

Candlewood Ridge – Carriage Wood Homeowners' Association Annual Meeting

January 25, 2022

7pm

Virtual on WebEx

Candlewood Ridge/Carriage Wood HOA Annual Meeting Agenda January 25, 2022

- 7:00 Call to order / Introduction of Board Members and Guests**
Review last years meeting minutes
- 7:05 President's Overview**
- 7:15 King County Sherriff Department – Officer Sam Shirley**
- 7:25 Committee Highlights and Discussion**
 - Common Area Maintenance / Capital Improvements**
 - Architectural Control Committee**
 - Complaint and Compliance Report**
 - Treasurer Report**
 - 2021 Budget Review**
- 8:00 Nomination of New Board Members**
- 8:15 Election of Board Members**
- 8:20 Homeowner Discussion**
Adjourn

Board Member Introductions

George McGill*

Ian Ludwig

Catherine George

Alicia Follette

Dawna Hart

Randy Vermillion

Dave Clark*

Don Nelson**

President / Common Area

Vice Pres. / Web Master

Secretary / ACC Chair

Complaints / Treasurer

Member At Large

Cul-de-Sac Chair

Member at Large

Legal / Insurance Chair

- *** Term expiring**
- **** Not Board Member**

Last Year's Minutes

- **Candlewood Ridge – Carriage Wood Homeowners' Association**
Minutes of the Annual Meeting
January 26th, 2021

The following is a summary of the meeting minutes.

Board Members Present: Alicia Follette, Catherine George, Ian Ludwig, Randy Vermillion and George McGill.

Others Present: 20 homeowners

Proxies held by President and others present: 90

This annual meeting was called to order at 7:07 pm virtually via WebEx.

The Board members were introduced:

Sam, our Sheriff's Patrol Representative Remarks:

President's Opening Remarks:

- We did not hold any events due to the pandemic. If these are to be held this year, we need volunteers to step up.
- The Board urges all Homeowners to meet your neighbors and discuss possible future problems.
- The Board also encourages all Homeowners to get locking mailboxes and join the HOA email list for special notices.

Volunteer Opportunities:

Fire and Police Reports:

Common Area Maintenance (CAM):

Architecture Control Committee (ACC) Report:

Complaints and Compliance Report:

Review of Annual Compliance Results:

Treasurer's Report:

Legal and Insurance:

Community Events Report:

No report due to the pandemic

Nominations for new Board Members

Questions from Floor

A home owner asked about a map of the HOA. George will investigate. One should be on the website.

A home owner asked about the capital reserves study and how long the entrances have been in existence and how long before they should be updated. What is included in capital improvements? Brick entrance signs have a 40 year lifespan.

On Petrovitsky, on both the CR and CW sides, fences have come down and need repair.

Next Board Meetings:

Annual Meeting:

🕒 January 25th, 2022

7:00 at Fairwood Community United Methodist Church

President's Overview

- ▣ In 2021 because of the pandemic, we did not have an Easter Event, a Community Garage Sale, or a Summer Event. We have money budgeted for these in 2022 but we need volunteers to organize and run as the HOA Board is not going to do it alone.
- ▣ The HOA Board strongly urges all homeowners to meet your neighbors. It is suggested forming a Block Watch and to keep an eye out for suspicious activity. We also suggest you talk to the neighbors bordering your property to discuss things like fences – are they shared and who will pay for repair or replacement. You should also discuss any Trees either on or close to the property lines – tall trees can have dangerous branches that should be trimmed or roots that can cause property damage.
- ▣ The Board also strongly suggests getting locking mailboxes – the cluster type is the HOA preferred type.
- ▣ We also encourage you to join the HOA email list to help all of us keep informed of special notices. Note: you email will not be shared with anyone except the HOA Board.

