

1. **Candlewood Ridge – Carriage Wood Homeowners’
Association
Minutes of the Meeting
January 21, 2012
Annual Meeting**

The following is a summary of the meeting minutes and is not yet approved by the board.

Board Members Present: Curt Whitaker, Sue Salcido, John Utz, Don Nelson, George McGill, John Newcome, Valerie Frazier,
Others Present: Quorum of homeowners, Elmira Utz Recording Secretary,
This Annual meeting was called to order at 7:00 pm. at Fairwood United Methodist Church

President’s Opening Remarks

Welcome to our Annual Meeting. Our Association’s vision remains unchanged – to keep our community, homes and yards looking attractive and to keep our community safer so we can maintain good property values.

2011 Common Areas Activities

- A Homeowner notified us of a leaning tree at CW Park. We inspected and removed it. It was dead and leaning badly. Please notify the HOA for concerns like this so we can all save possible expenses and damage to our property.
- Cedar River Water and Sewer (CRW&S) contacted us about one of the islands in a CR cul-de-sac. A large tree had caused damage to the sewer main. CRW&S agreed to work with the HOA – we paid to have the tree cut down and hauled away; and CRW&S removed the stump and repaired the water main. This is the 3rd time in three years that we have worked with CRW&S on the same type of issue.
- CRW&S also did extensive work along 159th at the Candlewood Ridge/Fairwood border. They removed and replaced 2 large sewer mains and the pipe between them. One was in our Common Area. They had to rip up a large area of grass and 30 feet of sidewalk, but replaced everything to look as good as new.
- Vandalism was not too bad this year. I think that more Homeowners are being

observant; everyone thanks you very much! At CR Park we had 1 damaged swing and 1 Mutt Mitt post tipped over; at CW Park paint was smeared all over the Big Toy, a table and a garbage can. Luckily the paint was latex house paint and was not too hard to remove.

- We held an Easter Egg Hunt event at CW Park.
- Camber, our landscape contractor, barked 2 areas in front of retention ponds, 1 at CR and 1 at CW, and also barked along 159th Street in CR.
- We had very extensive tree trimming done this year at CR. A total of 50 trees were done. All the tall maple trees, 4 willow trees and 4 alder trees (at the CR Entrance and along 179th and 159th) were trimmed as recommended by an Arborist we consulted.
- Street drains continue to get plugged from leaves and debris. Please note that this is our duty as Homeowners to keep the street drains clear – not King County's or the HOA's. To the Homeowner's that are keeping the drains clear -Thank You Very Much.
- Routinely inspect and remove fallen trees and branches from all Common Areas and Parks.
- We renewed our lease with Camber for 3 years starting Jan 2011.
- Routinely inspected Playground equipment and Common Area equipment. Had to replace 2 swings this year, 1 at each Park – 1 from vandalism and 1 from old age. Also had to replace 1 garbage can and 4 cables on garbage cans.
- Two youth soccer teams were given permission to practice at CW Park.

Capital Improvements

The minimum suggested amount to be put into this fund per our Reserve Analysis Plan is \$13,000.

The 2012 proposed budget sets aside \$5,000 and will supplement this at the end of 2012 if any reserve funds are not used in other budget categories.

Possible 2012 Common Area Improvements:

- Replace the old entrance signs in Carriagewood
 - Clean brick on all entrance signs
- 2011 King County Sheriff Patrols
- Approx 240 hours of service provided in 4 to 6 hour segments at random times from Jan through Dec 2011.
 - Main focus of paid services:
 - Trespassing in our parks after dark – Majority of offenders nonresidents
 - Neighborhood speeding
 - Illegal parking & parking on streets with expired tabs
 - Crime deterrent
 - Approx 240 hours of service budgeted for 2012

2011 ACC Activities

Requests Processed: Period: 1/1/11 through 12/31/11

117 ACC Requests Processed (Some with multiple projects)

- 12 Landscaping
- 6 Sheds
- 16 Fencing
- 9 Patio (includes decks)\Front Porch Replacement
- 4 Garage Door Replacement
- 13 Roofs
- 32 House Painting
- 5 Window Replacement
- 4 Front Door Replacement
- 2 Shutter Replacement
- 1 Gutter Replacement
- 1 Home Addition
- 1 Driveway Replacement
- 1 Mailbox Replacement (included multiple boxes)

3 projects were started without an ACC request submitted prior to commencing the project; 1 resulted in a warning; 1 was disapproved.

ACC Notes

- 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@crwhoa.org or by leaving a telephone message at 425-738-8611 ext 30. This is an unattended voicemail box and the ACC Chairman will call you back. It is recommend 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.
- In an effort to add more objectivity in determining what colors will be approved when repainting a home, a notebook of paint chip samples, that meets the HOA guidelines was put together by the Board, is available to borrow for a few days upon request. Please contact the ACC Chair to check out this paint chip notebook.
- Contact the ACC Chair for emergency projects, and give your phone # or email address and state the type of emergency. Will make a concerted effort to expedite the handling of all emergency requests.

