

Candlewood Ridge – Carriage Wood Homeowners' Association Annual Meeting

January 27, 2015

7pm

Fairwood United Methodist Church

Candlewood Ridge/Carriage Wood HOA Annual Meeting Agenda January 27, 2015

- 7:00 Call to order / Introduction of Board Members and Guests
- 7:05 President's Overview
- 7:20 Police & Fire Reports
 - Q & A with Sam Shirley, King County Sheriff Office
- 7:30 Committee Highlights and Discussion
 - Common Area Maintenance / Capital Improvements
 - Architectural Control Committee
 - Complaint and Compliance Report
 - Treasurer Report
 - Legal Report
- 8:15 Nomination of New Board Members – Three positions open
- 8:30 Election of Board Members
- 8:40 Homeowner Discussion
- 9:00 Adjourn

Board Member Introductions

John Utz*

George McGill

Catherine George*

Alicia Follette

Don Nelson

Carol Nyseth

President

Vice Pres / Common Area

Secretary / ACC Chair

Complaints Chair

Treasurer / Legal Chair

Board Member at Large

* Terms expiring

President's Overview

2014

Association Communication

New and improved Website

Association Events

Easter egg hunt

Garage sale weekend

Association Improvement Projects

Spring compliance walk through

Cul-de-sac island planter repairs

2015

Association Communication

Maintain as needed

Association Events

None planned, need volunteers

Association Improvement Projects

Spring compliance walk through

Cul-de-sac island planter repairs

Replace CW irrigation system

Volunteers Needed

President's Overview

Volunteer Opportunities for 2015

Association Roles:

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

Events

- | | |
|----------------------------------------------|-------------|
| • Easter Egg Hunt Coordinators and Helpers | No date set |
| • CR/CW Garage Sale Helpers | No date set |
| • Spring Clean Event Coordinator and Helpers | No date set |
| • Park Clean Ups | Help needed |

Events will ONLY be held if we have volunteers!

Volunteers Needed

King County Sheriff

- Question and Answers period with Sam Shirley.

2014 Common Area Maintenance

- Routinely trimmed or removed branches and trees where required
- Please note that keeping street drains clear is the Homeowners responsibility
- Routinely inspected all Playground Equipment-
 - replaced one Infant swing at CR Park
- All 6 Brick Entrance signs at CW wire brushed and cleaned
- We noticed water running over the walking path at CR Park seemingly coming from the street drain on 159th. We contacted King County Roads and they confirmed it was from the drain pipe as it drains directly from the street drain into the creek area. KC cleaned out pipe outlet.
- Signed a new 3 year contract with Canber our Landscape Co.
 - New contract includes quarterly upkeep of the 18 Cul de Sac Islands

2014 Common Area Maintenance

- Added 4 more large '2 man rocks' installed and relocated and combined some others to make it harder for cars to drive into CR Park
- This Summer we got a very high water bill for the sprinkler system at CW Park –
 - Will investigate further in the Spring and repair or replace as needed
- Vandalism incidents declined in 2014
 - Please note if your property is tagged report it immediately (to Police and the HOA) and remove the graffiti ASAP
- Around the Holidays there were stolen mail and packages found down in CR Park. It turns out they were from 12 houses, 9 in CR and 3 in Fairwood, all with old style non locking mailboxes. Another HO reported that 2 DVDs that he put in his mailbox (he put the red flag up for pickup) were stolen. It is just too easy for thieves to steal your mail. The Police and the HOA highly recommend Locking Mailboxes the HOA has approved certain types, please contact the ACC for info.

2014 Common Area Maintenance

CUL-DE-SAC ISLAND (CdS) / PLANTER COMMITTEE

- Completed the work on 2 of the Islands . We removed about 3 to 4 ft of the back part of the Islands and replaced the broken up the curbing.
- PLEASE NOTE: HO's must not park any vehicles around the Islands on Garbage Pickup day (currently Thurs.) as this makes it almost impossible for the trucks to get around the Islands.
- Our landscaper is now doing Quarterly maintenance on these Islands – please contact CAM if there is something you feel needs to be taken care of in any of these Islands.
- This year we will make another inspection of these 18 Islands to see if any more curbing work needs to be done, budgeted to repair two .