Volunteers Needed For All Events

President's Overview

- ▣ With the vaccines and boosters now available we can meet outside in small groups, so we are hoping to have Homeowners and Residents help where possible. Some of what we plan to do this year is:
- ▣ The Spring Walkthrough of the entire HOA with monthly follow ups.
- ▣ Form a team to help Homeowners with getting Locking Cluster Type Mailboxes.
- ▣ Clean all the Entrance signs and brick monuments.
- ▣ Organize a committee to redo the landscaping at CR Entrance.
- ▣ This year there are 2 HOA Board positions expiring. The 2 current members have agreed to serve again – they are Dave Clark who was appointed when Carol resigned and myself George McGill. If there is anyone else wanting to be on the Board let us know as we have been considering expanding to 9 Members.

President's Overview

Volunteer Opportunities for 2022

Association Roles:

- Board members
- Welcome packet delivery person
- Spring and fall aesthetic walkthrough
- Mailbox replacement project helpers
- Capital improvement projects
 - CR Entrance Landscape design, CW entry signs, CR entry

Events

- | | |
|--|-------------|
| • Easter Egg Hunt Helpers | No date set |
| • CR/CW Garage Sale Helpers | No date set |
| • Spring Clean Event Coordinator and Helpers | No date set |
| • Summer Picnic Helpers | No date set |
| • Park Clean Ups | Help needed |

Volunteers Needed For All Events

King County Sheriff

▣ This year in your neighborhood we saw a decline in reported police activity, with the exception of car prowls. Car prowls have become the major issue all over Fairwood. The majority of the prowls are to unlocked vehicles, we had only a few forced entries. Burglaries were down, probably because so many people are working from home due to covid. The one major incident was the home invasion Robbery. The major crimes detectives are working the case, hopefully we will make an arrest soon. We had a few stolen vehicles, and a few recovered stolen vehicles, mostly down by the apartment complex.

▣

▣ Thanks,

▣ Sam

2021 Common Area Maintenance

With the many tall trees in our HOA fallen trees and branches are a continuing problem. Please notify the HOA if you see any or notice any trees or branches that are in danger of falling.

Keeping street drains clear of debris is the Homeowners responsibility. They are continually getting clogged by leaves and fir needles. Please try to keep the ones by your house clean. If you see a downed or damaged street sign or one hidden by a tree or bushes, please contact King County Road Maintenance. They have a 24/7 phone 206-477-8100 or 1-800-527-6237 or email them at: maint.roads@kingcounty.gov. They will need the exact address or intersection.

Reminder all dogs must be on leash. This is a King County Law as well as HOA Policy. Also please use the HOA provided Mutt Mitts to pick up after you dog.

We continue to have random King County Sheriff patrols done by Sam Shirley. These are paid for by the HOA as the County has cut back funding for neighborhood patrols. We currently have him patrol the Parks and any other trouble spots we have pointed out. If there is a certain area you feel needs checking on let me know and I will have him check on it.

Last January we had a big windstorm that downed a tall Hemlock tree which fell directly onto the wooden footbridge in CR Park. The bridge and railings had to be completely rebuilt. We had this done and it was completed in March for a cost of \$17,551.

2021 Common Area Maintenance

We had this tree and another one nearby that was leaning badly cut up into rounds and left for Homeowners to take for firewood. We intend on doing this from now on and will inform all on our email list when we do. We also had all 43 Maple trees at the CR Entrance, all along SE 179th St and along 159th Ave SE serviced by a certified arborist. They did what is called a 'Canopy Raise' on all of them and cut off several large branches that were overhanging the sidewalk or street and any dangerous ones. The cost for this was \$15,826. We also had 6 trees cut down in CW Park that were dead or in danger of falling. We had the wooden shed at CR Park removed as it had been vandalized too many times and had become an eyesore.

We had all Common Areas as well as all 18 Cul de sacs barked this year. The cost for this was \$7910 plus tax.

Irrigation system – when the sprinklers were first turned on this year they found 3 heads that had to be replaced. In August I was informed of a big hole full of water in the CW Playground area. Canber inspected and found that the irrigation line had cracked which they repaired. In CR toddler park water was collecting in the SE corner. Canber installed a catch basin and ran 30 ft of drainpipe into the nearby woods. They also added 2 cu ft of play chips to fill in several low spots.

