

Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Meeting
November 16th, 2010

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

Board Members Present: Curt Whitaker, Jerry Woolett, Sondra Woolett, George McGill, John Utz

Others Present: 9 Homeowners, Elmira Utz – Recording Secretary

This monthly meeting was called to order at 7:05 pm. at the King County Sheriff’s Office – Fairwood Storefront.

Fire Department Report: Not Present

Police Report: Not Present

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

Homeowner Concerns:

None presented

Committee Reports:

Treasurer’s Report:

1. End of October 2010 Financial Statement Summary:
 - No significant changes from the last reporting period. With the exception of legal fees all expenses are below or near the amount budgeted.
 - Currently we have 4 cases that our attorney is actively pursuing.
2. Twenty hours of random sheriff’s patrols were provided to the community during the month of October. It is time to renew our memorandum of understanding for the sheriff’s patrols. I recommend we approve the renewal of the MOU for 2011.
3. A draft 2011 budget has been submitted to the Board for review and comment. Two options were provided, one without an assessment increase and one with a 3% increase. No increase in assessments was imposed last year, but cost of most services have been and continue to increase. The proposed increase would result in a \$4/year increase per home and provide an additional \$3400/year of potential income. This translates to a monthly cost of slightly less than \$12/month/home. Therefore adoption of the 2011 budget with the 3% increase is recommended.
4. As of 8 Nov we have approximately 57 delinquencies. Twenty-two were delinquent by one quarter.
5. Periodically we get requests from homeowners asking us to waive the \$200 lien fee they have incurred for not paying their assessments for at least three quarters. The lien fee just covers the lien and subsequent satisfaction filing fees of \$62 for each, plus the costs to process, notarize and delivery the of the documents for recording. Under normal circumstances, once the lien has been filed, the lien fee

will not be waived. Homeowners experiencing financial difficulties are encouraged to contact us before liens are filed, to try to work out alternative arrangements for paying their dues.

6. The president has certified the amendments approved at the special members meeting of November 2, 2010. The certification document along with a draft of the restated Bylaws has been submitted to the HOA's attorney for review and submittal for recording with the county. These actions will incur attorney and recording fees.

Suggestion from Homeowner that the board advise homeowners to contact the board if they are having trouble paying their dues before liens are put on property. The answer is that 3 statements and letters are sent to homeowners who are delinquent on their dues and they are encouraged to contact the HOA board in that process.

Homeowner question about the budget-It shows that 10k a month is spent but shows less than 20k for rest of months. Treasurer directed attention to the operating budget which shows 22k actually in account.

Suggested change from Common Areas Officer to MOU for sheriff patrols, including stricter reporting on monthly sheet/record of patrols and more input on areas and times of patrols. Common areas to oversee patrols.

Neighborhood Watch programs are encouraged.

ACC Report:

Five ACC requests were submitted since the last meeting. Two for landscaping, one miscellaneous, and two for windows.

1. One reminder/warning letter was sent to a homeowner who started a major project without submitting an ACC request and getting approval prior to commencing the project.
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 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. A notebook with samples of colors that provide a range of colors that meet HOA guidelines for repainting homes is available and will be provided upon request. Please contact the ACC chairman as indicated above if you would like to see it.
4. 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 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.
1. We continue to have branches and trees fall onto the paths at CR Park. Please contact commonareas@crcwhoa.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. At CR Park we had 2 trees fall onto the path Canber cut them up and put them into the woods. Also, near the bus stop on SE 179th we had 2 large branches fall which Canber also removed. At CW along SE 183rd where the plum trees are we had two cottonwood trees fall onto one of the plum trees. I was notified on Fri. and on Sun. I went and cut them up into 4 ft sections and tossed them into the woods.
1. Cedar River W & S contacted me about a tree in one of the CR cul de sacs. Seems one of the Douglas Firs roots had got into the water main and they needed it removed. They were willing to do like we did last year – we take the tree down and they will pull the stump and roots at no cost to us. They needed it done ASAP so I contacted Canber and they cut it down and CRW&S will be out this week to pull the stump and repair their main. I wrote a letter explaining what was going to happen and put one on each HO’s door – one HO contacted me with a request to remove all of the trees (there are 3 remaining) and stumps and roots as they are busting up the pavement and make it very hard to see small kids playing and riding bikes when cars enter the cul-de-sac.

