

**Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Annual Meeting
January 22nd, 2013**

The following is a summary of the meeting minutes.

Note – we will be eliminating these minutes from the Fairwood Flyer. It will save the HOA about \$6000.

Board Members Present: Curt Whitaker, Valerie Frazier, George McGill, Catherine George, John Utz, Alicia Follette and Don Nelson

Others Present: About 17 homeowners

This annual meeting was called to order at 7:00 pm at the Fairwood Community United Methodist Church.

The Board members were introduced:

Curt Whitaker	Outgoing President (term expired)
Valerie Frazier	ACC/Vice President (she will serve as President until February 18)
Alicia Follette	Complaints
Catherine George	Reporting Secretary
Don Nelson	Treasurer
George McGill	Common Areas Chair (term expired)
John Utz	Legal and Insurance/Nominating Committee Chair

President’s Opening Remarks:

Curt spoke about the same issues that were in his letter to the homeowners. He talked about future plans to investigate using a property management firm to relieve the Board members from some of their day to day tasks and allow them to focus on strategy. He discussed stopping the use of the Fairwood Flyer to distribute the minutes since there have been no concerns expressed by homeowners about the plan. He mentioned the need to bring the cul-de-sacs islands in the CR area up to HOA standards since it has recently been determined that the HOA is responsible for their maintenance. He brought up the idea of a spring walk-through the HOA to determine what aesthetic items need to be addressed. He talked about the need for new locking mail box standards. He asked for volunteers to help either as Board members or as concerned homeowners. He talked about how the Board has increased revenue and reduced some costs. Then he mentioned the costs of renovating and maintaining the cul-de-sacs.

Fire and Police Reports:

The Fire department was not represented. George gave the Police report as part of his CAM report below.

Common Area Maintenance (CAM):

George talked about the 2012 King County Sheriff’s Patrols and the temporary use of Securitas to help with the CR Park. Then he talked about the highlights of 2012’s common areas issues (storms, water leaks and vandalism) as well as the Easter Egg Event and giving approval for two

soccer teams to practice at the CW park. Then he talked about capital improvements that need to be scheduled – CW basketball court and entrance sign replacement. Vandalism was up this year, mainly at CR Park.

- We had 2 cases of arson in the Park, one witnessed by George. He reported it to Sam and he contacted the youth and his Parent.
- We had 3 cases of illegal dumping at CR Park also – someone put their house garbage into and around our garbage cans the day after Camber emptied them. Birds and raccoons got into the bags and made a big mess all around. George had to clean it all up all 3 times. Please report this if you see it happening.
- In the last 3 or 4 weeks we have had a vehicle drive over the rocks and down into CR Park. Thankfully no damage was done and they did not go over the bridge – this is how our bridge got destroyed several years ago and cost the HOA about \$12,000 to rebuild. To eliminate this happening again we have installed more and larger rocks along the street.

Reserve's Report:

Don talked about the status of the reserves and reserve analysis and what we need to do about them. He showed a list of all the components covered in the reserve analysis, including assumed life span and cost.

Architecture Control Committee (ACC) Report:

Valerie reported on what ACC requests had been received in 2012.

24	House Painting
9	Fencing
6	Landscaping
6	Roofs
5	Tree Removal
4	Patio (includes decks)\Front Porch Replacement
4	Garage Door Replacement
3	Sheds
1	Window Replacement
1	Gutter Replacement
1	Mailbox Replacement (included multiple boxes)

She talked about some possible special clean up activity she would like to see done in 2013 and asked for help with it. In addition she reviewed information about ACC and why we have them:

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@crcwhoa.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 recommended 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 meet the HOA guidelines is maintained by the Board and 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. The ACC will make a concerted effort to expedite the handling of all emergency requests.

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.

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. Emailed ACC Request Forms are not accepted

Complaints and Compliance Report:

Alicia talked about the reason for the complaints process and how it works as well as mentioning the most common areas of concern:

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 only. Homeowners and other Board Members can file written complaints. The Compliance person DOES NOT initiate complaints.

All complaints must be signed.