2021 Common Area Maintenance

We were notified by a Homeowner that another HO whose house backs up to CW Park had built a new fence that extended about 5 ft further then the old fence toward the park. Since the HOA has never had a survey done at the park and because there were several other possible encroachments, we voted to have a formal survey done. This was done on Oct. 14 and 15th to all the properties surrounding CW Park. We now have a recorded survey, and the HOA has a paper copy. This will help us identify any encroachments but also help any HO's that want to do landscaping or build a fence. There are metal rebar rods in the ground marking every property's property line – PLEASE NOTE: it is illegal to remove or move these. We have notified 4 HO's that have fences or landscaping way over the property line. We have just recently received the paper copy of the survey and it shows several others that are also over that we will be contacting them soon. The total cost of the survey and the filing came to \$3150 plus tax.

2021 Common Area Maintenance

The detention pond in CR Div. 3 on SE 176th Pl. – the HOA was informed last year that this parcel belongs to the HOA and not the County. The County wants to upgrade the facility and informed us that the HO on the West side has encroached onto the parcel with landscaping and a fence. He is claiming ‘adverse possession’ and has retained a Lawyer. We have notified the HOA Lawyer and they are in contact with each other. It appears that there will be a lawsuit as he is refusing to give back the land and the HOA Board agrees that this area like our other ‘Common Areas’ is not subject to ‘adverse possession’ as per RCW 36.70A.165. The County has determined they can do the necessary work around the encroachment, and we have signed the necessary papers allowing them to proceed. They intend on starting in Jan. or Feb. weather permitting. We will continue to keep all of you informed in the Monthly Meetings.

Cul de Sac Annual Report – 2021

Committee encompasses 18 Cul-de-Sac Islands in CR and 5 Retention/Detention Ponds in CR & CW

All 18 Islands and Ponds are monitored monthly for landscape maintenance and curb/asphalt condition – repairs as required

All Islands and appropriate Ponds received beauty bark this summer

A number of foundation plants and trees were stressed during our very hot and dry summer - most have recovered nicely

Island #14 (156th Ave SE) had a large truck run over shrubbery;

Camber trimmed damaged bushes and they are recovering

Retention Pond at 3rd entrance to CW received new sidewalk, had a broken tree removed, and “No Dumping” sign replaced

Large Retention Pond in CW along pipeline had chain link gate repaired by King County

Architectural Control Committee

Contact Information

- Website: www.crcwhoa.org
- Email: architecture@crcwhoa.org

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 or email and have an ACC request form attached to it. A form must include a valid phone number, signature, name and address.
- Please allow at least 30 days before your project begins to get approval!
- All requests may be submitted via E-Mail but paint/stain require specific information to allow the ACC to find the color on the internet.

Architectural Control Committee

- Number of Request for 2021

January - March	22
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April-June	68
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July-September	78
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<u>October-December</u>	<u>24</u>
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Total Requests:	192*
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* Of all of the ACR requests received, six were disapproved, one was replaced and one was partially approved.

- In 2020, we had 151 requests processed

Complaint and Compliance Report

- 2022 Aesthetic
 - All properties may 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 2021 complaints received: total 46

- ▣Paint 5
- ▣Yard Maintenance 9
- ▣Animal (dogs/noise/unleashed) 2
- ▣Vehicles (cars/recreational/trailers) 16
- ▣Trash bins visible 4
- ▣Noise (excessive) 2
- ▣Fences 3
- ▣Misc/non-issues 4
- ▣** Please be mindful that the HOA cannot/does not have any governance over back yard issues, unless it can be viewed from the street. We, also , cannot interject in shared fence issues or trees with overhanging limbs. Thank you