I told him I would get a quote and ask the Board if the HOA could help with the cost. Quote from Davey Tree service is \$1435 plus tax.

1. Our maintenance contract with Canber expires this year – I meet with Bryan from Canber and we walked all of CR and CW to review what is being done, what new needs to be done and the frequency of each. We have added the area by the retention pond fence in CW, and increased the frequency of a couple other spots. Bryan has always been very responsive when we have called and they have done a very good job for the last 3 years. They have sent me the new quote which is only a 5% increase from the last one 3 years ago- \$1615.00 monthly for a yearly total of \$19,380. Any extra work such as tree or branch removal will be \$45 per hour if they need to make a special trip – if we can wait until our regular service day and it is minor there is no extra charge. This rate is still lower than the 2 other bids we received 3 years ago (one was \$33,000 the other was \$29,000) I recommend we accept their bid.
1. I met with Jay from Davey Tree Co. on Nov.10th about working up a quote for the pruning/trimming of the very overgrown Maples in CR. His quote for the entrance – 26 large Maples Spec 1 pruning and elevate canopy to 20 ft where they overhang the street, hauling away all trimmings and debris - \$4,080 plus tax. Quote for the area along 159th Ave SE and SE 179th , by the newer CR Park – 15 Maples, 4 Willows and 4 Alder trees – Spec 1 pruning to 20 ft over the street and 8-10 ft over sidewalks, clear street light, remove all dead growth, haul away all trimming and debris - \$3520 plus tax.

This comes out to about \$150 per tree. Davey is the co. that did the tree removal in CW Park last year and did terrific work and left the area very clean. They will have an arborist there to be sure none of the trees will be damaged. He recommends this being done before March when new growth starts. I recommend that we accept this quote.

2. 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
 - a. 6 are in the fines stage
 - b. 5 have received their 1st non-compliance letters
 - c. 1 has received a 2nd certified non-compliance letter
 - d. 1 has received a final certified non-compliance letter.
 - e. Two of our active complaints have been turned over to our attorney. Both are also delinquent in paying their dues.
2. Seven non-compliance issues were closed since the last meeting.
3. Reminder: Typically we do not investigate and send out non-compliance letters in response to anonymous complaints. We expect complaints to be signed, and an address and phone # to be provided so additional information, if needed, can be requested.

Capital Improvement Committee:

Please contact the board if you have any ideas for Capital Improvements.

Legal and Insurance Report:

Received check for settlement from insurance company for the costs associated with the Lowery lawsuit.

HO question about rocks around playgrounds. No problem with rocks around parks, as per insurance representative, as per chair.

Nominating committee is looking for volunteers. Please contact president@crcwhoa.org if interested in participating and the committee will contact you. At the annual meeting 3 board member's terms will expire. 1 will be running for another term, two will not. Suggested that committee schedule a meet and greet to meet with candidates. King County volunteer offered store front as a location for the meeting.

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:

Special meeting results are being adopted for changes to HOA documents and is in process.

New Business:

Motion to accept new 3 year Canbur contract for 19, 380.00 per year. Motion Passed.
Motion to accept bids for Davey Trees to clean up overgrown maples, willows and alder trees in Candlewood Ridge. Motion Passed
Motion to adopt Annual Budget for presentation. Passed.
MOU for Sheriff patrols to be reviewed by George McGill and Jerry Woolett.
Annual Meeting is established as January 25th 2011.

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.

One welcome packet was delivered since last meeting.

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

Web – www.crcwhoa.org

Email – info@crcwhoa.org

A motion was made to adjourn the meeting at 8:15 pm.

Next Board Meetings:

- December 21st
- January 18th
- Annual Meeting January 25th Fairwood United Methodist 7:00 pm

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

All Homeowners are welcome to attend.

1. **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 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. *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 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.

***Webmaster:** Our last webmaster has moved from our neighborhood, therefore we are in need of someone take over this function. The person should be familiar with maintaining Google websites and email accounts. Please contact us if you are interested in this volunteer position.