Architectural Control Committee

Contact Information

- Website: www.crcwhoa.org
- Email: architecture@crcwhoa.org
- Phone Message: 425.738.8611, ext. 30

Architectural Control Committee

- 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.
- 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).

Architectural Control Committee

- Number of Request for 2014

January - March	3
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April-June	50
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July-September	53
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<u>October-December</u>	<u>7</u>
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Total Requests:	113
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- In 2013, we had 92 requests processed

Complaint and Compliance Report

- 2015 Aesthetic
 - As in 2014, all properties will be surveyed in Spring.
 - 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.**

Complaint and Compliance Report

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

Treasurer Report

- A 2013 Financial Audit was conducted in 2014 by Cox & Gracia, Certified Public Accountants .
- Ended the year with 23 homeowners delinquent in paying dues for 2013. (2.7% of the homes in our Association)
- 33 homes sold in our HOA in 2014.
- HOA currently has Liens filed against 19 homeowners.
 - 11 lien satisfactions in 2014.
 - Filed 11 new liens in 2014.

Treasurer Report – 2014 Finance Statement

	Actual Activity	Budget 2013	over (under) budget
<u>income</u>			
dues income	140,709	130,260	10,449
interest income	965	575	390
transfer fees	9,600	7,500	2,100
other income	24,990	1,000	23,990
total revenues	176,264	139,335	36,929
<u>expenses</u>			
common area maintenance / repairs	31,265	40,000	(8,735)
insurance premium	8,145	9,000	(855)
King County Sheriff patrols	8,082	14,000	(5,918)
homeowner communication	-	1,000	(1,000)
admin/bookkeeper & accountant fee	17,250	17,200	50
legal fees	17,506	18,000	(494)
office supplies/photocopies/postage	5,668	8,000	(2,332)
common area utilities	7,669	4,000	3,669
regional/community functions	901	2,500	(1,599)
web site hosting	3,700	2,100	1,600
rentals (storage, mtg room, city light)	2,175	2,700	(525)
contingencies	-	500	(500)
transfer to General Reserve	40,000	-	40,000
transfer to Capital Reserve	20,000	20,000	-
total expense	162,362	139,000	23,362
net income (loss)	13,902	335	13,567
Capital improvements:			
cul-de-sac expense	11,370	39,000	(27,630)

Treasurer Report

Fund Balances as of 1/1/2015

- General Reserve Fund \$65,000
- Legal Reserve Fund \$22,000
- Capital Reserve Fund \$95,902
 - \$400,000 + Estimated value of capital equipment
- Operating Fund \$140,087

Treasurer Report – 2015 Budget

income	2015 Budget	2014 Budget
dues income	133,934	130,260
interest income	600	575
transfer fees	6,000	7,500
other income collected fees	1,000	1,000
total budgeted income	141,534	139,335
expenses		
CAM & Repairs	42,000	40,000
insurance premium	8,500	9,000
King County Sheriff Patrol	14,000	14,000
homeowners communication	0	1,000
administrator/bookkeeper fee/accountant fees	19,100	17,200
legal fees	18,000	18,000
office supplies/photocopies/postage	8,500	8,000
utilities	4,000	4,000
regional/community functions	2,500	2,500
web site hosting	1,000	2,100
rentals (storage, meeting rooms, City Light)	2,700	2,700
contingencies	500	500
total budgeted expense	120,800	119,000
net income (loss)	20,734	20,335
transfer to Capital Reserve	20,600	20,000
capital reserve expenditures		
signage replacement CW entrances *	9,000	9,000
basketball court repairs *	10,000	10,000
CR entryway landscape and fence refresh **	5,000	5,000
CdS island repairs (TBD)	15,000	15,000

* Carry over from 2013 and 2014

** Carry over from 2014

Legal Report

- In 2014:
 - One Chapter 7 bankruptcies
 - Two Chapter 13 bankruptcies
 - Two legal actions initiated against homeowners for payment of back dues and fines and abandonment of homes.
- Currently tracking four pending foreclosure sales