2022 Capital Improvements

30-Year Reserve Plan Summary

Fiscal Year Beginning: 01/01/22					Interest: 0.5%		Inflation: 3.0%	
Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Rating	Annual Reserve Contribs.	Loans or Special Assmts	Interest Income	Projected Reserve Expenses
2022	\$123,491	\$291,608	42.3%	Fair	\$21,840	\$0	\$611	\$25,000
2023	\$120,942	\$299,163	40.4%	Fair	\$22,495	\$0	\$585	\$30,900
2024	\$113,122	\$301,603	37.5%	Fair	\$23,170	\$0	\$625	\$0
2025	\$136,917	\$336,703	40.7%	Fair	\$23,865	\$0	\$746	\$0
2026	\$161,528	\$373,637	43.2%	Fair	\$24,581	\$0	\$871	\$0
2027	\$186,981	\$412,484	45.3%	Fair	\$25,319	\$0	\$921	\$31,880
2028	\$181,340	\$420,489	43.1%	Fair	\$26,078	\$0	\$904	\$28,060
2029	\$180,261	\$433,523	41.6%	Fair	\$26,860	\$0	\$971	\$0
2030	\$208,092	\$476,730	43.6%	Fair	\$27,666	\$0	\$1,038	\$29,769
2031	\$207,027	\$491,477	42.1%	Fair	\$28,496	\$0	\$880	\$91,334
2032	\$145,069	\$444,187	32.7%	Fair	\$29,351	\$0	\$716	\$33,598
2033	\$141,539	\$455,908	31.0%	Fair	\$30,232	\$0	\$645	\$56,061
2034	\$116,354	\$445,833	26.1%	Weak	\$31,139	\$0	\$500	\$64,159
2035	\$83,834	\$428,135	19.6%	Weak	\$32,073	\$0	\$414	\$34,511
2036	\$81,810	\$441,495	18.5%	Weak	\$33,035	\$0	\$493	\$0
2037	\$115,337	\$491,883	23.4%	Weak	\$34,026	\$0	\$493	\$67,772
2038	\$82,085	\$475,092	17.3%	Weak	\$35,047	\$0	\$409	\$36,106
2039	\$81,435	\$491,561	16.6%	Weak	\$36,098	\$0	\$215	\$113,220
2040	\$4,528	\$430,279	1.1%	Weak	\$37,181	\$0	\$116	\$0
2041	\$41,825	\$484,992	8.6%	Weak	\$38,297	\$0	\$306	\$0
2042	\$80,427	\$542,601	14.8%	Weak	\$39,445	\$0	\$282	\$87,596
2043	\$32,559	\$513,006	6.3%	Weak	\$39,643	\$0	\$158	\$41,857
2044	\$30,502	\$530,965	5.7%	Weak	\$39,841	\$0	\$253	\$0
2045	\$70,596	\$593,946	11.9%	Weak	\$40,040	\$0	\$454	\$0
2046	\$111,090	\$660,228	16.8%	Weak	\$40,240	\$0	\$658	\$0
2047	\$151,988	\$729,952	20.8%	Weak	\$40,442	\$0	\$740	\$49,204
2048	\$143,965	\$752,586	19.1%	Weak	\$40,644	\$0	\$661	\$64,698
2049	\$120,573	\$761,482	15.8%	Weak	\$40,847	\$0	\$707	\$0
2050	\$162,126	\$838,872	19.3%	Weak	\$41,051	\$0	\$915	\$0
2051	\$204,093	\$920,221	22.2%	Weak	\$41,256	\$0	\$920	\$82,480

