

1. **Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Meeting
July 19th, 2011**

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

Board Members Present: Curt Whitaker, Sue Salcido, George McGill, John Utz, Don Nelson,

Others Present: 9 Homeowners, Elmira Utz Recording Secretary

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

Fire Department Report: Officer Hall of Fire District 40 present. Officer Hall reports that there was a three story apartment fire off of Sunset Way-no one was hurt. Early in June there was a “spontaneous combustion” fire in our area resulting from chemically soaked rags heating up in a closed container. The fire burned the fence and spread to two house attics. Be sure to put chemically soaked rags, such as those used for staining decks, into water as they will heat up rapidly if placed in a closed container. Why did three districts respond to the fire? Local services for fire, police and medical services cross over zones to provide support and resources. Note that initial response to the fire was delayed because the caller gave the wrong address. If possible, use a land line rather than a cell or digital phone when calling 911 in order to activate enhanced 911 services which can pull an accurate address. If in doubt about the address and on a cell phone give accurate intersections or neighboring address if possible.

Reminder: do not leave pets and children in cars during Summer.

Police Report: Officer Sam Shirley of the King County Sherriff’s Department present. 211 calls were received in Fairwood. 11 were specifically from our community. Burglaries are slightly up but a recent arrest may take care of the issue. Be aware that any knock at your door should be answered-even if it is just done verbally. Thieves often will ring the doorbell or knock first before entering in order to determine if anyone is home. If someone suspicious comes to your door don’t hesitate to report it to police and get a license plate number if it is safe to do so. The 4th of July was busy as per usual but without any reported injuries or fires. Warnings were made regarding clean up.

June Stats:

14 Traffic Contacts

17 Parking Contacts

0 After hours contacts in the park

1 Neighbor Complaint

3 Park Noise Complaints

Approval of Last Month’s Minutes: A motion was made to approve the June board meeting minutes. Signing of the minutes took place by the board.

Homeowner Concerns:

Homeowner reports their request for their shed re-build was disapproved and they want to know why since the same design was approved last year. ACC chairperson out but the matter will be reviewed.

Homeowner received letter regarding weeds in the yard and expressed dismay because no one talked to her about the problem before reporting it to the HOA. The Homeowner feels the complaint is unfair in light of other issues in the neighborhood and because the Homeowner does not complain about other neighbors and seeks friendly relations. The president offered that the HOA can review the specifics of the complaint's validity.

Homeowner reports that water leaks occurred in a cul de sac as a result of road/utility work. Homeowner met with King County to get repairs done.

Homeowner inquired regarding a suggested "in use" fee for RV parking during the Summer months. The idea has not had any progress but will be added to next month's agenda.

Homeowner provided a verbal notice of a formal complaint regarding the consistent disturbance in the newest Candlewood Ridge playground at the corner of 178th and 158th. The Homeowner feels that the park should be removed as its presence constitutes a significant disruption to his home and the park was not there when he purchased the property. It was stated by the CAM chair that the Homeowner never commented during the comment period provided prior to the playground's installation/purchase; the Homeowner has been the only complainant regarding the park and the needs of the entire HOA would need to be considered before any action; there have been continued efforts by the HOA board to curtail night use of the park by teenagers. The efforts of the HOA board to bring the park issues under control were acknowledged by the Homeowner but the Homeowner feels the board has been unsuccessful and the current situation is not tolerable.

Committee Reports:

Treasurer's Report:

Monthly income is on track for the year. Expenses all tracking as per the budget with the exception of the legal fees. 14 Homeowners are delinquent on their dues at this time.

Dues questions? Homeowner asked if an invoice is sent. Treasurer answered that invoices are sent quarterly. If you are not receiving your invoice please contact bookkeeper@crcw.org Can the HOA set up a PayPal account so Homeowners's can pay online? Treasurer will research the question and report back.

ACC Report:

Not Present report presented by President.

