

Candlewood Ridge – Carriage Wood Homeowners' Association
Minutes of the Annual Meeting
January 25th, 2023

The following is a summary of the meeting minutes.

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

Others Present: 21 homeowners plus Sam

Proxies held by President and others present: 98

This annual meeting was called to order at 7:05 pm.

The Board members were introduced:

George McGill	President / Common Areas Chair
Catherine George	Recording Secretary / ACC Chair
Alicia Follette	Complaints / Treasurer
Dawna Hart	Member at Large
Ian Ludwig	Vice President / Web Master
Randy Vermillion	ACC Member / Cul-de-sac Chair
*Don Nelson	Legal and Insurance
* Volunteer, not a Board Member	

Last year's annual meeting minutes were summarized. They were approved.

President's Opening Remarks:

In 2022 the HOA held an Easter Event and a Summer BBQ Event. The HOA paid for these, and they were organized and run by Homeowner volunteers. There was a large turnout for both, and both turned out Great. Many Thanks to all the volunteers. We have budgeted money for these Events this year and hope that volunteers will again step up.

The HOA BOD strongly suggests all Homeowners to meet your neighbors. We suggest forming a neighborhood block watch also to encourage neighbors looking after each other's property. This can be a formal or informal group. We also suggest you talk to your neighbors about any fences that may be shared and how any future repair or replacement costs will be managed. Also important are trees on or along the property lines. You need to discuss how they will be cared for if diseased or dead.

The HOA BOD also strongly suggests getting locking mailboxes. We also recommend all Residents to join the HOA email list for special notices throughout the year. Your email address will not be shared with anyone. Some of the things the BOD would like to do this year is: Our Annual Spring Walkthrough of all 850 homes. Cleaning of all the brick entry signs. New plantings at the CR Entrance.

This Year the BOD made several updates and changes to the existing HOA Governing Documents and Rules and Regulations. These were all reviewed and approved by the HOA Lawyer and voted on and approved by the BOD.

: Late fee policy.

: Revised transfer fee policy.

: Solar panel R & R.

: Updated Homeowner registration including Rental Rules.

: Dumpster/ POD/Large container R & R.

: Interest application policy.

: Shed building clarification policy

This year we have 3 BOD terms expiring; two of the Members have decided to stay on – Alicia and Ian. Randy has decided to resign, and his position is open. We thank Randy for his excellent service, and we will miss him on the Board. If anyone wants to join the Board or help on any of the Committees, please let us know.

As we do at every February BOD Meeting, we will assign BOD positions for the year.

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 HOA there was a continued decline in reported Police Activity, less then surrounding areas. Some of what was reported were: 3 Auto thefts – please be aware if you own a Kia or Hyundai – due to a tik tok challenge showing how to steal one there have been a great number of these vehicles stolen. It is Highly suggested that you park in a garage or behind another vehicle and maybe get a club device. The steering wheel ones are not the best as they can hack saw the actual steering wheel and steal the car. The best type is the one that locks the brake pedal.

There were 6 reported car prowling most from unlocked cars, 3 cases of vandalism (one was our Basketball backboard in CW Park) 2 burglaries, and 1 person was robbed while walking alone on the Lk Youngs trail. It was actually a pretty good year in our HOA.

Please remember to lock your cars and do not leave any valuables in sight, close your garage door when working in the side or back yard and get to know your neighbors and look out for each other.

Fire Report:

There was no Fire Department representative. The fire department report is given monthly and attached at the end of the monthly minutes.

Common Area Maintenance (CAM):

- With the many tall trees in our HOA fallen trees and branches are a continuous problem. Please notify us if you see any that have fallen or in danger of falling.
- Street drains are the responsibility of each Homeowner. The ones in our HOA are constantly getting plugged because of all the leaves and fir needles. Please try to keep them cleared.
- If you see a downed or damaged street sign or one that is hidden by branches or bushes, please report it to: King County Road Maintenance. They have a 24hr/7-day phone number 206-477-8100 or 1-800-527-6237 or email to: maint.roads@kingcounty.gov. They will need the exact address or intersection and type of sign.
- Reminder – all dogs must be on a leash. This is a King County Law as well as HOA Policy. Also PLEASE use the HOA provided Mutt Mitts and pick up after your dogs.
- We have set up random HOA patrols in our HOA with the King County Sherriff's Dept. with Deputies Sam Shirley and Issac Sigel. We have increased the allotted time to 24 hrs. per week. Please let us know if there are certain areas that you feel should be patrolled.

