

Candlewood Ridge – Carriage Wood Homeowners' Association
Minutes of the Meeting
December 19th, 2017

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

Board Members Present: Alicia Follette, Catherine George, George McGill, Dan Nelson, and Holly Jensen.

Others Present: Fire Department Representative and Don Nelson (Legal and Insurance chair)

This monthly meeting was called to order at 7:03 pm at the King County Sheriff's Office – Fairwood Storefront.

Fire Department Report: There were several winter weather preparation tips given. They were:

- Have heating systems checked by professionals
- Clean gutters and downspouts
- Clean storm drains
- Install or replace batteries in smoke and carbon monoxide alarms
- Have chimneys cleaned
- Locate water main cutoff in the event you need to cut off water in the case of an emergency. (You might also check to see that it works correctly.)
- Disconnect all outside water hoses
- Insulate exposed plumbing and pipes
- Have trees trimmed if branches hang too close to the house
- Check that emergency kits have flashlights with good batteries and add extra batteries
- Check your disaster kits – they should have enough for 3 days of the following:
 - Extra bottled water
 - Non-perishable food
 - Blankets
 - First aid kit
 - Prescription medicine
 - Supplies and food for pets

There were also winter home heating reminders:

- Check baseboard heaters and remove anything that touches or is near them
- Be sure that space heaters have tip over protection and automatic shut off devices
- Always turn off space heaters if you leave the room or go to bed at night. (Also turn off tree lights)
- Close screens and/or doors on fireplace
- Only burn seasoned, dry wood in fireplaces or wood stoves
- Clean out ashes when cool and place in metal container away from house and other combustibles

Police Report: No report this month

Note – it is illegal to park on the sidewalk or to block a driveway.

Approval of Last Month's Minutes: The last month's minutes were approved.

Homeowner Concerns: None this month

Committee Reports:

Legal and Insurance Report:

We talked about some legal issues during a quick executive session so that the Legal chair could leave.

Common Areas Maintenance Report:

- Reminder to all Homeowners – It is our responsibility (Not King County's) to keep the street drains clear. Please clear the debris and leaves from the drains by your house and at the ends of your street.
- We continue to have branches and trees fall onto the paths at CR Park. Please contact me at commonareas@crcwhoa.org or call 425-738-8611 #80 and leave a message if you notice any trees or branches at either park or any of the Common areas or entrances
- Reminder all dogs must be on leash – this is a King County Law as well as our policy in our HOA
- A Homeowner contacted me about a tree root in the toy area at CW Park, I will take a look and have Canber take care of it.
- King County has finally gotten back to me about the 2 Retention Ponds in CW, I have requested someone to come out and see the problems. They are going to call me back when this can be done.
- PLEASE keep your street drains clear. The County does not do this it is up to each Homeowner to keep the street drains by their house clear. This means any street drain in front or on the side of your lot.
- King County Sheriff Patrols and requests will now be coordinated by the CAM Chair and monthly reports will be submitted before each monthly meeting. Please contact the Board with any areas of concern and we will do our best to accommodate.
- Please keep a watch for suspicious Activity and call 911
- **Reminder:** Our parks are private parks which exist for the use and enjoyment of HOA residents, their families and guests. They are not public parks. Our park usage rules apply to everyone. Following are some of the rules that have been established to maximize safety, and minimize liability and maintenance cost:
 - A. Park Hours: 9:00 am to dusk.
 - B. No Smoking, alcohol, drugs, loud music, golfing, motorized vehicles or **Fireworks** are allowed.
 - C. Animals must be leashed and owners are responsible for cleaning up after their animals.

ACC Report:

We accept ACR requests via e-mail when the form does not need paint chips. (All paint chips must be mailed or hand delivered.) It has been noted that paint requests have been received lately without paint chips as well as requests without ACR forms. All requests must be accompanied by ACR forms which must be signed, include a valid address and phone number and, if for paint or stain, must include paint chips and note which paint is for what part of the house (body, trim, deck, gutters, door, ...).

ACC requests for this month were:

1 door

1 mail box replacement

1 deck without an ACR form

Complaints Negotiations Report:

2 new complaints.

Treasurer's Report:

All is going well.

Community Events Committee

We moved, seconded and approved the money for the purchase and installation of playground equipment in the CW park.

Please note that, if a home owner wants to reserve a park, he or she should contact the CAM chair at commonareas@crcwhoa.org or call 425-738-8611 #80 and leave a message.

Cul-de-Sac Committee

No report this month. George will check on the remaining planting areas, which Canber has finished maintenance work on in early January.

Web Site:

No report this month.

Capital Improvement Committee:

No report this month.

Nominating Committee

No report this month but need two new members.

Old Business:

The 2018 annual meeting will be on Monday January 22 next year as Tuesday is not available. George will ask Don if he will be able to provide the projector again this year. Everyone should get their annual presentations to Don in early 2018 so he can put the presentation together.

New Business:

Nothing this month.

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. No one will see your email and we will not give it to anyone.

Roles for the 2017 HOA Board Members

George McGill	President / Common Areas Chair / Cul-de-sac Chair
Dan Nelson	Vice President / Treasurer
Catherine George	Reporting Secretary / ACC Chair / Web Master
Alicia Follette	Complaints
Carol Nyseth	Member at Large
Holly Jensen	Community Events Committee Chair
*Don Nelson	Legal and Insurance
* Volunteer, not a Board Member	

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

Web – www.crcwhoa.org

Facebook - Candlewood Ridge/Carriagewood HOA

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

Please visit us on Facebook also.

Executive session:

See earlier in the meeting..

A motion was made to adjourn the main meeting at 7:35pm.

Next Board Meetings:

- January 16th, 2018
- February 20th, 2018
- March 20th, 2018
- April 17th, 2018
- May 15th, 2018
- June 19th, 2018
- July 17th, 2018
- August 21st, 2018
- September 18th, 2018
- October 16th, 2018
- November 20th, 2018
- December 18th, 2018

Annual Meeting:

- January 22th, 2018 7:00 at Fairwood Community United Methodist Church

Board meetings are usually held at **7:00 pm.** at the Sheriff's Office, Albertson's Shopping Center on the third Tuesday of the month. All Homeowners are welcome to attend.