Voicemail messages left lodging complaints will not be acted upon until a written copy has been received.

Leaving nasty/unkind voicemails is not recommended, as they can/will be considered as threatening and will be handled accordingly.

Yards must be regularly maintained (lawns mowed, weeds pulled, leaves raked, trees trimmed, broken branches removed, etc.)

Sidewalk "clearances" have become an issue. Please see that sidewalks are kept clear of low growing shrubs/bushes. Trees should be maintained to accommodate pedestrians walking without having to go out into street or ducking underneath to avoid being hit in the head with branches.

Garbage cans need to be behind fences or screened from view.

If you are renting out your home, please provide tenants of the CC &Rs , notify the HOA and send copy of rental agreement to the ACC person.

If your home is vacant (for whatever reason) be mindful that maintenance/upkeep of the property is still required of the legal HO.

Seasonal decorations need to be removed 30 days after holiday is over. This includes Christmas light/decorations etc.

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, such as fines, is taken.

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.

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 2013, 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.

Our website at (www.crcwhoa.org) provides additional information on each R&R, the monthly Board Meeting minutes, and all required forms.

Treasurer's Report:

Don discussed the current fund balances, the 2012 budget and how we did against it. He showed the following:

A 2011 Financial Review was conducted in 2012 by Cox & Gracia, Certified Public Accountants.

We ended the year with 47 homeowners delinquent in paying dues for 2012. (5.5% of the homes in our Association)

Delinquent 2012 dues owed are \$5,071.

Delinquent dues for all years are \$11,214

HOA currently has liens filed against 29 homeowners.

There were 17 lien satisfactions in 2012.

We filed 20 new liens in 2012.

(There was a net gain of only 3 liens in 2012.)

Monthly (rather than quarterly) billing was implemented for every delinquent account starting 1/1/13.

A new owner transfer fee was implemented in September 2012

The Capital Reserve Study was completed.

Then Don presented the 2013 budget which includes a 3% increase in the dues. A motion was made to pass this 2013 budget as presented, it was seconded and passed.

Nominations for new Board Members

There are two Board member slots open since both Curt and George are not standing for re-election. The nominating committee (John Utz is chair) did not have any proposed nominees. None were offered from the floor. For now we will operate with a Board of five rather than seven members. If anyone is interested in joining the Board, please come to a Board meeting. The roles and responsibilities of Board members were reviewed.

- **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.
- **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.

- **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.

Volunteer Opportunities:

Several volunteer opportunities were mentioned. These include:

- Easter Egg Hunt Coordinators – March 30, 2013
- CR\CW Garage Sale Coordinators – Fri and Sat 9am – 5pm , May 17 & 18
- Picnic\BBQ\Movie Night\Fun Coordinators – Summer 2013
- Welcome Committee Coordinators – immediate opportunity
- Block Watch Coordinators – To set up small block watches or be block watch captains\volunteers
- Nomination Committee Chairperson
- Common Area Maintenance Chairperson
- Property management review committee members

Roles for the 2012 HOA Board Members

John Utz	Legal and Insurance/Nominating Committee Chair
Alicia Follette	Complaints
George McGill	Common Areas Chair
Don Nelson	Treasurer
Catherine George	Reporting Secretary
Valerie Frazier	ACC/Vice President
Curt Whitaker	President

Questions from Floor

One homeowner asked if other HOA used property management firms. The answer is yes.

One homeowner asked if we could remove planting islands to reduce maintenance costs. The answer was that removal was one option but it could be expensive due to sewer vaults.

Special Topics: Visit our Website and contact the HOA via Email at:

Web – www.crcwhoa.org

Email – president@crcwhoa.org

A motion was made to adjourn the meeting at 8:10 pm.

Next Board Meetings:

- February 18th, 2013
- March 18th, 2013

- April 16th, 2013

Annual Meeting:

- January 22nd, 2013 7:00 at Fairwood Community United Methodist Church

Board meetings are usually held at **7:00 pm.** at the Sheriff's Office, Albertson's Shopping Center.

All Homeowners are welcome to attend.