

Candlewood Ridge – Carriage Wood Homeowners' Association Annual Meeting

January 22, 2019

7pm

Fairwood United Methodist Church

Candlewood Ridge/Carriage Wood HOA Annual Meeting Agenda January 22, 2019

- 7:00 Call to order / Introduction of Board Members and Guests**
- 7:05 President's Overview**
- 7:15 King County Sheriff Department – Officer Sam Shirley**
- 7:25 Committee Highlights and Discussion**
 - **Common Area Maintenance**
 - **Community Events**
 - **Park Improvements**
 - **Architectural Control Committee**
 - **Complaint and Compliance Report**
 - **Treasurer Report / Capital Improvements**
 - **2019 Budget Review**
- 8:00 Nomination and Election of New Board Members**
- 8:20 Homeowner Discussion**

Board Member Introductions

George McGill*

President / Common Area

Carol Nyseth*

Vice President

Catherine George

Secretary / ACC Chair

Alicia Follette

Treasurer / Complaints Chair

Holly Jensen

Community Events

Don Nelson

Legal / Insurance Chair

* Term expiring

President's Overview

- Community Improvements
 - Basketball court
 - New play toys at Carriage Wood Park
- Homeowner Communication
 - Email addresses for email communication
- Storms and Trees
 - Work with neighbors to address dangerous trees
- Clark Lawsuit
- Volunteers - We need your help

President's Overview

Volunteer Opportunities for 2019

Association Roles:

- Board members
- Welcome packet delivery person
- Spring and fall aesthetic walkthrough
- Capital improvement projects
- Block watch
- Community Events helpers

Events

- | | |
|-----------------------------|-----------------|
| • Easter Egg Hunt Helpers | April 20, 2019 |
| • CR/CW Garage Sale Helpers | July 12 weekend |
| • Summer Picnic Helpers | August 17, 2019 |
| • Park Clean Ups | Help needed |

Volunteers Needed For All Events

King County Sheriff

- Question and Answers period with Sam Shirley.

2018 Common Area Maintenance

- Routinely trimmed or removed branches and trees where required.
- Please notify us if you notice any dangerous trees or branches that 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 both the front and the side.
- King County Sheriff Patrols paid by the HOA are coordinated through CAM. Contact us if you think an area needs patrolling.
- Routinely inspected all Playground Equipment.
- 2019 will be year 2 of our 3-year contract with Canber, our landscape company. We have added to this contract - maintenance of the sidewalk on Petrovitsky from the 1st CW Entrance West about 200ft to the second street light.

2018 Common Area Maintenance

- On recommendation of the CW Park Committee we did quite a bit of work at CW Park this year. One was adding a wooden shed with a combination lock for storing equipment, contact me for the combination. – Holly will give a full report of what all was done in her report.
- We continue to have Canber do yard maintenance at a vacant house in CR. These costs are being added to the lien.
- We did extensive barking of the Common Areas this year – The Candlewood Ridge entrance, both parks at CR, all along the sidewalk on 159th Ave. We also did all 18 Cul de sac Islands in CR and the 3 retention pond frontages.
- The timer for the sprinkler system at both CR Parks was not working correctly when we turned it on in June. We will have to replace soon as it is very old, and several parts are rusted.

2018 Common Area Maintenance

- The final water bill for Aug. and Sept. for CW Park was very high. Some was due to the extra sprinklers we added around the new BB court and that we had those on every day for 3 weeks to get the new grass established and we had one bank of sprinklers on during the entire Summer Event. It was still very high so we may have leaks – I will have Canber check completely when we turn on the water this summer.
- A car hit the center island blocks at the CR Entrance. There were no witnesses so the HOA had to pay to repair - \$350.
- We also had another car do damage at the CR Park near the corner of 159th and SE 179th. It went up onto the sidewalk hit and moved two large rocks, destroyed the Garbage can and the Mutt Mitt post and container. We have had no luck finding the owner to get reimbursed so we will have to pay for that repair also.

2016 Common Area Maintenance

- In June the Cul de sac committee did the yearly review of the 18 Islands in the Cul de sacs in Candlewood Ridge. It was noted that 4 Islands needed maintenance and 2 Islands had 1 dead tree in each. I contacted Canber and they took care of it.
- Two Cul de Sac were repaired in 2018. Both are located on SE 178th Pl. in Div. 2 , on opposite sides of 157th Ave SE.
- In one Island we had 1 tree removed and a very large Juniper bush removed as well as the roots and stump. In the second Island we had 2 trees removed as well as the stumps and roots. During stump removal they uncovered and disturbed a Sewer vault . CRW&S came out and repaired.

