

Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Annual Meeting
January 22nd, 2019

The following is a summary of the meeting minutes.

Board Members Present: Catherine George, Holly Jensen, Dan Nelson and George McGill

Others Present: 24 homeowners representing 23 homes and our sheriff’s representative Sam

Proxies held by President and others present: 96

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

The Board members were introduced:

George McGill	President / Common Areas Chair / Cul-de-sac Chair
Catherine George	ACC Chair / Web Master / Reporting Secretary
Alicia Follette	Complaints Chair / Treasurer (not present)
Holly Jensen	Community Events Chair
Carol Nyseth	Vice President

Sam, our Sheriff’s Patrol Representative Remarks:

Sam said that 2018 was a very good year with minimal issues in our area. He talked about car thefts, particularly Hondas and advised homeowners to keep their cars in the garage if possible. If your car is left running (the police call them steamers) thieves are quick to drive them off. 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.

President’s Opening Remarks:

George reviewed our 2018 accomplishments and plans for 2019. He asked for volunteers to help with activities planned for 2019 and explained volunteer opportunities. He also talked about the status of the Clark Lawsuit.

In 2018 the HOA had a garage sale, Summer Event and held an Easter egg hunt. The Board also did spring neighborhood compliance walkthroughs, updated the CW basketball court, added new play toys at the CW Park, repaired some cul-de-sacs in CR and worked on the CR main entrance.

In 2019 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 are asking homeowners to identify dangerous trees and work with the homeowners to address those issues. We plan to finish the update of the CR entrance landscaping and will be 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.

Volunteer Opportunities:

Several volunteer opportunities were mentioned. These include:

- Board Members
- Welcome packet delivery person
- Spring and Fall Neighborhood Walk Through
- Capital Improvement Projects
- Block Watch
- Community Event Helpers:
 - Easter Egg Hunt Helpers – April 20, 2019
 - CR\CW Garage Sale Helpers – July 12, 13 and 14
 - Summer Event Helpers – August 17
 - 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 2018's common areas issues.

- Routinely trimmed or removed branches and trees where required.
- Please notify us if you notice any dangerous trees or branches that you think are on HOA property.
- Please note: keeping street drains clear is the Homeowners responsibility, if you have a corner lot you are responsible for both the front and the side.
- King County Sheriff Patrols paid by the HOA are coordinated through CAM. Contact us if you think an area needs patrolling.
- Routinely inspected all Playground Equipment.
- 2019 will be year 2 of our 3-year contract with Canber, our landscape company. We have added to this contract - maintenance of the sidewalk on Petrovitsky from the 1st CW Entrance West about 200ft to the second street light.

On recommendation of the CW Park Committee we did quite a bit of work at CW Park this year.

- One was adding a wooden shed with a combination lock for storing equipment, contact me for the combination. – Holly will give a full report of what all was done in her report.
- We continue to have Canber do yard maintenance at a vacant house in CR. These costs are being added to the lien.
- We did extensive barking of the Common Areas this year – The Candlewood Ridge entrance, both parks at CR, all along the sidewalk on 159th Ave. We also did all 18 Cul de sac Islands in CR and the 3 retention pond frontages.
- The timer for the sprinkler system at both CR Parks was not working correctly when we turned it on in June. We will have to replace soon as it is very old, and several parts are rusted.
- The final water bill for Aug. and Sept. for CW Park was very high. Some was due to the extra sprinklers we added around the new BB court and that we had those on every day for 3 weeks to get the new grass established and we had one bank of sprinklers on during the entire Summer Event. It was still very high so we may have leaks – I will have Canber check completely when we turn on the water this summer.
- A car hit the center island blocks at the CR Entrance. There were no witnesses so the HOA had to pay to repair - \$350.
- We also had another car do damage at the CR Park near the corner of 159th and SE 179th. It went up onto the sidewalk hit and moved two large rocks, destroyed the Garbage can and the Mutt Mitt post and container. We have had no luck finding the owner to get reimbursed so we will have to pay for that repair also.
- In June the Cul de sac committee did the yearly review of the 18 Islands in the Cul de sacs in Candlewood Ridge. It was noted that 4 Islands needed maintenance and 2 Islands had 1 dead tree in each. I contacted Canber and they took care of it.
- Two Cul de Sac were repaired in 2018. Both are located on SE 178th Pl. in Div. 2 , on opposite sides of 157th Ave SE.
- In one Island we had 1 tree removed and a very large Juniper bush removed as well as the roots and stump. In the second Island we had 2 trees removed as well as the stumps and roots. During stump removal they uncovered and disturbed a Sewer vault . CRW&S came out and repaired. I asked if I gave them the addresses of all 18 Islands if they would come out and identify those that have Vaults in them – they said that was a great idea and that was done in late August and they provided us with a list of where each vault is in all 18 Cul de sacs. We are still going to contact them as well as 811 for any future work.
- Superior Asphalt came out and removed curbing, roots, and dirt to make the Islands smaller. Crushed rock was added, compacted and then new asphalt. Curbing was installed the next day. Total cost for both Islands came to \$13,777.50.
- Please note that the HOA will provide up to \$100 for plantings if the HO's want to do the work and water them. Nothing that will grow taller than 10 ft will be allowed.

Community Events Report:

Holly talked about the events held in 2018 and plans for events in 2019. She showed pictures of past events and acknowledged past volunteers' help and asked for help in 2019.

