Fir tree. Thankfully, neighbors saw smoke and reported it to 911. The fire was put out before it could spread. However, the tree was quite damaged and needed to be cut down.
- Due to someone continuing to put their household garbage in the can at the small playground, we moved that large metal container to the center of the park and replace it with a smaller 'Mutt Mitt' can.

On recommendation of the CR Entrance Committee we completed the following:

- Removed the old fence at CR Entrance and the ivy at the west side that had grown over and pulled down a large section of fence.
- Installed a new 6 foot cedar fence and had it stained for a cost of \$18,000.
- Removed the large timbers from behind the 2 brick entry signs and cleared the overgrowth from around the signs.
- We had two vacant houses in CR whose yards were terribly overgrown. The HOA was unable to get any response from the owners of the properties. We contacted Canber and had them complete yard maintenance. The total cost of the work (as well as past dues and complaint fees) was 'charged' as liens filed against the individual properties.
- We added a Mutt Mitt station in CW on the paved path which crosses 149th SE.
- We had a CR HO across from the small CR playground who had a huge Sequoia tree in their front yard and its roots had torn up the sidewalk and driveway. The HO and HOA worked with King County for 3 years and finally got them to fix the sidewalk. Since it was a 3-way intersection, new laws required them to install 3 ADA ramps.

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 2017.

- Number of Request for 2017

January - March	15
April-June	40
July-September	79
<u>October-December</u>	<u>24</u>
Total Requests:	158*

* Of all of the ACR requests received, only 8 were denied

In 2017, we had 154 requests processed

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 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 2017 aesthetics standards mailing as well as the postcard process. She talked about the follow up planned for the spring of 2018. 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.

Review of 2017 complaints received:

- Vehicles (54) Recreational/ illegally parked / no tabs, etc.
- Aesthetics (21) Upkeep of home/yards
- Garbage/ Recycle bins (60)
- Other (4)

Noise / overhanging trees or branches / general neighbor issues / BB hoop

Community Events Report:

Holly talked about the events held in 2017 and plans for events in 2018. She showed pictures of past events and acknowledged past volunteers' help and asked for help in 2018.

Treasurer's Report:

Don discussed the current fund balances, the 2017 budget and how we did against it. He showed the following information:

- The recommended annual reserve savings amount for 2018 is \$2000 Month or \$24,000 for the year.
- The 2018 proposed budget proposes the following:

Basketball court refurbishment	10,000*
CW entryway sign refresh	9,000*
CR entryway landscape/fence refresh	3,500*
CdS Island repairs	<u>15,000*</u>
Total	37,500

- Carry over from 2017 budget

Then Don presented the 2018 finance statement, followed by the 2018 budget which includes a 3% increase in the dues. It was approved by the Board last week. Fund balances were as follows:

Fund Balances as of 12/31/2017

General Reserve Fund	\$105,000.00
Legal Reserve Fund	\$ 22,000.00
Capital Reserve Fund	\$109,170.77
Operating Fund	\$171,760.48
Total All Funds	\$407,931.25

Nominations for new Board Members

There are three Board member slots open. One of the two Board members whose terms are expiring is 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 one position being unopposed. It was moved, seconded and passed to re-elect Catherine. 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 / Treasurer (left the Board)
Catherine George	Reporting Secretary / ACC Chair / Web Master
Alicia Follette	Complaints
Carol Nyseth	Member at Large
Holly Jensen	Community Events Committee Chair

Questions from Floor

What is happening about the tree that fell – in the hands of insurance companies3021

Is there a policy about drones in our parks – not yet

No golfing is allowed in our parks due to the issue of lost gold balls and people getting hurt

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 9:00 pm.

Next Board Meetings:

- February 20th, 2018
- March 20th, 2018
- April 17th, 2018
- May 15th, 2018
- June 19th, 2018
- July 17th, 2018
- August 21st, 2018
- September 18th, 2018
- October 16th, 2018
- November 20th, 2018
- December 18th, 2018

Annual Meeting:

- January 22nd, 2019 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.