

**Candlewood Ridge – Carriage Wood Homeowners’  
Association  
Minutes of the Meeting  
March 16, 2010**

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

**Board Members Present:** Curt Whitaker, John Newcome, Valerie Frazier, Jerry Woolett  
**Others Present:** 11 Homeowners, 2 children under 10, Elmira Utz – Recording Secretary,  
Officer Sam Shirley

This monthly meeting was called to order at 7:09 pm. at the King County Sheriff’s Office –  
Fairwood Storefront.

**Fire Department Report:** Not Present

**Police Report:** Officer Shirley reports it has been pretty quiet in the neighborhood for the  
month of March. Several arrests were made the prior month which may have helped bring the  
crime rate for our area down.

**Approval of Last Month’s Minutes:** A motion was made to approve the February board  
meeting minutes as written. It was seconded and passed. Signing of the minutes took place by  
the board.

**Homeowner Concerns:**

HO reports bridge in CR park needs attention. Board Member says it seems ok on inspection but  
will be reported to the CAM chairperson.

HO says he wants help to petition a special meeting to amend bylaws and remove two board  
members. He asked what percentage is needed of the homeowners to have such a meeting  
called. ¼ of the “Class A members” are needed to call the meeting. At such a meeting, it takes a  
majority of the votes to enact changes to the bylaws (note these are not the CC&R’s)-provided a  
quorum is present.

HO asked President to call the meeting so he would not have to petition such a meeting. The  
President answered he would review his submitted proposal before making a judgment.

HO provided information regarding local property sales.

HO asked about Nomination Committee-did we have one for this year's election-the answer was  
“no”.

HO reports that the trees removed from her yard that had fallen were handled very

professionally.

HO asked if there would be an “emergency change” to the Business Enforcement Policy. The HOA explained that the HOA attorney advises not to enact such a change.

### **Committee Reports:**

#### **Treasurer’s Report:**

1. February 2010 Financial Statement Summary Facts:

\* We have started the year in a normal fashion. Nothing unusual to report.

\* It is recommended that we apply for a HOA debit card which would allow us to pay for utility services like our phone service which requires a debit or credit card. Currently this service is paid by a personal credit card and then reimbursed. Debit, credit and prepaid credit cards were options considered. A credit card requires an individual within the HOA to use their credit to obtain the card and most services with monthly recurring charges won’t accept the prepaid charge card.

#### **ACC Report:**

1. Five ACC requests were submitted since the last meeting. Two were for landscaping projects, one for a roof, one for a fence, and one was for garage doors.

2. Reminder - Our CC&Rs and Rules and Regulations clearly state that exterior projects such as roofs, painting, fencing, decks, driveways, major landscaping and 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. It is recommended that if a response to an ACC request has not been received within two weeks, the homeowner should contact the ACC Chairman via email at [architecture@crwhoa.org](mailto:architecture@crwhoa.org) or by leaving a voice message at 425-738-8611. For emergency type repairs notify the ACC Chairman as indicated above and mention that it is an emergency type situation. Please do not contact the ACC chairman via a home phone number.

3. Please remember we do not accept ACC request forms via email. Please mail them to CR/CW HOA, PO Box 58397, Renton, WA 98058.

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

1. Reminder to all Homeowners – It is your 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.

2: We continue to have branches fall onto the paths at CR Park. Please contact CAM 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.

3: Picked up replacement signs from sign shop – need to mount. (Park-private property)

4: Regarding the center island at CR Entrance, where car ran up and damaged tree and hit light: Person who hit the tree and pole has contacted us and we are working up a quote to give her insurance co.

5: CAM chair ordered the work done by the tree service for dangerous trees in both Parks. Work was completed 3/8/2010. He has given us a list of cat.#2 trees to keep a watch on (these were ones that are OK now but may be dying – no danger of hitting HO's property).

6: Please keep a watch for suspicious Activity and call 911 – we have a case number to report any after hour or unruly activity in the Parks #09-179682.

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.