2022 Capital Improvements

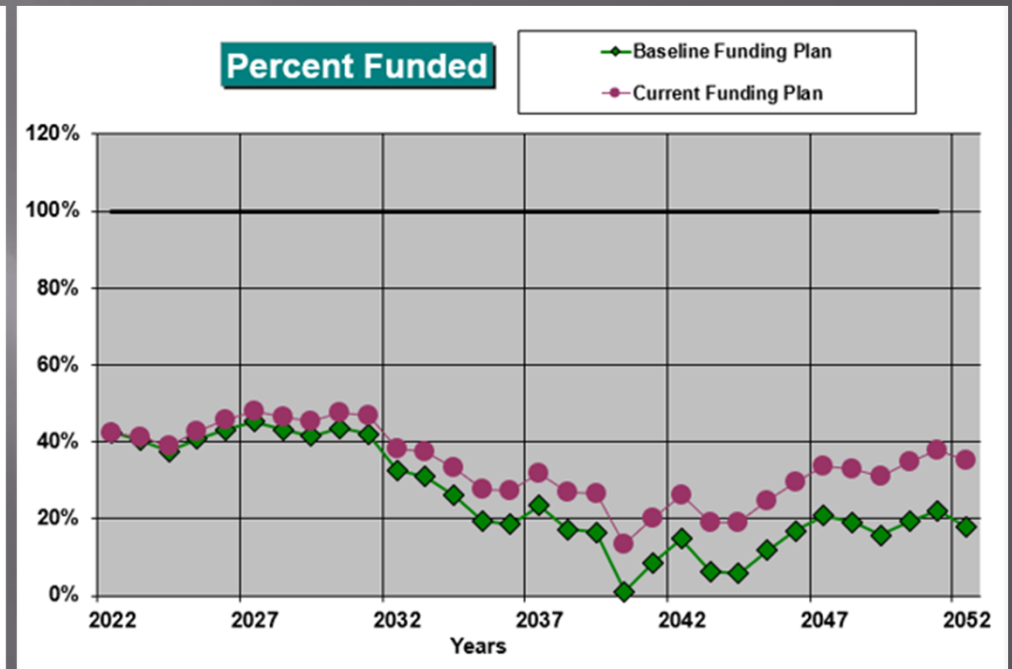
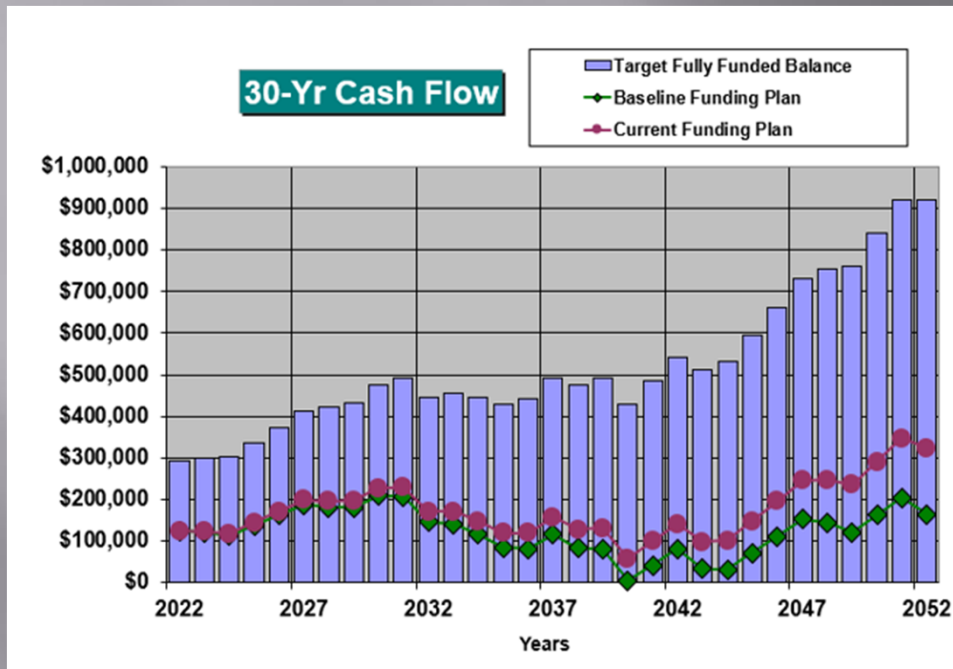
HOA Capital Components

