

Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Annual Meeting
January 25th, 2022

The following is a summary of the meeting minutes.

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

Others Present: 8 homeowners plus Don

Proxies held by President and others present: 96

This annual meeting was called to order at 7:03 pm virtually via WebEx.

The Board members were introduced:

George McGill	President / Common Areas Chair
Catherine George	Reporting Secretary / ACC Chair
Alicia Follette	Complaints / Treasurer
Dawna Hart	Member at Large
Ian Ludwig	Vice President / ACC Member / CAM Member/ Web Master
Randy Vermillion	ACC Member / Cul-de-sac Chair
David Clark	Member at Large
*Don Nelson	Legal and Insurance

* Volunteer, not a Board Member

President’s Opening Remarks:

- ☐ 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: your email will not be shared with anyone except the HOA Board
- ☐ 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.

Volunteer Opportunities:

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

Sam, our Sheriff's Patrol Representative Remarks:

- 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.

Fire Report:

There was no Fire Department representative. The fire department says it is strongly suggested to get carbon monoxide detectors. Do not run a generator inside the house.

Common Area Maintenance (CAM):

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 your 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.

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. Camber 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.

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 than 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.

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

Architecture Control Committee (ACC) Report:

Catherine explained what projects need an ACC approval and how to contact the ACC. She reported on what ACC requests had been received in 2021.

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 and have an ACC request form attached to it. A form must include a valid phone number, name and address.
- Please allow at least 30 days before your project begins to get approval!
- All requests may be submitted via E-Mail except possibly for paint as they require physical paint samples (actual paint chips) if the paint may be in question.

- Number of Request for 2021

January - March	22
April-June	68
July-September	78
October-December	24
Total Requests:	192*

* 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

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. 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 or 14 days of e-mailing it.

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. (If possible, use e-mail rather than voice mail or U.S. Mail for speed.)

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 or as an attachment to an e-mail, 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 now accepted for projects involving paint unless the color is questionable. ACC requests must be on the proper form, be signed and have a valid phone number. If for paint, they must indicate where the paint will be used (body, trim, garage door, front door, ...).

Complaints 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.
- 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

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

George talked about the postcard project process, which is separate from the normal complaints process.

Treasurer's Report:

George and Don discussed the current fund balances, the 2021 budget and how we did against it. They showed the following information:

- The 2022 Capital Reserves Study (Don)
- The 2022 Capital Improvements Statement (Don)
- The 2021 Finance Statement (George)
- The Fund Balances as of 12/31/2021 (George)
- The 2022 Budget (George)

Legal and Insurance:

No report

Community Events Report:

No report due to the pandemic

Nominations for new Board Members

There are two Board member slots open. The two Board members whose terms are expiring are willing to serve another term. The nominating committee (Catherine is chair) did not have any proposed nominees. Due to the fact that they were unopposed, there was no secret ballot. It was moved, seconded and passed to re-elect George McGill and Dave Clark to the expiring slots. If anyone is interested in joining the Board, please come to a Board meeting. The roles and responsibilities of Board members 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 reports. 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 2021 HOA Board Members

George McGill	President / Common Areas Chair
Catherine George	Reporting Secretary / ACC Chair
Alicia Follette	Complaints / Treasurer
Dawna Hart	Member at Large
Ian Ludwig	Vice President / ACC Member / CAM Member/ Web Master
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Questions from Floor

One homeowner mentioned that some homes were showing cracks in the brick chimneys. They should be looked at before a fire is started. Also, electrical panels may need to be replaced if any upgrades are being done to the house.

It was mentioned that you can call the non-emergency police number if you see a car that does not appear to belong. They can determine if it was stolen.

A question was asked about whether the roads will be repaved by the County.

A question was asked about whether the Board has considered removing the islands in CR to save maintenance money. The answer is that the cost of removing the infrastructure in many of the islands was too high (\$10,000 plus for one island's sewer vault, for example).

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

Web – www.crcwhoa.org

Email – president@crcwhoa.org info@crcwhoa.org

If you would like to give us your email address in order to be added to our email announcements, please send your info to bookkeeper@crcwhoa.org.

A motion was made to adjourn the meeting at 8:11 pm.

Next Board Meetings:

- February 15th, 2022
- March 15th, 2022
- April 19th, 2022
- May 17th, 2022
- June 21st, 2022
- July 19th, 2022
- August 16th, 2022
- September 20th, 2022
- October 18th, 2022
- November 15th, 2022
- December 20th, 2022
- January 17th, 2023
- February 21st, 2023
- March 21st, 2023

- April 18th, 2023
- May 16th, 2023
- June 20th, 2023
- July 18th, 2023
- August 15th, 2023
- September 19th, 2023
- October 17th, 2023
- November 21st, 2023
- December 19th, 2023

Annual Meeting:

- January 24th, 2023 7:00 at ~~Fairwood Community United Methodist Church~~ For the duration of the current coronavirus emergency it will be held via telephone. All Homeowners are welcome to attend. Please contact the president of the board for connection instructions at president@crcwhoa.org