2016 Common Area Maintenance

- I asked if I gave them the addresses of all 18 Islands if they would come out and identify those that have Vaults in them – they said that was a great idea and that was done in late August and they provided us with a list of where each vault is in all 18 Cul de sacs. We are still going to contact them as well as 811 for any future work.
- Superior Asphalt came out and removed curbing, roots, and dirt to make the Islands smaller. Crushed rock was added, compacted and then new asphalt. Curbing was installed the next day. Total cost for both Islands came to \$13,777.50.
- Please note that the HOA will provide up to \$100 for plantings if the HO's want to do the work and water them. Nothing that will grow taller than 10 ft will be allowed.

CR/CW HOA
COMMUNITY EVENTS
2018

Easter Egg Hunt 2018

- Date: Saturday, March 31st 2018 at 11:00 am
- Location: Carriage Wood Park
- Hundreds of eggs hidden with toys and candy inside
- Tent with a craft, refreshments, photo booth and prizes
- Three courses for different age groups:
 - 0-3 yrs.
 - 4-7 yrs.
 - 8 yrs. and up
- 12 golden eggs found, each wins a prize basket
- 6 peep prizes

Easter Egg Hunt



Easter Egg Hunt



Easter Egg Hunt: Ready...Set...



Easter Egg Hunt: Go!



Easter Egg Hunt



Easter Egg Hunt



Egg Hunt Volunteers:

- Fill hundreds of eggs the week prior
- Help set up the big tent, tables, rope off courses
- Hide hundreds of eggs
- Assist at craft table, refreshment table, prize table
- Take down tent, tables, and courses
- Email communityevents@crcwhoa.org to volunteer!
- Great opportunity for HS kids who need volunteer hours!

This year: Saturday, April 20th 2019

Community Garage Sale 2018

- Date: July 13th, 14th, and 15th (Fri, Sat, Sun)
- CR and CW, along with other Fairwood neighborhoods:
 - Fairwood Greens
 - Elliot Farm
- Advertising on Craigslist and signs at neighborhood entrances
- Recycling event Sunday afternoon by Uptekk and USAgain
- Advertised recycling event with sandwich board signs

This year: July 12th, 13th, and 14th 2019

Community Garage Sale



Community Garage Sale



Electronic Equipment	Computers, Laptops, Computer Parts, Cords, Printers, Printer Ink, Copiers, Stereos, Stereo Equipment, VCRs, DVD Players, Telephones, Cell Phones, Keyboards, Mice, Monitors, TVs, LCDs
Paper Goods	Cardboard, Books, Magazines, Paper (Cardboard MUST be Flattened)
Appliances/Scrap Metal	House & Industrial Appliances, Auto Parts, Lawn Mowers, Weed Eaters, Metal Lawn Chairs, Bicycles, BBQs, Stoves, Metal Desks, Metal Filing Cabinets, Iron, Steel, Tin, Aluminum, Brass, Copper
Batteries	All Types
Refrigerant Appliances	Refrigerators, Freezers, Air Conditioners (Because of the added care that is needed to be done to recycle these items there is a \$20 fee at the time of drop off.)

Summer Block Party 2018

- Date: Saturday, August 18th 2018 3-7 pm
- Location: Carriage Wood Park
- Fun Stuff:
 - Bounce House
 - Giant Slide
 - Face Painting
 - Sprinklers
 - Sound System
 - Firefighters
 - Barbeque

Summer Block Party



Summer Block Party



Summer Block Party



Summer Block Party



Block Party Volunteers:

- Set up large tent, tables, refreshments, balloons
- Supervise signing waivers for bounce toys
- Face painting
- Cook hot dogs and helped restock and organize food
- Take down tents and tables, general clean up
- Email communityevents@crcwhoa.org to volunteer!

This Year: Most Likely Saturday, August 17th 2019



Carriage Wood Park Improvement Project

CSA Grant Report

By Holly Jensen

Photo/Video Credit to Gavin Jensen

Carriage Wood Park BEFORE Improvements:





Areas to Improve:

- The old Seesaw was very tight and did not bounce or move enough. Only adults could get it to bounce. Kids rarely played on it. We tried loosening it, but that only made it swing laterally and look lopsided. We decided to replace it with a new seesaw.
- The Merry-go-round was the only toy on the lower play area and wasn't drawing a lot of kids. The governor on the toy was too tight. We loosened the governor and decided to place two new toys next to it.

Areas to Improve:

- The basketball court was badly cracked and uneven.
- The edges of the cement were exposed and caused unnecessary injuries.
- The backboard and hoop needed replacing.
- The pole that remained of the second hoop was still standing at the opposite end.



Phase 1: Replace existing Seesaw and add a Spinner and Rocking Toy. Pictures show the new toys.