# Component	Install Year	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost	Future Average Cost
120 CR Big Toy Expansion - North Area	2006	25	9	\$37,500	\$48,929
140 CR Playground Equip - South Area	2007	25	11	\$40,500	\$56,061
160 CR Bridge	2021	30	29	\$35,000	\$82,480
161 CR Asphalt Path (original)	1979	30	5	\$27,500	\$31,880
162 CR Asphalt Path (repaired section)	2007	30	15	\$43,500	\$67,772
200 CR Park Sprinkler System South	2021	40	39	\$10,000	\$31,670
201 CR Park Sprinkler System North	2020	40	38	\$10,000	\$30,748
205 CR Entrance Sprinkler System	2016	40	34	\$10,000	\$27,319
250 CR Entrance Signs (2)	Unknown	40	12	\$45,000	\$64,159
260 CR Fences at Entrance	2018	20	16	\$22,500	\$36,106
310 CW Big Toy	2003	25	6	\$23,500	\$28,060
311 CW Playground Equip	2006	25	9	\$32,500	\$42,405
312 CW Merry-go-round, Seesaw, rocker, spinner	2018	25	21	\$22,500	\$41,857
313 CW Basketball Court	2018	20	17	\$37,500	\$61,982
330 CW Park Sprinkler System	2012	40	30	\$37,500	\$91,022
350 CW Entrance signs (6)	Unknown	40	17	\$31,000	\$51,238
400 Miscellaneous (sidewalks, signage, landscaping)	0	10	0	\$25,000	\$33,598
500 Cul-de-sac Planter Repairs	Unknown	25	1	\$30,000	\$30,900
501 Cul-de-sac Planter Repairs	Unknown	25	8	\$23,500	\$29,769
502 Cul-de-sac Planter Repairs	2018	25	13	\$23,500	\$34,511
503 Cul-de-sac Planter Repairs	2020	25	20	\$23,500	\$42,444
504 Cul-de-sac Planter Repairs	2022	25	25	\$23,500	\$49,204

2022 planned items are CR Entryway landscaping upgrade and one to two Cul-de-sac planter area repairs.

2022 Capital Improvements

Cash Flow over Time



2022 Capital Improvements

- Keep funding level to maintain Percent Funded between 40 and 60%
- Increase yearly reserve contributions from \$24k to \$28K to counter heavy spending period between 2030 to 2040.
- In 2022 the Association should budget and complete a full reserve study.

- The 2022 proposed budget proposes the following:

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

*Carry over from 2021 budget

Treasurer Report – 2021 Finance Statement

	Budget Comparison		
	Actual Activity 12/31/21	Budget 2021	over (under) budget
income			
dues income	163,223.58	162,622.00	601.58
interest income	714.97	1,000.00	(285.03)
transfer fees	10,774.21	5,000.00	5,774.21
other income	25,055.13	1,000.00	24,055.13
total revenues	199,767.89	169,622.00	30,145.89
expenses			
CAM & Repairs	50,925.61	45,922.00	5,003.61
insurance premium	10,545.00	17,000.00	(6,455.00)
King County Sheriff	2,771.12	10,000.00	(7,228.88)
administrator-bookkeeper fee	20,400.00	20,400.00	-
legal fees, CPA audit, & compliance	35,106.99	27,000.00	8,106.99
office supplies/photocopies/postage	10,193.60	11,000.00	(806.40)
utilities	9,410.41	8,000.00	1,410.41
regional/community functions	-	2,000.00	(2,000.00)
web site hosting	464.46	800.00	(335.54)
rentals (storage, mtg room, city light)	2,554.00	2,500.00	54.00
contingencies (postage prior to rate increase)	6,041.85	1,000.00	5,041.85
total expense	148,413.04	145,622.00	2,791.04
net income (loss)	51,354.85	24,000.00	
fund transfers			
Transfer to Capital Reserve	(24,000.00)	(24,000.00)	
Transfer from Capital Reserve (bridge)	21,679.75	0.00	
total fund transfers	(2,320.25)	(24,000.00)	
Capital Improvement Projects (paid for with funds from savings)			
Tree Mitigation	12,358.73	-	
CW Sprinklers	-	-	
CR Park Bridge	21,679.75	-	
CW entryway sign refresh	-	9,000.00	
CR entryway landscape and fence refresh	-	3,500.00	
CdS Island repairs	-	15,000.00	
Total	34,038.48	27,500.00	

