

**Candlewood Ridge – Carriage Wood Homeowners’ Association**  
**Minutes of the Annual Meeting**  
**January 28th, 2020**

The following is a summary of the meeting minutes.

**Board Members Present: Alicia Follette, Catherine George, Holly Jensen, Carol Nyseth and George McGill**

**Others Present:** 17 homeowners representing 19 homes and our sheriff’s representative Sam

**Proxies held by President and others present:** 108

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
Holly Jensen	Community Events Chair
Carol Nyseth	Vice President

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

Sam said that 2019 was a very good year with minimal issues in our area. He talked about car thefts 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 told about a porch pirate who was caught because of a doorbell camera. He also talked about answering a silent alarm and finding the door forced open. He was able to contact the owners who were on vacation and was able to get information on what was stolen and who did it due to a doorbell camera. Sam then answered questions from the floor. He said that the police love doorbell cameras.

**President’s Opening Remarks:**

- We held an Easter Event, A community wide Garage Sale and Recycle Event and a Summer Event in 2019
- If these are to be held again this year, we need volunteers to step up. The HOA has money budgeted but they will not be held unless there are volunteers to organize and help.
- The Clark Lawsuit was settled in April out of Court. Our Insurance Co. and the HOA Lawyer has suggested that we increase the HOA Insurance which we have done.
- The Board urges all Homeowners to meet your neighbors and discuss possible future problems such as trees overhanging property lines and maybe in risk of falling. Also, any fences between properties – discuss whether it is a shared fence and how you will handle repairs or replacement when required.
- The Board also encourages all Homeowners to get locking mailboxes and join the HOA email list for special notices.

We now have 3 open Board Positions and need volunteers to fill these spots.

**Volunteer Opportunities:**

Several volunteer opportunities were mentioned. These include:

Association Roles:

- Board members
- Welcome packet delivery person
- Spring and fall aesthetic walkthrough
- Mailbox replacement project helpers
- Capital improvement projects
  - CW basketball court, CW entry signs, CR entry

Events:

- Easter Egg Hunt Helpers – No date set
- CR\CW Garage Sale Helpers – No date set
- Spring Clean Event Coordinator and Helpers – No date set
- Summer Picnic Helpers – No date set
- Park Cleanup Ups – 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 2019's common areas issues.

- Routinely trimmed or removed branches and trees when required
- Please notify us if you notice any dangerous branches or trees 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 the front and the side.
- King County Sheriff patrols paid for by the HOA are coordinated through the CAM. If there is an area you feel needs to be patrolled let us know.
- Routinely inspected all playground equipment.
- We have renewed our 3-year Landscape Maintenance contract for all HOA Common Areas as well as the 18 Cul de Sac Islands quarterly. New amount is \$2390 per month.
- In 2019 we hired "Davey Tree Service" to do an inventory of all trees in all Common Areas for 'Risk Assessment' at a cost of \$4100.
- We then had all identified trees in CW trimmed or removed at a cost of \$7300. This year we will do CR Common areas as well as trim all the Maple trees at CR entrance and along 159<sup>th</sup> Ave SE.
- We had to replace an infant swing at CW Park that was damaged by older kids standing in it. If you see this happen please tell them to quit it as these swings are designed for 50 lbs. weight and cost about \$200 to replace.
- We had a locked irrigation box with a spigot installed at the center of CW Park so we now have water when needed. Cost was \$1200.
- Three times people dumped large amounts of yard waste in our Parks and the Retention pond frontage – this is illegal. This cost the HOA money to remove. If you witness this kind of activity, please try to get any info you can and let us know.
- At CW Park a Homeowner contacted us about a huge blackberry bush that was encroaching into their yard. We had Canber remove that as well as several branches that were overhanging into yards and trimmed a row of Arborvitae to an 8 ft. height.
- We had a major water leak right at the meter for the CR Parks. It was on our side of the meter, so we had to repair at a cost of \$800.
- The sprinklers are not working at the CR Toddler Park. Canber thinks the electrical wire going to the sprinkler heads is broken somewhere between the timer and the Park some 500 ft. This will be taken care of this year.
- Hopefully this year we will do one or two more Cul de Sac Island repairs.
- We had a lot of recurring problems at CW Park with the Basketball Court. There is a group of 10 -12 teens from out of the area (we believe the Apts.) who come over and take over the Basketball court. They have vandalized the shed three times. taken down and broke parts of the Pickleball net, littered the Park, not let kids from the HOA use the court, swearing and threatening residents. We tried putting a lock on the hoop and locking the height adjusting tool in the shed, but they still got the lock off and the tool disappeared as well as 4 Pickleball paddles. Because of all the problems the Board has decided to remove the B.B. hoop until we can form a committee of Homeowners to decide what to do. If you are interested in being on this Committee, please contact me.

