

**Candlewood Ridge – Carriage Wood Homeowners’ Association**  
**Minutes of the Meeting**  
**April 21st, 2020**

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, Ian Ludwig and Randy Vermillion.

**Others Present:** 2 homeowners plus legal and insurance chair

This monthly meeting was called to order at 7:00 pm virtually via WebEx

**Fire Department Report:** The Fire Department Report this month is attached at the end of the minutes

**Police Report:** There was no Police Department Report this month

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

**Homeowner Concerns:** There was a homeowner who was concerned about the color of a house near hers. It will be investigated. There was a question about how the complaint process works. Alicia answered with a summary of the process. (There is a similar summary in the annual meeting presentation which is available on the web.) A question was asked about what to do if one of our parks is being used in violation of the King County rule closing all parks. You may remind the users of the rule. George will look into adding a notice to the park signs.

Please note: DO NOT PARK ON SIDEWALKS. It is always illegal but is even more a problem with people trying to walk using social distancing guidelines.

### **Committee Reports:**

#### **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@crwhoa.org](mailto:commonareas@crwhoa.org) or call 425-738-8611 and leave a message if you notice any trees or branches at either park or any of the Common areas or entrances.
- PSE has replaced the streetlight that was damaged when the large tree came down last month.
- Reminder all dogs must be on leash – this is a King County Law as well as our policy in our HOA. Also PLEASE use the provided Mutt Mitts and pick up after your dogs. Many thanks to you polite Dog Owners that do pick up after your dogs.
- The playgrounds remained closed as per orders from the County. You can still walk and jog but please maintain 6 ft distance. Also, bicyclists when you come up behind a person walking please speak up and say ‘bike on your left’ – I was walking my dog in CR Park the other day and a child came up behind without warning just as my dog changed direction and we almost collided.
- Twice now this month we have had someone dump items into the Wetlands area at CR along 159<sup>th</sup>. The first was a broken vacuum cleaner, the second was a 4-piece sectional and part of a table. This not

only is illegal, but it costs the HOA to get rid of. If you see anyone doing this (including yard waste and branches) please note who it is and let the HOA know, thanks.

- 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, ...). If you want to speed up your notification, be sure that your email address is clearly written.

ACC requests for this month were:

- 5 paint
- 2 driveway replacements
- 2 roof replacements
- 2 landscaping
- 2 fences
- 1 siding

### **Complaints Negotiations Report:**

There was 1 complaint in addition to the paint color. This one was about noise. The police were called and the homeowner was notified about the issue. Please note that the complaints mentioned in the minutes do NOT include complaints generated by the annual walk thru unless specifically noted.

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

The treasurer's report was on track. The proceeds from the aborted sheriff's sale will be in next month's report.

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

One house that has been vacant for 10 years in CR had papers filed for a sheriff's sale. However, the homeowner paid off all outstanding dues, fees and fines recently. (See treasurer's report above.) He has not done any maintenance and the house will need repainting soon so we may have to refile liens as the costs continue. Another house which is not being maintained has had a large deck in the back fall off and is a safety hazard.

### **Community Events Committee**

We need volunteers. The Easter Egg Hunt has been cancelled due to the lack of volunteers and the COVID-19 crisis. The Garage Sale and Summer Event will also be canceled unless someone steps up to help,

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

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

No report this month. They still need to be inspected.

### **Web Site:**

No report this month.

### **Capital Improvement Committee:**

No report this month. The center island plantings at the CR entrance and bushes at the sides of the entrance should be addressed in 2021.

### **Nominating Committee**

We still have an open position on the Board.

### **Old Business:**

George has talked to the lawyer about the revised ACC guidelines and he made some suggestions.

### **New Business:**

We talked about how the virtual meeting worked. Homeowners who want to attend can request the information from George at [president@crcwhoa.org](mailto:president@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). No one will see your email and we will not give it to anyone.

### **Roles for the 2020 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
Open	Community Events Committee Chair
Ian Ludwig	ACC Member/CAM Member
Randy Vermillion	ACC Member
*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.

### **Executive session:**

We held a brief executive session about homeowner maintenance.

A motion was made to adjourn the meeting at 8:00pm.

### **Next Board Meetings:**

- May 19<sup>th</sup>, 2020
- June 16<sup>th</sup>, 2020
- July 21<sup>st</sup>, 2020
- August 18<sup>th</sup>, 2020
- September 15<sup>th</sup>, 2020
- October 20<sup>th</sup>, 2020
- November 17<sup>th</sup>, 2020
- December 15<sup>th</sup>, 2020
- January 19<sup>th</sup>, 2021
- February 16<sup>th</sup>, 2021
- March 16<sup>th</sup>, 2021
- April 20<sup>th</sup>, 2021
- May 19<sup>th</sup>, 2021
- June 15<sup>th</sup>, 2021
- July 20<sup>th</sup>, 2021
- August 17<sup>th</sup>, 2021
- September 21<sup>st</sup>, 2021
- October 19<sup>th</sup>, 2021
- November 16<sup>th</sup>, 2021
- December 21<sup>st</sup>, 2021

### **Annual Meeting:**

- January 26<sup>th</sup>, 2021      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. However, for the duration of the current coronavirus emergency they 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](mailto:president@crcwhoa.org)

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# Homeowners Association Update

## April 2020



### How you can prevent the spread of COVID-19:

Renton RFA crews are fully equipped to safely provide emergency response during the COVID-19 outbreak. Keeping our community safe and healthy has always been a primary focus. We continue to be unwavering in that commitment in the face of COVID-19. We are taking every precaution to ensure that the information we share and the actions we take are in line with best practices, as the virus evolves, and new information emerges. But our missions to limit the exposure of COVID-19 throughout our community rests on more than just our shoulders. We cannot do this alone. It is up to each community member to take proactive actions for themselves too. Each time you follow measures that help prevent catching COVID-19, you are also helping stop spread of the virus to vulnerable populations of our community- which saves lives.