Treasurer Report

Fund Balances as of 12/31/2021

•General Reserve Fund	\$105,000.00
•Legal Reserve Fund	\$ 22,000.00
Capital Reserve Fund	\$123,491.02
•Operating Fund	\$281,985.13
•Total All Funds	\$532,476.15

Candlewood Ridge Homeowners' Association, Inc.
 DBA Candlewood Ridge – Carriage Wood Homeowners' Association
 (CR/CW HOA)
 P.O. Box 58397, Renton, WA 98058-1397
 www.crcwhoa.com

	2021 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
	\$ projected	\$	\$	\$
REVENUES				
Dues Income	168,683.40	168,895.14	162,622.00	167,484.00
Interest Income (bank and dues interest)	684.92	731.32	1,000.00	1,000.00
Transfer Fees	9,574.21	10,401.99	5,000.00	5,000.00
Other Income (collected fines, fees)	23,211.81	56,515.41	1,000.00	1,000.00
TOTAL REVENUES	202,154.34	236,543.86	169,622.00	174,484.00
EXPENDITURES				
Common Areas Maintenance & Repairs (2021 projected: Monthly maintenance = \$31,576.68; Bark = \$10,888.89; Survey = \$2,650.00; Mutt Mitts = \$2,441.56; Blackberry removal \$1,651.50; Misc.=\$1,716.98)	50,925.61	33,781.17	45,922.00	47,784.00
Insurance Premiums	10,545.00	15,175.00	17,000.00	17,000.00
King County Sheriff Patrol	3,171.12	5,179.16	10,000.00	10,000.00
Legal, Compliance, Admin-Bookkeeper, & CPA	57,542.04	36,267.91	47,400.00	50,400.00
Office Supplies/Photocopies/Postage	9,713.50	8,442.30	11,000.00	11,000.00
Utilities	9,410.41	8,241.59	8,000.00	8,000.00
Regional/Community Functions	-	-	2,000.00	2,000.00
Web Site Hosting	464.51	844.83	800.00	800.00
Rentals (CR-Park Pipeline, Storage, P.O. Box, Meeting Room)	2,553.00	1,759.00	2,500.00	2,500.00
Contingencies (bulk postage purchased before rate increase)	6,041.85	-	1,000.00	1,000.00
TOTAL OPERATING EXPENDITURES	150,367.04	109,690.96	145,622.00	150,484.00
Sprinklers	-	10,450.00		
Park Bridge	21,679.75	-		
Tree Maintenance	12,358.73	28,424.00		
Major Repairs and Replacements	34,038.48	38,874.00		
Transfer of funds to future capital expenditures	24,000.00	24,000.00		
Cash in Bank Checking Account, projected	260,582.63	266,879.24		
Cash in Bank Savings Account, projected	272,325.97	248,280.54		
TOTAL CASH, projected	532,908.60	515,159.78		

Board of Director Nominations

Two Board Positions Open for Election:

1. Two 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	2/1/2022
2.	Dave Clark	2/1/2022
3.	Alicia Follette	2/1/2023
4.	Ian Ludwig	2/1/2023
5.	Randy Vermillion	2/1/2023
6.	Dawna Hart	2/1/2024
7.	Catherine George	2/1/2024

Homeowner Discussion

Thank You for Attending

CR\CW Board of Directors - Job Duties

- **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.

CR\CW Board of Directors - Job Duties

- **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.

CR\CW Board of Directors - Job Duties

- **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.