Carriage Wood Park Improvement Project Report:

Holly talked about the problems with the CW Park:

The old Seesaw was very tight and did not bounce or move enough. Only adults could get it to bounce. Kids rarely played on it. We tried loosening it, but that only made it swing laterally and look lopsided. We decided to replace it with a new seesaw. The Merry-go-round was the only toy on the lower play area and wasn't drawing a lot of kids. The governor on the toy was too tight. We loosened the governor and decided to place two new toys next to it.

The basketball court was badly cracked and uneven. The edges of the cement were exposed and caused unnecessary injuries. The backboard and hoop needed replacing. The pole that remained of the second hoop was still standing at the opposite end.

The improvements were done in phases:

Phase 1: Replace existing Seesaw and add a Spinner and Rocking Toy. Pictures show the new toys.

Phase 2: Replace existing Basketball Court with new Sport Court. Pictures show the new court.

The result is that the park is now enjoyed by more neighborhood kids and adults, alike. Younger children play on the new toys, older kids play on the basketball and pickleball courts, and adults are enjoying the pickleball court. Both the play equipment and sport court are open to the community and provide opportunities for youth and families to meet and connect with neighbors! Parents can meet and visit or play with their children. It also encourages everyone to be active outside in the fresh air and sunshine. These improvements have been wonderful for the health and happiness of our community!

Play Equipment Costs

\$6,795.80 Kompan Equipment
2,699.16 Highwire Wood Fiber, blowing, border
1,889.64 CME, removal of old equipment, storage of new equip,
installation of border timbers, install new equip
1,633.50 Canber prep work

\$13,018.10 Play Equipment

Sports Court Costs

\$34,485.00 Court Games materials and labor
1,063.70 Canber irrigation around new court

\$35,548.70 Sports Court

Storage Shed Costs

\$ 461.99 Shed
196.08 Install and Lock

\$ 658.07 Storage Shed

Total Cost of Park Improvement

\$13,018.10 Play Equipment
\$35,548.70 Sports Court
\$ 658.07 Storage Shed

\$49,224.87 Total Cost

Total Net Cost of Park Improvement

The cost was offset by:
\$2,500.00 King County grant

\$ 500.00 gift from Rosie Rourke (realtor)

\$3,000.00

\$46,224.87 - Total Net Cost for CW Park improvements

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 2018.

Projects that need Architectural Control Committee (ACC) approval:

- roof replacement
- exterior painting
- window replacement
- fencing
- decks
- driveway repair/replacement
- major landscaping
- sheds
- mailboxes
- any additional exterior projects
- Emergency requests will be handled as quickly as possible.
- ACC Requests must be received in writing and have an ACC request form attached to it. A form must include a valid phone number, name and address.
- Please allow at least 30 days before your project begins to get approval!
- All requests may be submitted via E-Mail except for paint as they require physical paint samples (actual paint chips).

Number of Request for 2018

January - March	14
April-June	61
July-September	53
<u>October-December</u>	<u>19</u>
Total Requests:	147*

* Of all of the ACR requests received, only 5 were denied

In 2018, we had 158 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 was unavailable due to an emergency in her family. Catherine filled in for her and talked about the 2018 aesthetics standards mailing as well as the postcard process. She talked about the follow up planned for the spring of 2019. She noted that this does not replace the complaints process.

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

Review of 2018 complaints received:

- | | |
|-----------------------------------------------------|---------------------------------------------------------------------------|
| Vehicles (7) | Recreational/ illegally parked / no tabs, etc. |
| <input type="checkbox"/> Aesthetics (22) | Upkeep of home/yards |
| <input type="checkbox"/> Garbage/ Recycle bins (17) | |
| <input type="checkbox"/> Other (5) | Noise / overhanging trees or branches / general neighbor issues / BB hoop |

Treasurer's Report:

George discussed the current fund balances, the 2018 budget and how we did against it. He showed the following information:

- The 2018 Finance Statement
- The 2018 Capital Improvements Statement
- The Fund Balances as of 12/31/2018
- The 2019 Budget
- The 2019 Proposed Capital Improvements

Nominations for new Board Members

There are two Board member slots open. Both of the two Board members whose terms are expiring are willing to serve another term. The nominating committee (Catherine is chair) did not have any proposed nominees. One was willing to volunteer to join the Board from the floor. She was nominated and seconded. We decided to forgo the secret ballot process and voted via a show of hands due to the three positions being unopposed. It was moved, seconded and passed to re-elect George and Carol and to elect Anna to one of the open slots. 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 2018 HOA Board Members

George McGill	President / Common Areas Chair / Cul-de-sac Chair
Catherine George	Reporting Secretary / ACC Chair / Web Master
Alicia Follette	Complaints / Treasurer
Carol Nyseth	Vice President
Holly Jensen	Community Events Committee Chair
*Don Nelson	Legal and Insurance
* Volunteer, not a Board Member	

Questions from Floor

None

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 8:40 pm.

Next Board Meetings:

- February 19th, 2019
- March 19th, 2019
- April 16th, 2019
- May 21st, 2019
- June 18th, 2019
- July 16th, 2019
- August 20th, 2019
- September 17th, 2019
- October 15th, 2019
- November 19th, 2019
- December 17th, 2019

Annual Meeting:

- January 28th, 2020 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.