

Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Annual Meeting
January 26th, 2021

The following is a summary of the meeting minutes.

Board Members Present: Alicia Follette, Catherine George, Ian Ludwig, Randy Vermillion and George McGill. Carol Nyseth was unable to attend.

Others Present: 20 homeowners

Proxies held by President and others present: 90

This annual meeting was called to order at 7:07 pm virtually via WebEx.

The Board members were introduced:

George McGill	President / Common Areas Chair
Catherine George	Reporting Secretary / ACC Chair / Web Master
Alicia Follette	Complaints / Treasurer
Carol Nyseth	Vice President (not present)
Open	Community Events Committee Chair
Ian Ludwig	ACC Member / CAM Member
Randy Vermillion	ACC Member / Cul-de-sac Chair
*Don Nelson	Legal and Insurance

* Volunteer, not a Board Member

Sam, our Sheriff’s Patrol Representative Remarks:

This year was a relatively good year for your HOA. Burglaries were way down, since they usually occur during the day and everyone has been working from home. We did see a significant increase in car prowls, usually to unlocked vehicles. We also had one robbery of a citizen at gunpoint, which is not the norm for our area. Fortunately, the suspect was eventually identified. Other than that, things have been going well. Please have everyone remember to lock up their cars and not leave valuables inside.

President’s Opening Remarks:

- We did not hold an Easter Event, a community wide Garage Sale and Recycle Event and a Summer Event in 2020 due to the pandemic
- If these are to be held 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 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 1 open Board Positions and need a volunteer to fill this spot.

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's report was earlier in the meeting. There was no Fire Department representative.

Common Area Maintenance (CAM):

George talked about the highlights of 2020's common areas issues.

With the many tall trees in our Common Areas, Entrances and in Homeowners yards fallen trees and branches are a continuous problem. Please notify us if you see any fallen branches or trees or any you think are in danger of falling.

Street drains are the HO's responsibility and many of them get plugged often because of all the tree leaves and needles. Please try to keep them clean.

All dogs must be on leash – this is the HOA policy and a King County law. Also, the HOA provides Mutt Mitts and garbage cans at 6 stations so PLEASE pick up after your dogs.

. We had several trees fall this year and several people have asked me if we would leave the rounds on the ground so they could have them for firewood. We have done this, and it saves us a little money what we will do from now on is send out a mass email when we do this with the location.

At CW and CR Park we had extensive work done, cutting down some dangerous or dead trees and with the advice of a certified arborist we had a lot of the huge Cottonwood trees thinned and branches cut off for weight and wind reduction. This should help keep them from falling in the big windstorms. Tree work is quite costly – this year it came to a little over \$28,000. Just 10 days ago in that big windstorm we had a large hemlock tree fall onto our Footbridge at CR Park. We are in the process of getting estimates to repair or rebuild and will keep all informed at the Monthly Meetings.

We have random King County Sheriff patrols done by Sam Shirley and these are paid for by the HOA as there are no regular patrols in our area because of King County budget cutbacks. We have him patrol the Parks and any trouble spots we have asked him to, so if you have a trouble spot or an area that you would like to have patrolled let me know and we will get it coordinated.

We unlocked the Basketball hoop at CW Park and put up the Pickleball net so HO's and their children could enjoy. There were no reports of 'out of area' teens causing problems, but we still want to put a Committee together to discuss rewording our signs which we intend to do once we can have indoor group meeting again. We had to have our old original sprinkler system changed and updated at both CR Parks this year. The tree roots had broken the electrical wires and the water pipes in several spots and the timer was quite old and was giving us a lot of problems the last couple of years. The new system is all DC with no wiring, and it is quite easy to program and will require less maintenance. Cost for this came to \$10,500.

The HOA has a retention pond in CR Div. #3 on SE 176 th Pl. King County contacted us about them needing to upgrade the system as it is the original one from 1980. In the preliminary survey it turns out that this parcel of land was never deeded to the County and it belongs to the HOA. With the advice of our Lawyer, we are going to grant them an easement to do the work on the parcel as well as future maintenance. To deed it to the County would require a vote of all 850 Owners and 2/3 approval and would take too long. We will keep everyone informed at the monthly meetings.

In 2020 we inspected all 18 of the Islands/ planters in CR and all the 5 Retention Ponds in CW and CR monthly. These are routinely cleaned and maintained by our Landscape Co. quarterly.

There was no major damage to any of the trees in the islands this year and none that needed major work.

We will continue to inspect as to whether to renovate and reduce in size as needed – please contact us if you feel any work needs to be done.

In our Jan 2021 windstorm, a dead tree at the CW retention pond at entrance 3 fell. We have been trying to get King County out to cut it down, but they never responded back to us. It broke off about 15 ft up, we are going to have our tree co. cut it down completely.

We do intent to have all the Islands barked this year as well as most other common areas.

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 2020.

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 2020

January - March	17
April-June	50
July-September	55
<u>October-December</u>	<u>29</u>
Total Requests:	151*

* Of all of the ACR requests received, only 2 were awaiting refiling. One was disapproved

In 2019, we had 119 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. 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 now accepted for projects involving paint unless the color is questionable. 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 provides additional information on each Rules & Regulations, the monthly Board Meeting minutes, and all needed forms

Review of 2020 complaints received: 28 (27 in 2019)

Call Fire Department if burning in neighbor's yard. Call Police if cars are parked incorrectly. Talk to your neighbor about trees, fences etc.

Complaints should be in writing but can be started via email and followed up via a hard copy.

Review of Annual Compliance Results:

Results of annual review in 2017, 2018, 2019 and 2020

Treasurer's Report:

George discussed the current fund balances, the 2020 budget and how we did against it. He showed the following information:

- The 2021 Capital Improvements Statement
- The 2020 Finance Statement

- The Fund Balances as of 12/31/2020
- The 2021 Budget
- The 2021 Capital Reserves Study

Legal and Insurance:

We have changed our legal firm

Community Events Report:

No report due to the pandemic

Nominations for new Board Members

There is one Board member slot open. The Board member whose term is expiring is willing to serve another term. The nominating committee (Catherine is chair) did not have any proposed nominees. Two home owners have already said that they would be willing to consider joining. Due to the fact that she was unopposed, there was no secret ballot. It was moved, seconded and passed to re-elect Catherine George to the expiring slot. 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 2020 HOA Board Members

George McGill	President / Common Areas Chair
Catherine George	Reporting Secretary / ACC Chair / Web Master
Alicia Follette	Complaints / Treasurer
Carol Nyseth	Vice President
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Questions from Floor

A home owner asked about a map of the HOA. George will investigate. One should be on the website. A home owner asked about the capital reserves study and how long the entrances have been in existence and how long before they should be updated. What is included in capital improvements? Brick entrance signs have a 40 year lifespan. On Petrovitsky, on both the CR and CW sides, fences have come down and need repair.

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 8:27 pm.

Next Board Meetings:

- February 16th, 2021
- March 16th, 2021
- April 20th, 2021
- May 19th, 2021
- June 15th, 2021
- July 20th, 2021
- August 17th, 2021
- September 21st, 2021
- October 19th, 2021
- November 16th, 2021
- December 21st, 2021

Annual Meeting:

- January 25th, 2022 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.