

Candlewood Ridge – Carriage Wood Homeowners' Association Annual Meeting

January 22, 2018

7pm

Fairwood United Methodist Church

Candlewood Ridge/Carriage Wood HOA Annual Meeting Agenda January 24, 2018

- 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
 - 2018 Budget Review
- 8:00 Nomination of New Board Members
- 8:15 Election of Board Members
- 8:20 Homeowner Discussion
- Adjourn

Board Member Introductions

George McGill

Catherine George*

Alicia Follette

Dan Nelson*

Holly Jensen

Carol Nyseth

Don Nelson

President / Common Area

Secretary / ACC Chair

Complaints Chair

Vice Pres. / Treasurer

Community Events

Board Member at Large

Legal / Insurance Chair

* Term expiring

President's Overview

2017

Association Communication

Maintain & add to website

Add homeowners to our HOA email list

Send our emails with important notifications

Association Events

Easter egg hunt

Joint garage sale weekend with Greens

Summer Event

Association Improvement Projects

Spring/summer compliance walk through

Cul-de-sac island planter repairs

Promote and encourage locking mailboxes

Replaced approved house paint colors

CR Entrance Fence Replacement

CW Park Improvement Committee

2018

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Add homeowners to our HOA email list

Send our emails with important notifications

Association Events

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Promote and encourage locking mailboxes

CR Entrance Improvements Committee

CW Park Improvements Committee

Volunteers Needed For All Events

President's Overview

Ongoing Areas of Concern

▣ Parking on Sidewalks

- Please park properly on the street, NOT the sidewalk

▣ Off Leash Dogs in our Parks

- All dogs must be on a leash. This is a HOA rule as well as a King County Law.

▣ Rental Home Compliance

- HOA needs to know if a house is a rental
- HOA needs to have owner's address and contact info
- Renters need to be aware of HOA Rules and Regulations
- HOA needs renters contact info and a copy of the lease

President's Overview

Volunteer Opportunities for 2018

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 Clean Ups | Help needed |

Volunteers Needed For All Events

King County Sheriff

- Question and Answers period with Sam Shirley.

2016 Common Area Maintenance

- Routinely trimmed or removed branches and trees where required.
- In CR Park we had many fallen branches and trees. The HOA removed about 45 dead or dangerous trees at a cost of \$15,000.
- IN CW Park we had about 30 dead or dangerous trees removed at a cost of \$8000. Additionally, several fallen trees and branches were cleared.
- Please note that keeping street drains clear is the responsibility of the Homeowner.
- Additional King County Sheriff patrols are coordinated through CAM. Please contact us if you think an area needs extra patrolling.
- Routinely inspected all playground equipment.

2016 Common Area Maintenance

- Replaced brick entry monument and sign at CR entrance that was damaged by a car. All costs were covered by the 'at fault' driver's insurance.
- We renewed our landscape contract for 3 years with Canber. This includes quarterly maintenance of the 18 islands and the retention ponds.
- We had an arson at CR Park. Kids set a fire in a hollowed out large Douglas Fir tree. Thankfully, neighbors saw smoke and reported it to 911. The fire was put out before it could spread. However, the tree was quite damaged and needed to be cut down.
- Due to someone continuing to put their household garbage in the can at the small playground, we moved that large metal container to the center of the park and replace it with a smaller 'Mutt Mitt' can.

2016 Common Area Maintenance

On recommendation of the CR Entrance Committee we completed the following:

- Removed the old fence at CR Entrance and the ivy at the west side that had grown over and pulled down a large section of fence.
- Installed a new 6 foot cedar fence and had it stained for a cost of \$18,000.
- Removed the large timbers from behind the 2 brick entry signs and cleared the overgrowth from around the signs.

2016 Common Area Maintenance

- We had two vacant houses in CR whose yards were terribly overgrown. The HOA was unable to get any response from the owners of the properties. We contacted Canber and had them complete yard maintenance. The total cost of the work (as well as past dues and complaint fees) was 'charged' as liens filed against the individual properties.
- We added a Mutt Mitt station in CW on the paved path which crosses 149th SE.
- We had a CR HO across from the small CR playground who had a huge Sequoia tree in their front yard and its roots had torn up the sidewalk and driveway. The HO and HOA worked with King County for 3 years and finally got them to fix the sidewalk. Since it was a 3-way intersection, new laws required them to install 3 ADA ramps.

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 2017

January - March	15
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April-June	40
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July-September	79
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<u>October-December</u>	<u>24</u>
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Total Requests:	158*
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* Of all of the ACR requests received, only 8 were denied

- In 2016, we had 154 requests processed

Complaint and Compliance Report

- 2018 Aesthetic
 - As in 2017, all properties will 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.