Phase 1 Complete



Phase 2: Replace existing Basketball Court with new Sport Court. Pictures show the new court.

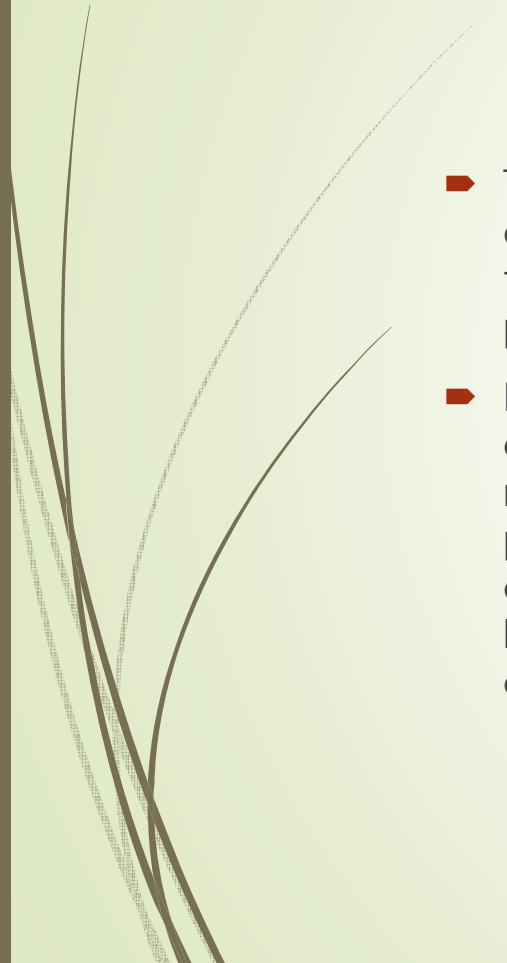


Phase 1 and 2 Complete





Outcomes:

- The park is now enjoyed by more neighborhood kids and adults, alike. Younger children play on the new toys, older kids play on the basketball and pickleball courts, and adults are enjoying the pickleball court.
 - Both the play equipment and sport court are open to the community and provide opportunities for youth and families to meet and connect with neighbors! Parents can meet and visit or play with their children. It also encourages everyone to be active outside in the fresh air and sunshine. These improvements have been wonderful for the health and happiness of our community!
- 



Play Equipment Costs

\$6,795.80 Kompan Equipment

2,699.16 Highwire Wood Fiber, blowing, border

1,889.64 CME, removal of old equipment, storage of new equip,
installation of border timbers, install new equip

1,633.50 Canber prep work

\$13,018.10 Play Equipment



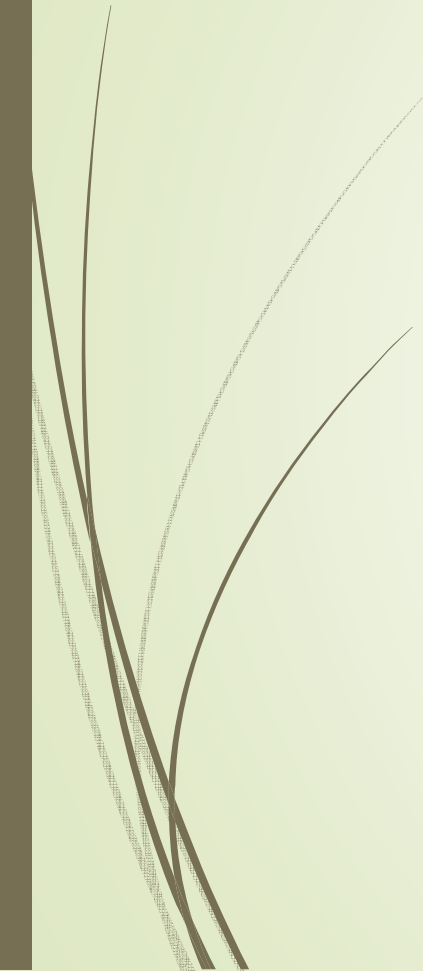
Sports Court Costs

\$34,485.00 Court Games materials and labor
1,063.70 Canber irrigation around new court

\$35,548.70 Sports Court



Storage Shed Costs



\$ 461.99 Shed
196.08 Install and Lock

\$ 658.07 Storage Shed



Total Cost of Park Improvement



\$13,018.10 Play Equipment

\$35,548.70 Sports Court

\$ 658.07 Storage Shed

\$49,224.87 Total Cost



Total Net Cost of Park Improvement

The cost was offset by:

\$2,500.00 King County grant

\$ 500.00 gift from Rosie Rourke (realtor)

\$3,000.00

\$46,224.87 - Total Net Cost for CW Park improvements

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. 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).