### **Complaints Negotiations Report:**

1. There are currently 13 open active complaints
  1. 5 are in the fines stage
  2. 5 have received their 1st non-compliance letter
  3. 2 have received their 2nd certified non-compliance letters
  4. 1 has received the 3rd and final certified non-compliance letters, meaning fines are eminent.
  5. Four of the above have been turned over to our attorney
2. Two non-compliance issues were closed since the last meeting.
3. Two appeal hearings were conducted since the last meeting

Reminder:

All complaints must be submitted in writing and signed by the author. We do not typically react to anonymous complaints submitted by letter, email or phone. We also want to remind everyone that neither the Board of Directors nor the complaint committee patrols the neighborhood looking for violations. We are all volunteers and we don't have the resources to hire someone to do it for us. We only react to the written signed complaints of homeowners. Therefore just because a violation has not been detected or reported for a long period of time, does not mean it is no longer a violation.

### **Capital Improvement Committee:**

Let us know of any other suggestions for Capital Improvements.

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

Nothing new at this time to report.

### **Rental Home / Change of Address Committee**

#### Changes of Address and Rentals

- Reminder – When HOA correspondence needs to be delivered to an address other than the HOA street address, your HOA needs to be notified in writing of the correct address to send the correspondence. This applies to absentee homeowners who are renting or leasing their homes, homes that are vacant, and homeowners who choose to receive their correspondence at a PO Box or alternate address. In addition homeowners who are renting or leasing are required to comply the provisions of the Leasing/Rental of Homes/Tenants Rules and Regulations.

#### **Old Business:**

Webmaster: Our current webmaster plans on moving from our neighborhood in the near future, therefore we are in need of someone take over this function. The person should be familiar with maintaining Google websites. Please contact us if you are interested in this volunteer position.

#### **New Business:**

Welcome Packets: Two welcome packets were delivered to a new homeowner since the last meeting.

**Welcoming Committee** – If you are new to the neighborhood and would like an HOA information packet, call the HOA phone number at 425-738-8611 and leave a voice message or send an email request to [info@crcwhoa.org](mailto:info@crcwhoa.org).

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

Web – [www.crcwhoa.org](http://www.crcwhoa.org)

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

A motion was made to adjourn the meeting at 8:45 pm.

#### **Next Board Meetings:**

- April 20<sup>th</sup>
- May 18<sup>th</sup>
- June 15th

Meetings are usually held at **7:00 pm.** at the Sheriff's Office, Albertson's Shopping Center. All Homeowners are welcome to attend.

### **Candlewood Ridge / Carriage Wood Announcements & Reminders**

**\*ACC Requests** - The HOA CC&Rs and Rules and Regulations documents clearly state that exterior projects such as roofs, painting, fencing, decks and 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. It is recommended that if a response to an ACC request has not been received within two weeks, the homeowner contact the ACC Chairperson via email at [architecture@crcwhoa.org](mailto:architecture@crcwhoa.org) or by leaving a voice message at 425-227-4227. ACC request forms can be found in the Fairwood Flyer or on the HOA website at [www.crcwhoa.org](http://www.crcwhoa.org). *Please do not contact the ACC Chairperson via a home phone number.*

**\*Carriage Wood and Candlewood Ridge Parks** – A policy has been established to maximum safety, minimize liability and maintenance costs, while allowing homeowners of the association to enjoy our parks. Rules to accomplish this include:

- Park hours: 9:00 am until dusk
- No smoking, alcohol, drugs, loud music, golf, motorized vehicles or fireworks are allowed
- Animals must be leashed and owners are responsible for cleaning up after their animals

Please report suspicious activity in the parks by calling 911. Reference case number 09-179682 when calling.

**\*HOA Website** - Visit the CR/CW HOA website at [www.crcwhoa.org](http://www.crcwhoa.org) to read messages on our Bulletin Board, monthly meeting Minutes, Rules and Regulations documents and much more!

**\*Trash and Recycle Receptacles** – A friendly reminder to homeowners that Garbage Cans, Recycle and Yard Waste Receptacles are to be properly stored behind a fence or inside the garage where they are not visible from the street.