Board of Director Nominations

Two Board Positions Open for Election:

1. Two board positions 3 year term, one position available for 1 year term (not a voted position).
2. All Homeowners are eligible to be nominated to the Board of Directors if they:
 - Are willing to serve your Association and community for 3 years
 - Have the time every month to attend monthly meetings and Chair a Committee.
 - Do not have unresolved HOA complaints or delinquent dues
3. Nominees who have already identified themselves to the Board of Directors
4. Nominations from the Floor:

Background information only:

the following are the current Board members' terms:

	Term Expires	
John Utz	2015*	
Alicia Follette	2014	2017
Don Nelson	2014	2017
Catherine George	2015*	
Carol Nyseth (was Val)	2014	2017
George McGill	2013	2016
Open	2013	2016

Susanne Salcido, Donald Nelson, Valerie Frazier elected in 2011

John Utz, Carry Dash, George McGill elected in 2012, (George for 1 year), up
 $2015 + 1 = 2016$

George McGill added to Board for 3 year term when no one was elected in
annual meeting of 2013

Alicia Follette, Donald Nelson, Valerie Frazier elected in 2014

* That means that John and Catherine will need to stand for re-election in 2015.

Homeowner Discussion

Thank You for Attending

CR\CW Board of Directors - Job Duties

- **President:** Organizes and presides at all Monthly Board Meetings and the Annual HOA Meeting. Makes sure all orders and resolutions of the Board are carried out properly. May sign (as Pres. Of CR/CW HOA) certain legal documents, contracts or insurance policies for the HOA.
- **Vice President:** Acts in place of the President in the event of the President's absence. If the President leaves the position (resigns or is removed) the Vice President will assume the President's duties until the Board meets and appoints a new President.
- **Treasurer:** Oversees the receipt of and deposit (in the proper bank accounts) all monies of the HOA. The Treasurer oversees the proper disbursement of funds as per the Board's directions. Oversees the financial books of the HOA's accounts. Coordinates the annual review of the HOA's books by a certified public accountant. Oversees the preparation of the annual budget and the statement of income and expenses presented at each Annual Meeting; provides a copy to each HO. Briefs the Board monthly on financial expenditures in relation to the approved budget.
- **Legal and Insurance:** Oversees the insurance coverage for the HOA and Board of Directors. Maintains a relationship with the HOA's lawyer regarding any and all HOA issues. Reports on legal and insurance issues at the monthly Board meetings and at the Annual Meeting.

CR\CW Board of Directors - Job Duties

- **Common Area Maintenance:** Oversees all common areas: the entrances, the 2 parks and several areas around the retention ponds. Inspects and maintains all playground equipment, Mutt Mitt stations, all entrance signs, other signs in the parks and the community that belong to the HOA, all the garbage cans at the parks, the wooden bridge at CR Park and any other HOA property. Oversees the HOA's landscaping company's work and contacts\arranges for extra or emergency situations. This is the point of contact for our contracted King County Sheriff's Officer for monthly HOA security service. This involves coordinating any HO's complaints, comments and requests with the Officer, and also requesting that specific areas and activities are monitored more frequently. Reports on Common Area maintenance and Security issues at the monthly Board meetings and at the Annual Meeting.
- **Complaints Committee:** Oversees the Complaint Committee and receives and acts upon complaints received in writing and signed. Investigates their validity per the HOA CC&R's and R&R's, and sends out proper compliance and thank you letters. Follows up on any required action and coordinates appeal hearings. Initiates fines for non-compliance and notifies the Treasurer, Bookkeeper and the Board of new and ongoing fines. Maintains all compliance records. Reports on complaints issues and activities at the monthly Board meetings and at the Annual Meeting.

CR\CW Board of Directors - Job Duties

- **Architectural Control Committee:** Oversees the ACC Committee and receives\acts upon all ACC request forms submitted. Determines if work and material are acceptable (per HOA guidelines and spec's) and notifies the homeowner when approved or if changes are needed. Follows up on work to see if it has been done as agreed and keep records of such.

All Board members are expected to attend each HOA monthly meeting and the Annual Meeting, and give their Monthly/Annual report. 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.