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

Complaint and Compliance Report

Review of 2017 complaints received:

- ▣ Vehicles (54)

- Recreational / illegally parked / no tabs, etc

- ▣ Aesthetics (21)

- Upkeep or home/yards

- ▣ Garbage/ Recycle bins (60)

- ▣ Other (4)

- Noise / overhanging trees or branches / general neighbor issues / BB hoop

2018 Capital Improvements

- The recommended annual reserve savings amount for 2018 is \$2000 Month or \$24,000 for the year.

- The 2018 proposed budget proposes the following:

Basketball court refurbishment	10,000*
CW entryway sign refresh	9,000*
CR entryway landscape/fence refresh	3,500*
CdS Island repairs	<u>15,000*</u>
Total	37,500

*Carry over from 2017 budget

Treasurer Report – 2017 Finance Statement

Budget Comparison			
	Actual Activity 12/31/17	Budget 2017	over (under) budget
income			
dues income	146,945.69	141,950.00	4,995.69
interest income	1,053.23	600.00	453.23
transfer fees	15,600.00	6,000.00	9,600.00
other income	<u>18,392.53</u>	<u>1,000.00</u>	<u>17,392.53</u>
total revenues	181,991.45	149,550.00	32,441.45
expenses			
CAM & Repairs	42,180.91	43,000.00	(819.09)
insurance premium	10,307.00	10,000.00	307.00
King County Sheriff	8,332.22	10,000.00	(1,667.78)
administrator/bookkeeper & accountant fee	19,950.00	20,500.00	(550.00)
legal fees & compliance	15,445.14	20,000.00	(4,554.86)
office supplies/photocopies/postage	6,974.83	8,500.00	(1,525.17)
utilities	6,381.57	5,300.00	1,081.57
regional/community functions	2,534.51	3,750.00	(1,215.49)
web site hosting	313.87	1,000.00	(686.13)
rentals (storage,mtg room, city light)	2,295.40	2,500.00	(204.60)
contingencies	<u>-</u>	<u>1,000.00</u>	<u>(1,000.00)</u>
total budgeted expense	<u>114,715.45</u>	<u>125,550.00</u>	<u>(10,834.55)</u>
Transfer to Capital Reserve	24,000.00	24,000.00	
Transfer to general Reserve	0.00	0.00	
Non-budgeted CAM cul de sac repair	<u>0.00</u>	<u>0.00</u>	-
total non-budgeted expense	<u>24,000.00</u>	<u>24,000.00</u>	-
total expense	138,715.45	149,550.00	(10,834.55)
net operating fund	43,276.00	-	
 net income (loss)	 <u>67,276.00</u>	 <u>24,000.00</u>	
 Capital Improvement Projects			
Basketball court refurbishment	-	10,000.00	
CW entryway sign refresh	-	9,000.00	
Park tree landscaping	30,327.50	-	
CR entryway landscape and fence refresh	21,603.90	25,000.00	
CdS Island repairs	<u>-</u>	<u>15,000.00</u>	
 Total	 51,931.40	 59,000.00	

Treasurer Report

Fund Balances as of 12/31/2017

•General Reserve Fund	\$105,000.00
•Legal Reserve Fund	\$ 22,000.00
Capital Reserve Fund	\$109,170.77
•Operating Fund	\$171,760.48
•Total All Funds	\$407,931.25

Treasurer Report – 2018 Budget

income		<u>2017 Budget</u>	<u>2018 Budget</u>
dues income		141,950	146,200
interest income		600	800
transfer fees		6,000	7,500
other income		1,000	1,000
total budgeted income		\$ 149,550	\$ 155,550
expenses			
CAM & Repairs		43,000	44,000
insurance premium		10,000	11,000
King County Sheriff Additional Patrol		10,000	10,000
administrator/bookkeeper & accountant fee		20,500	22,000
legal fees & compliance		20,000	20,000
office supplies/photocopies/postage		8,500	10,000
utilities		5,300	6,000
regional/community functions		3,750	4,000
web site hosting		1,000	1,000
rentals (storage,mtg room, city light)		2,500	2,500
contingencies		1,000	1,000
total budgeted expense		125,550	131,000
Transfer to Capital Reserve		24,000	24,000
total expense		\$ 149,550	\$ 155,500
Capital Improvement Projects			
Basketball court refurbishment *		10,000	10,000
CW entryway sign refresh *		9,000	9,000
CR entryway landscape and fence refresh **		25,000	3,500
CdS Island repairs		15,000	15,000
Total		59,000	37,5000

* Carry over from 2013, 14, 15, 16 & 17

** Carry over from 2014, 15, 16 & 17

Board of Director Nominations

Three Board Positions Open for Election:

1. Three board positions 3 year term.
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	2/1/2019
2.	Carol Nyseth	2/1/2019
3.	Alicia Follette	2/1/2019
4.	Dan Nelson	2/1/2018
5.	Holly Jensen	2/1/2019
6.	Catherine George	2/1/2018

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.