

Candlewood Ridge – Carriage Wood Homeowners' Association
Minutes of the Meeting
February 15, 2011

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

Board Members Present: Curt Whitaker, George McGill, Donald Nelson, Valerie Frazier- acting as interim recording secretary, and Susanne Salcido

Others Present: 9 Homeowners

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. In his written report Deputy Sam Shirley indicated the following during the month of January:

17 Traffic Contacts - speeding and running stop signs warnings given, plate numbers taken

22 Parking contacts - notices put on windshields, plate numbers taken

3 Abandoned vehicles

4 After hours parks contacts - warnings given, names taken

1 Noise complaint

Also in our area: 1 House Burglary and 1 reported case of mail theft (from mailbox)

Homeowner Concerns:

A letter from a homeowner with concerns about home paint color choices allowed by the ACC and perceived lack of communication from the Board was discussed. Valerie Frazier agreed to investigate the specific color complaint and respond to the homeowner.

The issue of communication between the Board and homeowners was discussed at some length. Many ideas to improve communications were suggested such as creating a Frequently Asked Questions (FAQ) section to the minutes and website, sending out newsletters, and creating a bookmark/magnet with HOA contact information to encourage greater use of our website. It was suggested that a committee be formed to consider the effectiveness and costs of the many ideas discussed which would report back to the Board. Susanne Salcido agreed to chair the committee.

As a result of the communication discussion the need to find a webmaster and develop ways to make maintaining the website easier were also discussed. Jerry Woolett indicated he would temporarily remain as the webmaster until the issues were resolved.

Committee Reports:

Treasurer's Report:

1. January 2011 Financial Statement Summary:
 - We are currently in good financial shape.

2. Four super delinquent accounts were turned over to our attorney. One has already paid in full.
3. The Audit of our 2010 finances is nearly complete.
4. Twenty hours of random sheriff's patrols were provided to the community during the month of January 2011.
5. I recommend a motion be made to immediately transfer \$6505 from our operating account to our capital reserve account and \$1000 from our operating account to our legal reserve account. I recommend an additional \$6500 be transferred to capital reserve account and \$1000 be transferred to the legal reserve fund in July to complete the transfers required by our ratified 2011 budget.
6. The new treasurer and other designated check signers need to arrange to meet at Bank of America to sign the authorized signature Sheet. A copy of the signed minutes from the annual meeting must be provided to verify signers are directors/officers of the Association.
7. One super delinquent account/home in foreclosure was sold at auction. We are now working with the new owners to clear up the account. We have the option of taking legal action against the former owners for delinquent dues that we can't collect from the new owners and fines that have been accruing for non-compliance items. Hopefully the new owners will correct the non-compliance items. We don't know how to contact the former owners. Based on these facts coupled with the attorney costs to pursue, it is recommended we write off the remaining delinquencies. There was general agreement that this was a reasonable approach.

A motion was made to transfer \$6505 from our operating account to our capital reserve account and \$1000 from our operating account to our legal reserve account. The motion was seconded and passed.

There followed a short discussion on how the amount of the reserve accounts were established. It was pointed out that the amount set aside for the capital reserve fund was established based on a capital reserve analysis performed several years ago. The amounts set aside for the legal and general fund reserves were established based on Board judgments.

ACC Report:

1. Five ACC requests were submitted since the last meeting. Three for fencing, one for windows, and one for a front door.
2. We recently responded to a roofing contractor's inquiry concerning HOA roofing guidelines, apparently on behalf of a homeowner. We get these kinds of inquiries periodically.
3. We suggest that if you are planning any outside projects such as painting, roofing or fencing for the upcoming spring and summer months, please start planning now and submitting ACC requests as soon as possible so that we can have those approved and ready to go for you when needed. The ACC approval is good for 180 days in order to complete your work

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@crewhoa.org or call 425-738-8611 #80 and leave a message if you notice any trees or branches at either park or any of the Common areas or entrances.
- At last month's meeting a HO from CW asked us about damage from a tree branch that she thought might be on HOA Common Area. Her house backs up to Lake Youngs and that is not our property – it is owned by the City of Seattle.
- 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. We have cut back patrol hrs for the next few months to 16 hrs / month so that we can have more hours in Spring and Summer.
- 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. 5 are in the fines stage
 - b. 3 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.
2. Three have been turned over to legal and our attorney. One of the three has contacted us and has indicated a desire to work out a solution, however the property has subsequently gone into foreclosure.
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:

No Report

Old Business:

There was a brief discussion concerning the nominating committee. Curt Whitaker affirmed that as chairman of the committee he would get the committee together soon to establish how it would function. There was a question raised about the composition of the membership of the committee. The corresponding provision of the HOA's Bylaws was read which states: "The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association."

New Business:

After some discussion a motion was made, seconded and unanimously approved assigning officer and committee chairman as follows:

President:	Curt Whitaker
Vice President:	Valerie Frazier
Treasurer:	Don Nelson
Recording Secretary:	Elmira Utz
ACC Chairman:	Valerie Frazier
CAM Chairman:	George McGill
Complaints Chairman:	Susanne Salcido
Legal & Insurance:	John Utz
Member at Large:	John Newcome

There was a discussion about the Easter Egg Hunt and summer picnic/event. It was pointed out that \$1500 has been budgeted for these events with \$500 targeted toward the Easter egg hunt which occurs on the Saturday (April 23rd this year) before Easter and the remaining \$1000 targeted toward the summer event. The group that sponsored the Easter Egg Hunt last year has agreed to do it again this year. Susanne Salcido agreed to chair a committee to discuss ideas for a summer event. George McGill volunteered to assist her. Anyone interested in working on the committee may contact Susanne at lsbsalcido@msn.com

It was also noted that the Association does not always receive notice of when homes are sold and new residents move in. It was recommended that if homeowners see someone moving in or out that they let the Board know so appropriate inquiries can be made and welcome packets when appropriate can be delivered.

Welcoming Committee:

Two welcome packets were delivered since last meeting. A new committee chairman needs to be found.

A motion was made to adjourn the meeting at 8:51 pm.

Next Board Meetings and Upcoming Events:

- March 15th
- April 19th
- April 23rd HOA Easter Egg Hunt 11:00 a.m. at CW park for children 12 & under

Board 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**

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

Web – www.crewhoa.org

Email – info@crewhoa.org

***Rental Home / Change of Address**

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.

***ACC Requests –**

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@crewhoa.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.

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.

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

***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.

***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! 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.

***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.

***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.