

Candlewood Ridge – Carriage Wood Homeowners' Association
Minutes of the Meeting
January 18, 2011

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, Valerie Frazier- acting as interim recording secretary, John Newcome
Others Present: 12 Homeowners, Shena Kelly Bookkeeper

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

Fire Department Report: Not present.

Police Report: Not present-report provided shows 19 traffic stops, 17 parking, and 3 abandoned vehicles in our neighborhoods.

Approval of Last Month's Minutes: A motion was made to approve the December 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:

End of Year 2010 Financial Statement Summary:

- We ended the year in good financial shape.
 - There was CAM related work performed in late December that wasn't billed in December so it doesn't show up as an expense. We also received some 2011 dues payments in December which is reflected as 2010 income.
 - We remained below or near budget on most line items. However we had significant overages in legal expenses and office supplies. Postage also shows an overage, but we have a good supply of stamps on hand to begin 2011.
2. We ended the year with 42 delinquent accounts. It is recommended that 4 super delinquent accounts be turned over to our attorney.
 3. Twenty-five accounts have liens filed against them.
 4. We have one home in an active Chapter 13 bankruptcy. Our claim data has been submitted to the court.
 5. We have been made aware of about 12 foreclosures within the HOA. Several of these homes are vacant.
 6. An Audit of our 2010 finances is well underway. We are hoping to have it completed by the annual meeting.

7. Twenty hours of random sheriff's patrols were provided to the community during the month of December 2010.

HO question was raised regarding a discount on paying annual fees. Discussion was short and resolved.

Shena Kelly, the HOA bookkeeper was present to answer questions. She reports that the transition to new accounting software is complete and working well.

ACC Report:

Four ACC requests were submitted since the last meeting. One for fencing, one for a satellite antenna, and two for roofs.

1. 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.
2. 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.
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 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.
2. We continue to have branches and trees fall onto the paths at CR Park. Please contact me at 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. Davey Tree Service finished work at CR this month. They pruned the trees at the CR entrance and along 159th Ave SE.
4. We were contacted by a HO whose house borders CW Park about a tree that was leaning very bad toward their house. Davey tree service examined it and we had them cut it down, as it was on our property.
5. A new Memorandum of Understanding between the HOA and King County Sheriff's office was OK'd and signed by both parties last month. 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.

6. 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.

Complaints Negotiations Report:

1. There are currently 10 open active complaints
 - a. 6 are in the fines stage
 - b. 3 have received a 2nd certified non-compliance letter
 - c. 1 has received a final certified non-compliance letter.
2. Two have been turned over to attorney
3. Three non-compliance issues were closed since the last meeting.
4. 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:

Nominating committee for 2010 elections needed to be set for 2012 elections and must consist of one board member and two non board members. Committee needs to be in place before the annual meeting on 1/25/2011.

Nominations were made:

Norm Roth, Caesar Hernandez, Alan Ludwig, Alicia Follette. Curt Whitaker will be the Chairman of the Nominating Committee. George McGill will also be on the committee.

Discussion continued. Motion was made to form committee. There was one vote against-motion passed.

The HOA board needs to review the alignment terms in order to get us back to a 2-2-3 rotation instead of three paces available this year and three the next year. It will need to be fixed next year-2013.

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:

One super delinquent account is still outstanding. A discussion was had about a contempt of court filing in order to remove all the junk from the property. A motion was made to allow our attorney to initiate a contempt of court action. Motion was seconded and passed.

New Business:

Items were discussed for the Annual 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.

Three welcome packets were 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:

- January 18th
- Annual Meeting January 25th Fairwood United Methodist 7:00 pm
- February 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 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.