

## **Candlewood Ridge – Carriage Wood Homeowners' Association**

### **Annual Board Meeting Summary**

**January 29, 2008**

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

**Board Members Present:** George McGill, John Utz, Lloyd Mantilla, Curt Whitaker, Sondra Woolett and Jerry Woolett.

**Others Present:** Shena Kelly – Administrator/Bookkeeper and 10 Homeowners.

A quorum was verified. Ninety-six valid proxies were received and fourteen homeowners were present for a total of 110 votes.

This annual meeting was called to order at 7:02 p.m. at the Fairwood United Methodist Church.

**Introduction/Opening Remarks:** President, George McGill welcomed homeowners to the annual meeting and reviewed the meeting agenda. An introduction of board members and guests took place.

#### **Homeowner Concerns:**

- A homeowner said the Mutt Mitt station in Candlewood Ridge Park has been empty for a week or so.
- A homeowner commented on how dangerous it is to cross Petrovitsky Road from Candlewood Ridge to Carriage Wood and would like to have a safer way to cross that busy street. It was suggested they contact King County Traffic and express their concerns regarding safety along that stretch of road.
- There was a comment regarding graffiti seen around the neighborhood. Homeowners are asked to contact the Fairwood Sheriff's Office at 206-296-3846 if graffiti is on personal property. Graffiti seen on walls along the public streets can be reported to King County.
- A homeowner wished to thank the board for their service to our neighborhood. Especially Jerry and Sondra Woolett for their countless number of volunteer hours.
- A thank you was said for improvement to our parks. The homeowner stated we are at a crossroads to keep our neighborhood looking good and well maintained.
- A homeowner said thank you to Lloyd Mantilla and the Complaints Committee. Complaints are needed to help keep our neighborhood in good repair.
- The HOA President said a lot of complaints have come in regarding rental properties. The new R&R for rentals is now in place and is being enforced.

#### **Committee Reports:**

**Common Area Maintenance and Capital Improvements Report:** CAM Chairman, Jerry Woolett presented and discussed several reports, which included pictures illustrating each topic. The 2007 CAM activities included:

- Added additional barrier rocks at north end of Candlewood Ridge (CR) Park
- Re-barked edges of common areas
- Added new Mutt Mitt station and garbage can to south end of CR Park
- New 3-year maintenance contract in place
- Top dressed most of Carriage Wood (CW) Park
- Resurfaced more of asphalt path in CR Park

Additional Projects:

- Candlewood Ridge Park - installation of two bays of Swings, Eagles Perch Climber, Benches, Sky Runner and Anchored Garbage Cans
- Carriage Wood Park – installation of Merry-go-round, Benches and Anchored Garbage Cans
- Carriage Wood Retention Pond Fence – Heavily damaged in December 2006 wind storm, county was notified and replaced fence in October 2007

Future CAM tasks planned for 2008:

- Remove cherry trees and roots at the 151<sup>st</sup> St. entrance to Carriage Wood
- Replace removed trees and grass at CR main entrance
- Consider adding shrubs along street of CW retention pond chain link fence

A car destroyed the CW east entrance sign at 151st Ave. during a December 2007 snowstorm. Estimates were provided to car owner's insurance company and a check has been received. Expect to remove cherry trees when the landscaping is redone for the destroyed sign.

The 2007 Capital Improvement activities included:

- Five Year Plan Status (2002-2007)
- Plan has been completed, approx. \$189,000 spent on:
  - Two new complete playground areas in CR Park
  - Most of asphalt path in CR Park replaced
  - Bridge replaced in CR Park
  - One large new playground area in CW Park
  - Barrier rocks installed along CW Park
  - Large section of sidewalk replaced along CR Park

Planned 2008 Major Common Area Improvements:

- Repair additional portions of asphalt path in CR

The Common Area Maintenance Committee is being reformed. The committee will confer to suggest major repair and replacement projects and determine future priorities and project layouts. The CAM Chairman would like to schedule a committee meeting no later than March 2008.

