

**Candlewood Ridge – Carriage Wood Homeowners' Association**  
**Minutes of the Meeting**  
**September 18<sup>th</sup>, 2018**

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

**Board Members Present:** Alicia Follette, Catherine George and Carol Nyseth.

**Others Present:** Sam, our Sheriff's Office representative, a Fire Department representative as well as 1 home owner.

This monthly meeting was called to order at 7:00pm at the King County Sheriff's Office – Fairwood Storefront.

**Police Report:** There were: 1 burglary (open garage door), 1 vandalism case, and 2 medical emergencies. Also it was noted that there was a coyote observed in the CR Park. In addition, one H.O. was notified that his case was being parked illegally (on the sidewalk) and he stopped that practice. Vehicles partially or fully parked on the side walk or facing the wrong direction can be ticketed.

**Fire Department Report:** The Fire Department is focusing on earthquake risk and preparedness this month. With a very large earthquake, the ground can shake for as much as 5 minutes. Here are some things that you can do:

**Before an earthquake**

- Check for hazards in the home and office:
  - Make sure shelves are secure and designed with locking doors or raised edges to prevent objects from falling
  - Top-heavy furniture and equipment must be bolted to walls or floor
  - Store breakables and heavy objects on lower shelves
  - Overhead lights, heavy artwork and mirrors need to be anchored
  - Store flammable liquids in flammable liquids storage cabinets
- Identify safe places indoors and outdoors:
  - Under sturdy furniture such as a heavy desk or table
  - Against an inside wall
  - Away from glass that could shatter or heavy bookcases or furniture that could fall over
  - Have disaster supplies on hand or a disaster kit available

**During an earthquake**

- If you are indoors:
  - Stay indoors!
  - DROP, COVER and HOLD ON!
  - Be aware that the electricity may go out and fire alarms and sprinkler systems may activate
  - If you are in bed stay there and cover your head with a pillow
  - If you are in a stadium or theater, stay in your seat or under it
  - If you are in a crowded room, do not run for the exit
  - Do not use elevators, use stairs
  -
- If you are outdoors:
  - Stay outdoors!
  - Move to an open space
  - If you are in a downtown area near a tall building, get inside the building's lobby
  - Greatest danger exists directly outside buildings are exits and along exterior walls
- If you are in a car:
  - Pull to the side of the road as quickly as possible
  - Keep away from overhead hazards such as buildings, utility poles and lines, signs and bridges
  - Stay in the vehicle until the shaking stops

**After an earthquake**

- Check yourself and other around you for injuries
- Evaluate for yourself or wait for instructions from your building coordinator to determine if evacuation is needed
  - If the building seems largely unscathed, stay where you are
  - If there are noticeable cracks in the wall, windows are broken, or you can smell natural gas then proceed with

evacuation protocols

- If you need to evacuate, collect all personal belongings to take with you. Look for persons who are injured, trapped or need help on your way out
- Be prepared for after shocks
- Report that you are out of the building and give information about people who need help (trapped, injured or mobility impaired)
- Turn on a battery-powered or vehicle radio for information if available
- If possible, do not use phone for local calls except emergencies for the first 15 – 30 minutes
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With school starting be aware of rules about schools, school buses, pedestrians and bicyclists

**Approval of Last Month's Minutes:** The last month's minutes could not be approved as only 2 of the three BOD members present had attended last month's meeting.

**Homeowner Concerns:** The H.O. present did not have any issues.

## **Committee Reports:**

### **Common Areas Maintenance Report:**

There was no report this month

### **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 or samples and note which paint is for what part of the house (body, trim, deck, gutters, door, ...).

ACC requests for this month were:

- 1 roof
- 1 shed
- 1 window
- 6 paint requests (includes 2 garage doors and 1 gutter)

### **Complaints Negotiations Report:**

No complaints this month.

### **Treasurer's Report:**

No problems, pretty good.

### **Legal and Insurance Report:**

No report this month.

### **Community Events Committee**

No report this month.

### **Cul-de-Sac Committee**

No report this month.

### **Web Site:**

No report this month.

**Capital Improvement Committee:**

No report this month.

**Nominating Committee**

No report this month but still need two new Board members.

**Old Business:**

The ACC guidelines have not been worked on yet.

**New Business:**

No new business

**We need two volunteers to join the Board as one of our 2017 members was not able to continue and we were down by one already.**

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](mailto:bookkeeper@crcwhoa.org). No one will see your email and we will not give it to anyone.

**Executive session:**

None

Roles for the 2018 HOA Board Members

George McGill	President / Common Areas Chair / Cul-de-sac Chair
Catherine George	Reporting Secretary / ACC Chair / Web Master
Alicia Follette	Complaints / Treasurer
Carol Nyseth	Vice President
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](http://www.crcwhoa.org)

Facebook - Candlewood Ridge/Carriagewood HOA

Email – [president@crcwhoa.org](mailto:president@crcwhoa.org) [info@crcwhoa.org](mailto:info@crcwhoa.org) [architecture@crcwhoa.org](mailto: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](mailto:bookkeeper@crcwhoa.org).

Please visit us on Facebook also.

A motion was made to adjourn the main meeting at 7:37pm.

**Next Board Meetings:**

- October 16<sup>th</sup>, 2018
- November 20<sup>th</sup>, 2018
- December 18<sup>th</sup>, 2018
- January 15<sup>th</sup>, 2019
- February 19<sup>th</sup>, 2019
- March 19<sup>th</sup>, 2019
- April 16<sup>th</sup>, 2019
- May 21<sup>st</sup>, 2019

- June 18<sup>th</sup>, 2019
- July 16<sup>th</sup>, 2019
- August 20<sup>th</sup>, 2019
- September 17<sup>th</sup>, 2019
- October 15<sup>th</sup>, 2019
- November 19<sup>th</sup>, 2019
- December 17<sup>th</sup>, 2019

**Annual Meeting:**

- January 22<sup>th</sup>, 2019      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.