

1. **Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Meeting
September 20th, 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, Valerie Frasier, John Newcomb

Others Present: 1 Homeowner, 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: Not Present

Police Report:

August Stats:

209 recorded cases- 2 in our neighborhood. One involving fraud over the phone and the other was prowling in a back yard shed.

24 Traffic Contacts

29 Parking Contacts

1 After hours contacts in the park

1 Neighbor Complaint

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

Homeowner Concerns:

None presented

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. The estimate is that the HOA will be 25K over budget on legal fees over the year due to long standing troubled accounts. The HOA should be between 5-10K ahead of projected revenue. The optimistic assessment is that only 5k or so from reserves will be needed to cover the total overage.

Motion to turn off water early to further save on utilities. Motion Passed.

Because of the ongoing need for increased legal fees because of ongoing very troubled accounts the recommendation is to increase dues by 3%. It is noted that no dues increase was scheduled for 2011 and that as an HOA we have very modest fees compared to other HOA communities.

Motion to increase dues by 3% beginning in 2012. Motion Passed.

Next month the treasurer will bring a draft of the proposed 2012 budget. Bank of America is changing their fee structure in a way that could be detrimental to our accounting budget. The treasurer will meet with them to see what can be done.

ACC Report:

ACC requests for the month:

- 12 Paint
- 2 Decks
- 1 Tree
- 1 Siding
- 3 Roofs
- 1 Shed
- 1 Mailbox
- 1 Fence
- 1 Garage Door
- 1 Window
- 1 Front Door

Received request from Homeowner for mailbox standard. ACC chair will research options to consider.

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@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.
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.
- We had the common areas that needed barking done at a cost of \$1475. We also had the retention pond at CR weeded and barked at a cost of \$535.
- Canber had to replace one sprinkler head at a cost of \$91.00
- CRWS has started replacing 2 sewer mains on 159th Ave SE, by the Fairwood /CR border. They think it will take 7-10 days to complete. I have the contact info for the contractor doing the work if any HO's have questions.
- 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:

Reminder to all homeowners: All complaints must be signed and mailed in. They cannot be accepted via e-mail.

- 3 New Complaints
- 4 Closed
- 5 in the Fine Stage
- 10 complaints beyond the first letter/unclosed

Capital Improvement Committee:

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

Legal and Insurance Report:

Legal activities have tapered off but there are still costs due to ongoing troubled accounts/properties.

Nominating Committee

No meeting was held in past month.

A Meet and Greet is scheduled for November 1st. The HOA would like to send the letter out soon and will use the help of a homeowner volunteer. The committee chair will follow up.

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:

Reminder that Fairwood Greens is having an Emergency Preparedness meeting at 7 pm at the Fairwood Greens Country Club.

New Business:

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

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:

- October 18th, 2011

- November 15th, 2011
- December 20th, 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.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.