#### **King County Sheriff Patrols:**

- 192 hours of service provided in 4-6 hour segments at random times from June through December 2007
- Main services included patrolling for trespassing in our parks, neighborhood speeding, illegal parking, parking on sidewalks and crime deterrent
- Over 24 trespassing warnings were issued, mostly at the south end of CR Park
- Over 45 speed enforcement stops were made, mostly along SE 179<sup>th</sup> St. in CR
- Over 60 parking warnings or citations were issued. Usually Officers will knock on homeowners door and inform them of the problem
- Feedback has been positive
- 320 hours of service budgeted for 2008

Officer Sam Shirley was present to answer questions. A homeowner asked which way cars are supposed to park on the street. Cars are supposed to park along the street in the direction of traffic but not up on the sidewalk. A warning was given not to leave your vehicle running in the driveway. Cars are often stolen when left to warm up in the driveway.

**Architectural Control Report:** Jerry Woolett reported for ACC Chairperson Sondra Woolett. The 2007

ACC activities were presented. A total of 137 applications were received and processed as follows: 10 Sheds, 16 Fence, 25 Roof Replacement, 4 Mailbox Stands, 41 Exterior Paint, 10 Window Replacements, 6 Garage Doors, 13 Decks/Landscaping and 12 Miscellaneous.

It was said 27 projects were started in 2007 without an ACC request submitted or an approval given. 2 projects started using materials that could not be approved. This causes extra time, money, and stress to occur. A nonrecurring fine of \$100 can be imposed for not submitting a request or receiving approval prior to commencing work. Additional recurring fines can be imposed for not replacing unapproved materials in a timely manner. The ACC recommends you contact them via email at [architecture@crewhoa.org](mailto:architecture@crewhoa.org) phone at 425-227-4227 if no feedback is received within 15 days of submitting your request. A homeowner asked if the post office will come in and replace mail box stands. It was said that sometimes they will but it's the responsibility of the homeowners on the stand to agree on mailbox style and an ACC request form is required for replacement.

### **Complaint Compliance Report:**

Chairman, Lloyd Mantilla began by explaining the complaint process. When the HOA receives a complaint, the complaints committee will visually verify the complaint to be valid. If determined valid, a 1<sup>st</sup> letter will go out to the offending homeowner stating what needs to be done. If the homeowner complies, the complaint will be closed. If no response is received within 30 days, a 2<sup>nd</sup> registered letter goes out to the offending homeowner. If no response is received within 60 days, a 3<sup>rd</sup> and final registered letter is sent out warning of the potential fine that may occur if they do not follow the rules and regulations of the homeowners association. A letter is also mailed to the initiator of the complaint stating how the HOA is handling the complaint. The HOA will keep confidential, to the full extent of the law, all personal information that is submitted, including the complainant's name. The HOA rules and regulations, as well as complaint forms, can be found on our website at [www.crewhoa.org](http://www.crewhoa.org).

In 2007, a total of 90 complaints were received. 23 different homeowners initiated the complaints. Letters mailed to homeowners consisted of 66 - 1<sup>st</sup> letters, 47 - 2<sup>nd</sup> time registered letters and 31 - 3<sup>rd</sup> and final registered letters. 3 resulted in homeowner fines and 74 complaints were closed.

Types of complaints in 2007 were:

- 25 – Yard
- 51 – Home
- 1 – Home Business
- 27 – Vehicles
- 5 - Animal

**Legal & Insurance Report:** Chairman, John Utz gave a brief report. He stated that a considerable amount of money had been spent on HOA attorney fees for things that needed to be accomplished. The HOA continues to move forward with handling a homeowner encroachment issue at Carriage Wood Park. A homeowner asked a question regarding a neighbor's fence that has fallen down and now appears to be using the utilities property. They were asked to give more details and to further discuss the issue after the meeting.

**Treasurer's Report:** Treasurer, Jerry Woolett, presented several reports for review.

HOA Reserves:

- General Reserve Fund - \$25,000
- Legal Reserve Fund - \$18,279
- Capital Replacement Reserve - \$1,977
  - The HOA has approx. \$300,000 in capital equipment

- Most of it has been recently replaced
- Need to set aside at least \$13,000/year over next 23 years
- Near term replacement needs are small

The HOA transferred \$1721 from Legal Reserve to Operating Fund to cover cost of repairing common area damage in CW Park caused by a homeowner encroachment. Hopefully cost will be recovered from the homeowner.