Architectural Control Committee

- Number of Request for 2018

January - March	14
April-June	61
July-September	53
<u>October-December</u>	<u>19</u>
Total Requests:	147*

* Of all of the ACR requests received, only 5 were denied

- In 2017, we had 158 requests processed

Complaint and Compliance Report

- 2019 Aesthetic
 - As in 2018, 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 2018 complaints received, three remain open:

- Vehicles (7)
 - Recreational / illegally parked / no tabs, etc
- Aesthetics (22)
 - Upkeep or home/yards
- Garbage/ Recycle bins (17)
- Other (5)
 - Noise / overhanging trees or branches / general neighbor issues / BB hoop

Treasurer Report – 2018 Finance Statement

	Actual Activity 12/31/18	Budget 2018	over (under) budget
income			
dues income	153,409.81	146,200.00	7,209.81
interest income	1,306.05	800.00	506.05
transfer fees	10,500.00	7,500.00	3,000.00
other income	<u>15,590.80</u>	<u>1,000.00</u>	14,590.80
total revenues	<u>180,806.66</u>	<u>155,500.00</u>	25,306.66
expenses			
CAM & Repairs	42,363.15	44,000.00	(1,636.85)
insurance premium	10,312.00	11,000.00	(688.00)
King County Sheriff	6,954.62	10,000.00	(3,045.38)
administrator-bookkeeper fee	18,000.00	18,000.00	-
legal fees, CPA audit, & compliance	16,746.52	24,000.00	(7,253.48)
office supplies/photocopies/postage	9,592.83	10,000.00	(407.17)
utilities	11,897.37	6,000.00	5,897.37
regional/community functions	2,118.86	4,000.00	(1,881.14)
web site hosting	613.86	1,000.00	(386.14)
rentals (storage,mtg room, city light)	2,260.40	2,500.00	(239.60)
contingencies (trees)	<u>18,383.75</u>	<u>1,000.00</u>	<u>17,383.75</u>
total expense	<u>139,243.36</u>	<u>131,500.00</u>	<u>7,743.36</u>
net income (loss)	<u>41,563.30</u>	<u>24,000.00</u>	

Treasurer Report – 2018 Finance Statement

Capital Improvement Statement

fund transfers	<u>Actual</u>	<u>Budget</u>
Transfer to Capital Reserve	(24,000.00)	(24,000.00)
Transfer from Capital Reserve	<u>60,000.00</u>	<u>0.00</u>
total fund transfers	<u>36,000.00</u>	<u>(24,000.00)</u>
 Capital Improvement Projects		
(paid for with funds from savings)		
CW Park Equipment and Court	46,224.87	50,000.00
CW entryway sign refresh	-	9,000.00
CR entryway landscape and fence refresh	-	3,500.00
CdS Island repairs	<u>13,777.50</u>	<u>15,000.00</u>
Total	60,002.37	77,500.00

Treasurer Report

Fund Balances as of 12/31/2018

• General Reserve Fund	\$ 105,000
• Legal Reserve Fund	\$ 22,000
• Capital Reserve Fund	\$ 73,171
• Operating Fund	<u>\$ 189,321</u>
• Total All Funds	\$ 389,492

Treasurer Report – 2019 Budget

income	
dues income	151,600.00
interest income	800.00
transfer fees	7,500.00
other income	<u>1,000.00</u>
total revenues	160,900.00
expenses	
CAM & Repairs	45,000.00
insurance premium	13,000.00
King County Sheriff & Securitas Patrol	10,000.00
administrator/bookkeeper	20,400.00
legal fees & accountant fee	23,000.00
office supplies/photocopies/postage	11,000.00
utilities	6,000.00
regional/community functions	4,000.00
web site hosting	1,000.00
rentals (storage,mtg room, city light)	2,500.00
contingencies	<u>1,000.00</u>
total expense	<u><u>136,900.00</u></u>
net income (loss)	<u>24,000.00</u>
fund transfers	
Transfer to Capital Reserve	(24,000.00)
Transfer from Capital Reserve	<u>0.00</u>

2019 Capital Improvements

- The recommended annual reserve savings amount for 2019 is \$2000 Month or \$24,000 for the year.

- The 2019 proposed budget proposes the following:

CW entryway sign refresh	9,000
CR entryway landscape/fence refresh	3,500
CdS Island repairs	<u>15,000</u>
Total	27,500

Board of Director Nominations

Four Board Positions Open for Election:

1. 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	2/1/2020
4.	Open	2/1/2020
5.	Holly Jensen	2/1/2020
6.	Catherine George	2/1/2021
7.	Open	2/1/2021

Homeowner Discussion