Roofs - Approved 2 and Have Disapproved 2

Sheds - Disapproved 1 Due to Size
Front Porch Replacement - 1
House Painting - 6
Landscaping - 1
Fence Replacement - 1
Gutter Replacement-1

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:

- 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 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.
- Regarding conversation at last month’s meeting about having sprinklers come on at night – met with Bryan from Camber, he says it is possible but he does not recommend it. Several years ago they had them come on at night and several of them were purposely broken off. I asked him what the average cost to replace one head is and he said about \$130 plus the cost of the water lost. He did say there is electricity there though because the clock runs on electricity, so I intend on contacting PSE to see what options we have on maybe adding lights.
- We received a complaint from a Homeowner about the maintenance at the 2nd and 3rd CW entrances. Curt and I met with the Homeowner so he could show us the problems and then I met with Camber to discuss them as well as some other items. Please note that Homeowners should not contact the landscaping company directly with complaints as they can only work directly with the board.
- Most of the Common areas need barking so I have asked Camber for a quote.
- Vandalism at CW Park – some kids got a hold of some paint and smeared it all over the Big Toy, one of the tables and the Garbage Can lid. I have a quote from Camber to clean it off.

HO suggests we obtain a new landscaping company that will better honor the contract with the HOA on maintenance.

HO reports that there are blackberries on a property adjacent to Carriagewood's opening. HO suggests contacting King County at 206-296 800 (KC- ROADS) to report the problem.

- Reminder all dogs must be on leash – this is a King County Law as well as our policy in our HOA Parks.
- 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 increased patrol hours to 32 hrs. / month because school is out and the better weather.
- 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:

Received 1 complaint involving numerous properties-most problems were resolved within thirty days.

5 Fine Stage with Attorney

2 Second Letters

8 First Letters

3 Pending

Closed 6 complaints in the past month.

Discussion of RV parking rules: A “day” is defined as an observance of the vehicle being parked that day. “72 hours” includes an observance of the vehicle being parked on each of three days. “72 hours” does not reset unless the RV is moved for at least a 24 hour period. The “quarter” starts from the first violation letter of a mis-parked RV for that specific HO and includes the 90 day period from that date. No more than 14 days parking are allowed per quarter.

Capital Improvement Committee:

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

Legal and Insurance Report:

Foreclosures continue in our area.

Nominating Committee

Nominating Committee met Tuesday previous to July's board meeting. Letter was drafted to go out at the Summer event w/Job descriptions of board members. No summer event is in place for lack of volunteers. Website placement is suggested. Secretary will ask flyer to include the letter in the first section of our meeting minutes.

Follow up on bylaws change. Answer will be verified with the attorney that it can happen at Annual Meeting.

Homeowner expressed disappointment that the letter will not be sent. The President answered that the letter will be sent out in October. The proposed mailing for this Summer was tabled for various reasons other than just cost-the hope was to have it personally delivered during the Summer event that will not happen. There was also concern that mailing it too soon would be inefficient since the meet and greet is not until November. Also, a Homeowner offered to hand deliver the letters and this may still occur.

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:

Summer event cancelled if no volunteer comes forward. If you are interested in volunteering please contact the HOA board at info@crwhoa.org or 425-738-8611.

Website options: It has been determined that it is fiscally disadvantageous to make a change to our hosting this year. There is a need to improve communication between committees so a change is needed. President wants to continue looking for a better option, including using a property management option. For now the board will continue to use the systems we have in place.

New Business:

If you are a new Homeowner and have not received a welcome packet please contact the board.

Motion to spend up to \$1000 from the Capital Reserves Fund to replace the timer on the

sprinkler systems for Candlewood Ridge. Motion Passed.

Meeting Adjourned at 8:45

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.

Homeowner asked if we send welcome packets to renters. Answer is yes we do, if we are notified of the change. Please feel free to notify the HOA if you notice a move happening in your area.

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 8:35 pm.

Next Board Meetings:

- August 15th, 2011
- September 20th, 2011
- October 18th, 2011

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.crewhoa.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.