Remember that all ACC requests must be received in writing, 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

ACC Reminders

- 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 remember we do not accept ACC Request Forms via email.

2011 Complaints Committee

- 40 Complaints came in for 2011
- 34 Complaints were closed this past year
- Ended 2011 with eleven open\active complaints
- Two of our active complaints are being worked on by the attorney.
- Overall Committee work included non-compliance letter writing, compliance visual inspections, email exchanges, phone calls, personal visits, certified mailings and consultation with Board Members.

- Physical record and electronic document maintenance was performed throughout the year on complaint files.

Complaint Committee - History

- We are an Association with Restrictive Covenants. Therefore the Homeowner approved Rules & Regulations are the way we measure and maintain compliance. We respond to written complaints; the Complaints Chairman does not initiate complaints, only homeowners and other Board Members can file written complaints that require action by the Complaints Committee.
- The Association began with informal guidelines established by the Board & an ACC Committees at the beginning, with periodic updates. The earliest copies of the Association's documents are dated Sept 13, 1988. These documents became the basis for the existing documentation.
- In 2004, the Board retained a HOA attorney who advised us of the need to formalize guidelines and establish a formal method to enforce with a series of policies and Rules & Regulations (R&Rs). Over the next 4 years, recommended policies and R&Rs were put out for full Homeowner review and were subsequently adopted; the current R&Rs and our covenants were mailed to all current homeowners.

Complaint Committee – Today

- We have a documented complaint management process which requires a minimum of 3 non-compliance letters & inspections. The Complaints Process provides informal\formal methods for homeowners to contact the Board of Directors before any adverse action is taken.
- Our website at www.crcwhoa.org provides additional information on each R&R, the Board meeting minutes, as well as the required forms.
- Managing complaints is a fairly straight-forward process due to the good documentation by previous Boards. The vast majority of our Homeowners who receive a complaint\violation letter will clear up the violation within the first 30 days of being notified.
- **Important Announcement:** WA State Law requires that all homes have the house number on them visible from the street, to aid police officers and the fire department quickly identify property locations. In 2012, every letter sent out by the Association will notify homeowners of this issue. House numbers must be 8-10 inches high and a contrasting color from the house color; and secured to the front of the garage or the house near the front door.

Legal and Insurance

The past year has been very active because of a high number of foreclosures as well as several ongoing delinquent accounts. This increased activity has caused an overage in the Legal budget. The observation is that foreclosures have tapered off and the coming year is expected to be on budget.

Treasurer Report

- CR\CW HOA Fund Balances
As of 1/1/2012
- General Reserve Fund \$25,000
- Legal Reserve Fund \$22,000
- Capital Replacement Reserve \$60,272
- \$300,000 Estimated value of capital equipment
- Operating Fund \$53,302

2011 Financial Review

- A 2010 Financial Audit was conducted in 2011.
- We ended the year with 39 homeowners delinquent in paying dues. (4.6% of the homes in our Association)
 - Delinquent dues owed are over \$14,000. (12 homeowners owe > \$500)
 - Delinquent ACC fines owed for 5 homeowners are over \$35,000
- HOA currently has Liens filed against 24 homeowners.
 - 14 lien satisfactions in 2011.
 - Filed 5 new liens in 2011.
- 8 very delinquent accounts were turned over to our attorney in 2011.
 - We have had large legal expenses in 2011; we anticipate the same in 2012.
- The homeowner quarterly statement billing cycle was moved up 30 days.
- We investigated the use of PayPal as an optional dues payment method, but rejected it due to the additional cost of the service.

Proposed budget was presented to the membership. Motion was made to ratify the proposed 2012 budget. Motion passed.

Board of Director Election

1. 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 Chair a Committee and do the work.
 - Board Members might also plan\execute special events (like the Easter Egg Hunt, BBQs, Movie Night, and other community events).
 - Do not have unresolved HOA complaints or delinquent dues
2. Nominees who have already identified themselves to the Board of Directors:
John Utz, Carry Dash, George McGill
3. Nominations from the Floor: None
4. Two open positions are for three year terms. One position is for a one year term. George McGill volunteered to serve one year.
5. Votes were collected from all eligible attending Home Owner HOA members. Votes were counted by John Newcomb and Valerie Frazier with a homeowner volunteer observer.

Result of vote:

All three nominees elected to open positions. John Utz and Carry Dash will serve three year terms. George McGill will serve a one year term.

Homeowner general questions:

Why aren't more detailed descriptions of complaints put into the meeting minutes? Issue was discussed and board expressed concern about not putting identifying information into the minutes which might compromise the confidentiality of any Home owner and/or cause distress.

A motion was made to adjourn the meeting at 9:00 pm.

Next Board Meetings:

- February 21st, 2012
- March 20th, 2012
- April 17th, 2012

Meetings are usually held at **7:00 pm.** at the Sheriff's Office, Albertson's Shopping Center. All Homeowners are welcome to attend.