



Candle Ridge  
Association

January 27, 2021

HOA Board of Directors Meeting

Attendance:

Mark Orchard – President and Chair

Sean Morgan – Position #1: absent – vote via email

Sam Long – Position #2

Ken Packwood – Position #3

Bonnie McClure – Position #4/ Secretary/Treasurer

Ken Czyzewicz – Position #5

Agenda with Notes:

- Banking
  - Approve new board of directors as voted in above
  - Check signing: Bonnie McClure/Mark Orchard
    - 2 signatures for over \$2000
  - Remove Dennis from Banking
- Mailbox Repair
  - Ken to call insurance into possibility on Friday
  - Plan is to move forward on mailbox – replacement unit. Ken to handle.
  - Board approves expense up to \$1300 based on estimates
- Tree in Park
  - Thank you Mark and Sam for removing and taking care of the tree down.
- Annual Dues status
  - Bonnie to send to the board who has not paid and amount owed.
  - Late fees: 12% + \$17 bill + \$50 for lien – Bonnie to confirm
  - Bonnie to confirm the process and a sample letter from Dennis and Bookkeeper Tina.
  - Keep topic for next meeting for any late residence
- CC&R / Notices to residence
  - Complaints: written notice/150/500
    - Board to review the guidelines and develop a plan to all items.



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- Comments:
  - Board to propose plan of action to include :pictures, letters, complaints
  - Then address the residents that are offending.
  - Offense 1 – letter with details and ; letter from att
- Running a business – Specific complaint. Bonnie to drop off package to Sam to scan and send to board. Board to review and decide actions at next meeting or via email.
- New Improvement Request
  - Incoming requests - responses
  - Lot 1-42: 28127 85<sup>th</sup> Dr NW – New Fencing: board votes yes
  - Lot 1-28: 28400 84<sup>th</sup> Dr NW – Tree Removal and corner clean up: Board votes to request the details in writing – we will look at it and provide answer by end of weekend.
- Roles and Responsibilities
  - Read through and develop as the year.
- Newsletter
  - Bonnie to send to ken to print. We will hand deliver
- Email/Phone Numbers to residence – no. Plan is to use the web and email address. Phone numbers and personal emails will not be distributed.
- Website
  - Look into updating the website – Board agrees
- Other
  - File cabinet: Board votes for Sean to take the file cabinet – to confirm Sean can accept
  - Bonnie to dig estimates to virtually vote on the trees
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