

# Candlewood Ridge – Carriage Wood Homeowners' Association Annual Meeting

January 26, 2016

7pm

Fairwood United Methodist Church

# Candlewood Ridge/Carriage Wood HOA Annual Meeting Agenda January 26, 2016

- 7:00 Call to order / Introduction of Board Members and Guests  
Approve last years meeting minutes
- 7:05 President's Overview
- 7:15 King County Sherriff Department – Officer Sam Shirley
- 7:25 Committee Highlights and Discussion
- Common Area Maintenance / Capital Improvements
  - Architectural Control Committee
  - Complaint and Compliance Report
  - Treasurer Report
  - 2016 Budget Review
- 8:00 Nomination of New Board Members – Three positions open
- 8:15 Election of Board Members
- 8:20 Homeowner Discussion
- Adjourn

# Board Member Introductions

George McGill\*

Catherine George

Alicia Follette

Don Nelson

Carol Nyseth\*

Dan Nelson

Open Positions

President / Common Area

Secretary / ACC Chair

Complaints Chair

Vice Pres. / Treasurer / Legal

Board Member at Large

Board Member at Large

\* Term expiring

# President's Overview

2015

## Association Communication

Maintain as needed

## Association Events

Easter Event

Annual Garage Sale Weekend

## Association Improvement Projects

Cul-de-sac island planter repairs

Spring compliance walk through

Repaired CW park sprinkler system

Repair walk at Candlewood Ridge Park

Volunteers Needed

2016

## Association Communication

Maintain and add to website and improve as required

## Association Events

None planned as of now.

The HOA has money budgeted for an Easter Event and A Summer Event but we need volunteers.

## Association Improvement Projects

Spring/Summer compliance walk through

Cul-de-sac island planter repairs

Repair CR entrance irrigation system

Promote locking mailboxes

Expand HOA email list for special notices

Replace lost approved house paint color notebook

# President's Overview

## Volunteer Opportunities for 2016

### Association Roles:

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

### Events: Money budgeted - need volunteers to organize and run

- |  |             |
|--|-------------|
| • 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 |

**Events will ONLY be held if we have volunteers!**

## Volunteers Needed

# King County Sheriff

- Question and Answers period with Sam Shirley.

# 2015 Common Area Maintenance

- Routinely trimmed or removed branches and trees where required.
- Please remember that keeping street drains clear is the Homeowners responsibility.
- Routinely inspected all Playground Equipment at all 3 Parks.
- King County Sheriff Patrols are coordinated through CAM.
- Thieves stole 27 large retaining blocks and the toppers from the CR Entrance which we had to replace.
- Three separate times this year we had people dump large bags of household garbage into our garbage cans at CR Park. Please if you witness this write down the car license number.
- We had all Common Area barked this year.

# 2015 Common Area Maintenance

- We had extensive work done on the blacktop paths at CR Park. This consisted of tree and root removal and replacing much of the damaged blacktop.
- Last year we found out we had problems with the sprinkler system at CW Park. This summer we had a specialist investigate. It turns out several of the control valves that control the sprinkler heads were worn out and or clogged. This meant that they were not shutting off completely and water was constantly running. This was all repaired and all valves and heads are mapped out and we are now able to read the meters ourselves.
- We were informed that we now have an electrical problem at the CR Entrance. It appears that we have a short in the underground wiring going to one or more of the control valves. We are going to investigate further this Spring.

# 2015 Capital Improvements

## Cul de Sac Islands

- One Island / Planter area was repaired this year. We removed two tall trees and a juniper bush and about two feet of the Island at the rear. We removed all roots and damaged blacktop and installed new blacktop as well as new curbing. Thanks to an observant Homeowner we were able to get Insurance money from Waste Management which paid about half of the costs.
- Plan on one or two more Islands repairs in 2016.