### Take steps to protect yourself:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth** with unwashed hands.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.**
- Avoid close contact** with people who are sick.
- Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- Take care of your emotional help.** Outbreaks can be stressful for adults and children. Children respond differently to stressful situations than adults. Talk with your children about the outbreak, try to stay calm, and reassure them that they are safe.
- Stay in touch with others by phone or email.** If you live alone and become sick during a COVID-19 outbreak, you may need help. If you have a chronic medical condition and live alone, ask family, friends, and health care providers to check on you during an outbreak. Stay in touch with family and friends with chronic medical conditions.

### Help Keep our Fire Crews Safe:

Keeping our firefighters, paramedics and private ambulance personnel healthy is a top priority so we can continue to help the communities we serve. As the outbreak of COVID-19 continues to unfold, it's important we all take steps to protect our first responders who are on the frontlines of treating sick people.

- If you have minor to moderate symptoms consistent with COVID-19 (which include a cough, fever, difficulty breathing or a runny nose) and/or recent travel, consult via telephone with your primary doctor. The Washington State Department of Health Hotline (1-800-525-0127) or the King County Novel Coronavirus Call Center (206-477-3977) is also available to answer questions about next steps to take.
- If your condition worsens and is more severe, call 911 and relay important information regarding your symptoms to the dispatcher.
- While you will likely be asked these questions on the call, be sure to mention if you have any symptoms (cough, fever, difficulty breathing or runny nose), any recent travel, and if you've been in contact with a confirmed COVID-19 patient. Relaying this information is pertinent so responding personnel arrive to the scene with the appropriate Personal Protective Equipment.
- If you are calling 911 for a reason other than COVID-19 (i.e. fall, vehicle collision, etc.), it is still critical to tell dispatchers if you have any symptoms. If you flag down emergency responders on the street – be sure to shout out before they meet you that you may have symptoms.

## Stay Home, Stay Healthy.

A Stay Home, Stay Healthy order was issued on March 23, 2020. Here's what that means for the Renton community.

All community members must stay home for a minimum of two weeks with the exception of:

- Pursuing an essential activity, like shopping for groceries or going to a medical appointment.
- Getting takeout food. (Food deliveries also are permitted).
- Going to work at an [essential business](#).
- Going outside for walks and exercise, **if social distancing of six feet is maintained.**

All non-essential businesses are ordered to close within 48-hours of the order. The following are remaining open:

- Grocery stores
- Pharmacies
- Gas stations
- Food supply chains

**Social gatherings are prohibited. This includes social gatherings inside or outside your home.** All gatherings of people for social, spiritual and recreational purposes are prohibited. This applies to both private and public gatherings which include everything for sleepovers for children to weddings and funerals. These types of events must be postponed for public health and safety.

**Operating a non-essential business 48-hours after the order (which went into effect Monday, 3/24) is also prohibited.** Businesses that can operate while their employees telecommute should continue to do so. Businesses that believe they are essential, or provide essential services or functions, will be able to [request designation](#) as an essential business. Businesses and entities that provide other essential services must implement rules that help facilitate social distancing of at least six feet. You may have noticed that your local grocery store has tape on the floor around their cash registers. These tape lines indicate a standing distance of six feet for patrons waiting in line. Please use these resources to keep yourself safe when you must leave the house.

**First Responders are considered essential and our organization continues to function during this order.** Many of our administrative staff are working from home to adhere to social distancing measures while continuing to ensure the smooth operation of our organization. Our firefighters are taking daily precautions while continuing to be at the ready to help Renton community members in need. We remain ready and able to respond to emergencies that include patients with symptoms or confirmed COVID-19, while simultaneously maintaining the procedures necessary to keep our members and other patients safe who are not symptomatic.

**If you are experiencing a life-threatening emergency and have symptoms of COVID-19 (fever, cough, difficulty breathing), it is imperative for the safety of our firefighters that you let the dispatcher know when calling 9-1-1.** Please do not withhold that information out of fear that we will not respond. We will. Letting us know the full circumstance of your condition helps us prepare and respond appropriately, for your safety and ours. We are all in this together and our primary focus remains keeping our community strong and healthy during this difficult time.

## **Resources:**

During these trying times, getting the right information is critical. However, it can be difficult to know where to go for the right information. Below is a list of local and national organizations that are bringing you accurate, current information daily.

### **Public Health – Seattle & King County**

[www.kingcounty.gov/covid](http://www.kingcounty.gov/covid)

### **King County COVID-19 Call Center**

Open 8 AM to 7 PM PST

(206) 477-3977

### **WA State Department of Health**

[www.doh.wa.gov](http://www.doh.wa.gov)

### **Novel Coronavirus Call Center**

For general questions about COVID-19

Open 6 AM to 10 PM

(800) 525-0127

### **Centers for Disease Control (CDC)**

[www.cdc.gov](http://www.cdc.gov)

(800) 232-4363

### **Washington Relay**

Deaf or hard of hearing customers call 711