The following projections are based on an internal Reserve Analysis. Costs include inflation and installation:

### **Asset Replacement Cost Expected Replacement**

Big Toys \$114,000 2023-2027  
 Bridge \$26,600 2025  
 Asphalt Path \$62,500 2029  
 Sprinkler Systems \$30,000 2011-2015  
 Basketball Court \$26,000 2009  
 Sidewalks, Barriers \$40,000 2010-2030  
 TOTAL \$299,100

#### 2007 Financial Events:

- Established Banking Online
- CPA Financial Review Conducted
- Agreed to do Financial Audit in 2008
- Stopped Using Collection Agency
- Ended year with 38 homeowners delinquent in paying HOA dues

A financial audit has been budgeted for 2008. A CPA conducts yearly reviews as allowed by the HOA Bylaws but there is no record of an audit being conducted. Decided it was prudent to have an actual audit done. The collection agency was providing very little results so the board voted to cancel those services. Seven of the 38 delinquent homeowners have paid their 2007 dues this January. Reminder: delinquent dues are subject to interest at 8 ½ % and a \$150 delinquency fee used to help pay for the cost of filing liens and lien satisfactions.

The 2007/2008 Budget Comparison Report was presented and reviewed. No increase in dues was deemed necessary for 2008. Based on recent events, most of the Contingencies Budget will need to be reallocated to Legal fees. Two homeowners who have violated HOA declarations and R&R's have hired attorneys to try and reverse HOA complaint decisions. The legal fees incurred by the HOA may be recovered from the homeowners if the decisions of the HOA prevail. A question was asked about sending our newsletter to homeowners via email. It's a possibility in the future however; the HOA currently pays for the Fairwood Flyer to be delivered to every home in our association.

Vote on 2008 Budget – A motion was made that the Budget for 2008 be accepted as written and presented. It was seconded and passed unanimously.

**Nomination of New Board Member:** Three positions on the board are expiring. As Chairman of the Nominating Committee, John Utz nominated Jerry Woolett, Sondra Woolett and Valerie Frazier. A motion was made to waive the written vote and to replace with an oral vote. The motion passed. A motion was made that the three nominated board member candidates be elected to the board. It was seconded and passed unanimously. A vote will take place at the February board meeting and board positions will be

assigned.

**Volunteer Opportunities:** All homeowners are encouraged to get involved in our neighborhood by volunteering for one of the many HOA committees. Several committees are in need of immediate volunteers such as Easter Event, Summer Picnic Coordinator and Block Watch Captains. The HOA is also in need of a new Webmaster to maintain the HOA website. If you are interested in becoming more involved in our neighborhood and volunteering for one of the HOA committees, please send an email of interest to [info@crcwhoa.org](mailto:info@crcwhoa.org).

**Special Topics:** Website and Email address:

Email – [info@crcwhoa.org](mailto:info@crcwhoa.org)

Website – [www.crcwhoa.org](http://www.crcwhoa.org)

A motion was made to adjourn the meeting at 8:15 p.m.

**Next Board Meetings:**

March 18, 2008

April 15, 2008

May 20, 2008

Meetings are held at the King County Sheriff's Office, Albertson's Shopping Center at **7:00 p.m.**

All Homeowners are welcome to attend. (425) 227-4227

## **Candlewood Ridge / Carriage Wood Announcements & Reminders**

**\*NEW WEBMASTER** - The HOA is looking for a new Website Administrator to maintain the Candlewood Ridge / Carriage Wood website. If you'd like to update the monthly minutes, board meeting dates, etc., please contact the HOA by calling 425-227-4227 or email at [info@crcwhoa.org](mailto:info@crcwhoa.org).

**\*Easter Egg Hunt** - Candlewood Ridge and Carriage Wood families mark your calendar for this year's Easter Egg Hunt at Carriage Wood Park! The event is scheduled to take place on Saturday, March 22<sup>nd</sup> (the day before Easter) at 11:00 am at Carriage Wood Park. There will be a large egg hunt with lots of prizes for children 12 years of age or younger. (Please note, the raffle and jumping toys are being saved for the summer picnic when the weather is nicer.) Volunteers are needed to help on the day of the event. Please contact us via email at [info@crcwhoa.org](mailto:info@crcwhoa.org) if you'd like to help.

**\*Garage Sale** – Mark your calendar for the CR/CW annual neighborhood Garage Sale! It's scheduled for Friday and Saturday, May 16-17 from 9-5pm.