

Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Annual Meeting
January 28th, 2014

The following is a summary of the meeting minutes.

Board Members Present: Valerie Frazier, George McGill, Catherine George, Alicia Follette and Don Nelson

Others Present: 16 homeowners plus 103 proxies

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

The Board members were introduced:

Valerie Frazier	ACC/President
Alicia Follette	Complaints
Catherine George	Reporting Secretary
Don Nelson	Treasurer/Legal
George McGill	Common Areas Chair
John Utz	Vice President - Absent

President’s Opening Remarks:

Valerie reviewed our 2013 accomplishments and plans for 2014. She asked for volunteers to help with activities planned for 2014.

In 2013 the HOA added a Facebook page, had a park cleanup day and held an Easter egg hunt. The Board also adopted a locking mailbox standard, mailed out aesthetics standards and did a neighborhood compliance walkthrough. In addition we did a cul-de-sac island cleanup in the CR area. Finally we did a rental house mailing, attempting to identify rental houses and determine who the owners are.

In 2014 the Board is planning on unveiling a new and improved website which should reduce or eliminate the errors members are getting when they try to print or view documents. We also plan another park cleanup, Easter egg hunt, a spring clean event and a HOA wide garage sale. We plan on encouraging homeowners to start replacing their mailboxes with new locking boxes in order to reduce the threat of mail theft, starting in 2014. We will do a spring compliance walkthrough and continue the curbing replacement and updating as well as replacing the CW park basketball court and updating the entry way landscaping. Finally we will continue with the rental information project.

Volunteer Opportunities:

Several volunteer opportunities were mentioned. These include:

- Easter Egg Hunt Coordinators – April 19, 2014
- CR\CW Garage Sale Coordinators – No Date Yet
- Spring Clean Event – No Date Yet
- Welcome Committee Coordinators – immediate opportunity
- Block Watch Coordinators – To set up small block watches or be block watch captains/volunteers

- Mailbox Replacement Project Helpers
- Spring Neighborhood Walk Through
- Park Clean ups
- (Also there is an open Board member position)

Fire and Police Reports:

The Renton Fire Department Battalion Chief attended and talked about the fact that the Fire Department will be doing activities in support of Heart Month and how basic health checks can help prevent future heart attacks. He also talked about the dangers of wood ashes causing fires as well as carbon monoxide dangers and the need for smoke and CO detectors.

Sam attended from the police and talked about recent issues in the area. He said that the best way to prevent graffiti is to remove it ASAP, preferably the day it is found. He believes that the graffiti being found in CR is the work of one or a few local teenagers and is not gang activity. He also stated that locking mail boxes are a good way to reduce the risk of mail theft.

Common Area Maintenance (CAM):

George talked about the highlights of 2013’s common areas issues (storms, water leaks and vandalism) as well as re-barking the Common Areas in 2013, cleaning up the CR Park, inspecting the playground equipment and replacing a damaged slide, replacing sprinkler equipment that was old and worn out and renewing the HOA Landscaping contract. The new contract incorporates cul-de-sac maintenance in CR.

One Youth Soccer team and one Cub Scout Troop used the CW Park to practice in in 2013.

Vandalism was up this year, mainly at the CR Park and neighborhood. Tagging was very bad. Fences, signs, park benches, garbage cans, paths, sidewalks and streets were all tagged. If you are a target of tagging, please remove it as soon as possible. If you know who is involved in the tagging, please notify the police.

The 18 cul-de-sacs in the CR area were inspected and documented. Landscaping on all 18 were completed in 2013 and maintenance will be done every quarter in 2014. Two islands were repaired in 2013 due to damage from heavy wheel damage and tree roots. Two more are scheduled to be repaired in 2014. Residents should not park around cul-de-sacs on garbage days as there is not enough room for the garbage trucks to maneuver.

Capital improvements that need to be scheduled in 2014 include the CW basketball court and entrance sign replacement. We are asking for ideas as to what to do with the basketball court in the CW Park

Architecture Control Committee (ACC) Report:

Valerie explained what projects need an ACC approval and how to contact the ACC. She reported on what ACC requests had been received in 2013.

- 31 January thru May
- 25 June and July
- 16 August
- 20 September thru December

92 Total (versus 64 in 2012)

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.

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.

Please note the following:

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 2013 aesthetics standards mailing as well as the postcard process. (She stated that about 250 postcards were mailed out for an HOA of 850 homes so about 30% had at least one issue that needed to be corrected.) She also talked about the follow up planned for the spring of 2014. She noted that this does not replace the complaints process.

Alicia reviewed the current complaints process and where to get information on filing a complaint.

Treasurer's Report:

Don discussed the current fund balances, the 2013 budget and how we did against it. He showed the following information:

A 2012 Financial Review was conducted in 2013 by Cox & Gracia, Certified Public Accountants.

We ended the year with 26 homeowners delinquent in paying dues for 2013. (3% of the homes in our Association)

HOA currently has liens filed against 19 homeowners (as compared to 29 at the end of 2012).

There were 19 lien satisfactions in 2013.

We filed 9 new liens in 2013.

Monthly (rather than quarterly) billing was implemented for every delinquent account starting 1/1/13 and has improved our collection rate.

We are planning on developing a capital investment policy in 2014.

Then Don presented the 2014 budget which includes a 3% increase in the dues.

Reserve's Report:

Don talked about the status of the reserves and what we are doing about them. We are on schedule per our current plans

Legal Report:

Don talked about the number of 2013 Chapter 13 bankruptcies (5), Chapter 7 bankruptcies (2) and legal actions (one concluded and one pending) by the HOA against homeowners for payment of back dues and fines. Don is currently tracking 10 pending foreclosure sales.

Nominations for new Board Members

There are four Board member slots open since one was not filled in 2013 and Valerie, Don and Alicia's terms are up. All three were willing to serve another term. A call for nominations from the floor was not successful in getting any nominations. The nominating committee (John Utz is chair) did not have any proposed nominees. It was moved, seconded and passed to forgo the secret ballot process and vote via a show of hands due to the three positions being unopposed. It was moved, seconded and passed to re-elect Valerie, Don and Alicia. If anyone is interested in joining the Board, please come to a Board meeting. The roles and responsibilities of Board members were provided on the back of the agenda and are posted on the web page.

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.

Roles for the 2013 HOA Board Members

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

Questions from Floor

One homeowner asked about who owns the trees between his fence and Petrovitsky. (King County does.) He asked if he could cut limbs hanging over the fence onto his property. The answer was yes (if it does not hurt the tree). He was told that if the tree was dead or diseased and in danger of falling or if limbs were in danger of falling onto his property that he should contact King County. George has the contact information.

There was a discussion of what to do with the CW basketball court. It was suggested that a low (7 foot) single hoop be used to discourage teenagers from neighboring apartments from using it. Also hop-scotch designs and/or a tennis court were mentioned.

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 8:24 pm.

Next Board Meetings:

- February 18th, 2014
- March 18th, 2014
- April 15th, 2014
- May 20th, 2014
- June 17th, 2014
- July 15th, 2014
- August 19th, 2014
- September 15th, 2014
- October 21st, 2014
- November 18th, 2014
- December 16th, 2014

Annual Meeting:

- January 27th, 2015 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.