### **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 2019.

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 2019

January - March	19
April-June	46
July-September	38
<u>October-December</u>	<u>16</u>
Total Requests:	119*

\* Of all of the ACR requests received, only 1 was canceled, 1 is awaiting refiling and one was refiled and approved. None were disapproved

In 2018, we had 147 requests processed

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). 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:**

- 2020 Aesthetic

- All properties may be surveyed in Spring with follow review in the summer.
- Follow up on violations will result in fines if issues not resolved.
- This effort is not intended to replace or eliminate the existing complaints process.
- All complaints must be in writing and signed.
- Current Complaint Process:
  1. Complaint received
  2. Visual inspection done to confirm complaint
  3. Send letter to homeowner (30 day deadline)
  4. Check back in 2 weeks to see if compliance has been met.
    - : If so, send thank you letter
    - : If not, return again in 2 weeks to check if compliance met
  5. If not in compliance at the end of deadline, send 2nd letter by Certified Mail (14 day deadline)
  6. Repeat Process of Step 4
  7. Fines start after 14 day deadline if not in compliance.

HOA website at [www.crcwhoa.org](http://www.crcwhoa.org) provides additional information on each Rules & Regulations, the monthly Board Meeting minutes, and all needed forms

Review of 2019 complaints received:

- Vehicles 9 (54 in 2018)                      Recreational/ illegally parked / no tabs, etc.
- Aesthetics 12 (21 in 2018)      Upkeep of home/yards
- Garbage/ Recycle bins 0 (60 in 2018)
- Other 6 (4 in 2018) Noise / overhanging trees or branches / general neighbor issues / BB hoop

### **Review of Annual Compliance Results:**

Results of annual review in 2017, 2018 and 2019

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

George discussed the current fund balances, the 2019 budget and how we did against it. He showed the following information:

- The 2019 Capital Improvements Statement
- The 2019 Finance Statement
- The Fund Balances as of 12/31/2019
- The 2020 Budget

### **Community Events Report:**

Holly talked about the events held in 2019 and suggested plans for events in 2020. She showed pictures of past events and acknowledged past volunteers' help and asked for help in 2020. She will not be leading the effort but would be available to help advise the new coordinator if one volunteers.

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

There is Board member slot open. One of the three Board members whose terms are expiring is willing to serve another term. The other two are not able. The nominating committee (Catherine is chair) did not have any proposed nominees. One home owner had already said that he would be willing to stand for election. In addition, one was willing to volunteer to join the Board from the floor. They were 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 Alicia and to elect Randy Vermillion and Ian Ludwig to the expiring slots. We still have one open slot. 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 2019 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](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 8:40 pm.

### **Next Board Meetings:**

- February 18<sup>th</sup>, 2020
- March 17<sup>th</sup>, 2020
- April 21<sup>st</sup>, 2020
- May 19<sup>th</sup>, 2020
- June 16<sup>th</sup>, 2020
- July 21<sup>st</sup>, 2020
- August 18<sup>th</sup>, 2020
- September 15<sup>th</sup>, 2020
- October 20<sup>th</sup>, 2020
- November 17<sup>th</sup>, 2020
- December 15<sup>th</sup>, 2020

### **Annual Meeting:**

- January 26<sup>th</sup>, 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.