# Architectural Control Committee

## Contact Information

- Website: [www.crcwhoa.org](http://www.crcwhoa.org)
- Email: [architecture@crcwhoa.org](mailto: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 2015

January - March	11
April-June	33
July-September	54
<u>October-December</u>	<u>16</u>
Total Requests:	114

- In 2014, we had 113 requests processed

# Complaint and Compliance Report

- 2016 Aesthetic
  - As in 2014 and 2015, 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](http://www.crcwhoa.org) provides additional information on each Rules & Regulations, the monthly Board Meeting minutes, and all needed forms

# Treasurer Report

- A 2014 Financial Review was conducted in 2015 by Cox & Gracia, Certified Public Accountants .
- Ended the year with 16 homeowners delinquent in paying dues for 2015. (1.9% of the homes in our Association)
- 42 homes sold in our HOA in 2015.
- HOA currently has Liens filed against 14 homeowners for past due dues.

# Treasurer Report – 2015 Finance Statement

	Actual Activity	Budget 2015	over (under) budget
<u>income</u>			
dues income	143,855	133,934	9,921
interest income	745	600	145
transfer fees	12,600	6,000	6,600
other income	18,055	1,000	17,055
<b>total revenues</b>	<b>175,255</b>	<b>141,534</b>	<b>33,721</b>
<u>expenses</u>			
common area maintenance / repairs	41,966	42,000	(34)
insurance premium	9,639	8,500	1,139
King County Sheriff patrols	3,807	14,000	(10,193)
admin/bookkeeper & accountant fee	17,950	19,100	(1,150)
legal fees	10,817	18,000	(7,183)
office supplies/photocopies/postage	6,829	8,500	(1,672)
common area utilities	2,018	4,000	(1,982)
regional/community functions	948	2,500	(1,552)
web site hosting	659	1,000	(341)
rentals (storage, mtg room, city light)	2,233	2,700	(467)
contingencies	-	500	(500)
transfer to General Reserve	40,000	-	40,000
transfer to Capital Reserve	20,600	20,600	-
Non budgeted park path repair	17,435	-	17,435
<b>total expense</b>	<b>174,900</b>	<b>141,400</b>	<b>33,500</b>
<b>net income (loss)</b>	<b>355</b>	<b>134</b>	<b>221</b>
<b>Capital improvements:</b>			
cul-de-sac expense	6,573	39,000	(27,630)

# Treasurer Report

Fund Balances as of 12/31/2015

- General Reserve Fund \$105,000
- Legal Reserve Fund \$ 22,000
- Capital Reserve Fund \$116,502
  - Target Reserve amount \$400,000 = Estimated value of capital equipment replacement costs
- Operating Fund \$140,442

# Treasurer Report – 2016 Budget

income	2016 Budget	2015 Budget
dues income	137,942	133,934
interest income	600	600
transfer fees	6,000	6,000
other income collected fees	1,000	1,000
<b>total budgeted income</b>	<b>145,542</b>	<b>141,534</b>
<b>expenses</b>		
CAM & Repairs	43,400	42,000
insurance premium	10,000	8,500
King County Sheriff Patrol	14,000	14,000
administrator/bookkeeper fee/accountant fees	20,300	19,100
legal fees	18,000	18,000
office supplies/photocopies/postage	8,500	8,500
utilities	4,000	4,000
regional/community functions	2,500	2,500
web site hosting	1,000	1,000
rentals (storage, meeting rooms, City Light)	2,700	2,700
contingencies	500	500
<b>total budgeted expense</b>	<b>124,900</b>	<b>120,800</b>
net income (loss)	20,642	20,734
<b>transfer to Capital Reserve</b>	<b>21,200</b>	<b>20,600</b>
<b>capital reserve expenditures</b>		
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, 2014, 2015

\*\* Carry over from 2014, 2015

# Board of Director Nominations

## Two Board Positions Open for Election:

1. Two board positions 3 year term, two open positions available for 1 year or 2 year term (not a voted positions).
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:

### Position

<u>Number</u>	<u>Name</u>	<u>Term Expires</u>
1.	George McGill	2/1/2016* 2/1/2019
2.	Carol Nyseth	2/1/2016* 2/1/2019
3.	Alicia Follette	2/1/2017
4.	Don Nelson	2/1/2017
5.	Open	2/1/2017
6.	Catherine George	2/1/2018
7.	Dan Nelson	2/1/2018

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

Catherine George elected in 2015

Carol Nyseth appointed to open board position.

Dan Nelson appointed to open board position in Jan 2016.

\* George and Carol to stand for re-election in 2016. One open position each for 2014 and 2015 terms.

# 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.**