- The HOA received the digital as well as a paper copy of the CW Park Survey. It shows a few other encroachments other than the 4 we are being addressed currently. We will investigate these. One of these Homeowners built a new fence onto Park property and then put the house up for sale. The HOA found out about it and contacted the owners. The house was sold, and the new owners have agreed to move the fence onto the property line. The buyer and seller made an agreement at closing, and we have been in contact with the new owner.
- At CR along the pipeline, we were contacted by two Homeowners. They wanted the HOA to remove a large amount of blackberry bushes that were encroaching onto their fence. Since we had done this work for several other Owners along this stretch in the past the BOD voted to do this work. We may want to have a survey done along the West side of the pipeline to determine just where the HOA property is.
- At the CR entrance we had branches trimmed back by the entry signs, several overgrown bushes removed, 2 stumps dug up and removed and the huge rhododendron plant at the North end removed. It looks a lot cleaner now and it is ready for any new plantings we hope to do as we have budgeted for it.
- In June Canber requested that we renegotiate their contract as costs had risen very high because of inflation. We decided to do a 2-year contract instead of a 3- year one. The new one goes until June 2024.
- Regarding the 'Adverse Possession' lawsuit at the Detention Pond in CR Division 3 the Court found in favor of the Homeowner. The Judge determined that since the Tract was designated as common area and not designated as greenbelt or open space that the Growth Management Act did not apply. The HOA was ordered to pay the legal fees of \$44,789 which we did on June 29th, 2022.
- In July someone vandalized and destroyed the Basketball backboard at CW Park. It turns out it was tempered glass and we did not want to replace with the same as that would likely get damaged also. An option to retrofit with a fiberglass one at a cost of over \$4000 was voted down so the BOD decided to replace with ¾ in treated plywood. This was done in August for a cost of about \$500.

Cul de Sac Annual Report - 2022

- Committee encompasses 18 Cul-de-Sac Islands in Candlewood Ridge and 5 Retention Ponds in Candlewood Ridge and Carriage Wood
- All Islands and Ponds are monitored monthly for landscape maintenance and curb/asphalt condition
- In 2022, two (2) islands were renovated:
 - Island 11 – partial curb replacement & asphalt repair
 - Island 18 – Total curb replacement & asphalt repair that included tree removal.
- Note: Cul-de-Sac Island landscape allocations are available for plant/tree/bush purchases
 - Homeowners in Cul-de-Sac need to take the lead to organize, make purchases, and perform plantings – homeowners responsible for watering.
 - Prior HOA Board approval required before purchases.

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

- Number of Request for 2022

January - March	14
April-June	38
July-September	65
<u>October-December</u>	<u>37</u>
Total Requests:	154*

* Of all of the ACC requests received, one was disapproved, two were cancelled.

In 2021, we had 192 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 4 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. 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:

- 2023 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

Total 2022 complaints 32

Total 2021: 46

- ☐ The decrease in complaints can be attributed to the Annual Spring/Summer Neighborhood Walk Thru. We have noticed that each year the review is completed, we have less homes to contact for compliance issues.
Our community has really stepped up and are making great strides in keeping up our community standard and your efforts are much appreciated.
- ☐ We would like to thank our HOs for putting in the efforts to keep our neighborhood looking nice and also thank all of our devoted volunteers and board members take the time to help with the Neighborhood Walk Thru.

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 12/31/2022 (George)
- The 2023 Budget (George) The budget was approved for 2023 by voice vote

Legal and Insurance:

No report

Community Events Report:

Covered in the President's Remarks

Nominations for new Board Members

Three Board Positions Open for Election:

1. Three board positions for 3 year terms.
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
 - Nominees who have already identified themselves to the Board of Directors
 1. Alicia and Ian have agreed to serve another term. They were re-elected by voice vote.
 2. Another homeowner who was unable to be present but had agreed to serve was nominated by Ian and was elected by voice vote.
3. Nominations from the Floor:

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 2022 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
Randy Vermillion	ACC Member / Cul-de-sac Chair
David Clark	Member at Large
*Don Nelson	Legal and Insurance
* Volunteer, not a Board Member	

Questions from Floor

George mentioned that there can be issues with accessing the HOA website via Google. The correct website is crcwhoa.org. Our email system is in the process of being changed. New email addresses will be published in the monthly minutes.

A homeowner asked who signed HOA checks (one person or multiple)? The answer is that all checks have at least two signatures.

A different homeowner asked how the roofing requirements were decided on. The answer is that they were decided on after a long process of investigating what should replace the old wood shakes requirement, about 15 years ago. This homeowner feels that the requirements should be revisited because the technology has changed. He has done a lot of research and volunteered to be on a committee to investigate new requirements.

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 to be added to our email announcements, please send your info to crcwbookkeeper@gmail.com.

A motion was made to adjourn the meeting at 8:30 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 23th, 2024 7:00 at Fairwood Community United Methodist Church. All Homeowners are welcome to attend.