

1. **Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Meeting
December 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, John Utz, Don Nelson, George McGill, John Newcomb

Others Present: 7 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: Brian Mcgee present and reports there were a variety of calls over the month including: one car roll over, powdery white substance received in the mail, and a small fire in a sign. Fire calls from homeowners cleaning fireplaces are very common. Be sure to always put cinders into a metal container with a lid and not near combustibles or decks or siding. Cinders can remain flammable for many days.

Police Report:

Officer Sam Shirley reports 3 burglaries in our neighborhood. They have suspect info on the last two incidents and are conducting an investigation. Always respond to any knock at your door, do not open the door if it is someone you don’t know, but be sure to verbally answer. These burglaries follow the same pattern as other thefts in our area in that the suspects generally ring the doorbell or knock on the door first before attempting to break in. Letting them know someone is home will deter them from targeting your home.

A felon was taken into custody on 179th. They were arrested for possession of guns. Police confiscated a small cache of weapons.

Approval of Last Month’s Minutes: A motion was made to approve the table the signing of the November board meeting minutes until the January meeting.

Homeowner Concerns:

Outside building question-What are the requirements? Answer-It is best to submit your plan to ACC for approval. Also, contact King County as they have the county requirements.

Homeowner points out that the sign was not out to remind residents of the meeting tonight. The homeowner has received the same complaint about their property as in the past and feels that someone in the neighborhood is unfairly targeting them. The President offered to meet with the homeowner personally to review the complaint. The complaints chair reports that the complaint file in question has already been closed and that the home owner is not in violation. Chairman explained that the process of the Board is reactive, meaning that complaints come from homeowners in the community and are followed up on by the board, not generated by the board. The President asked the Homeowner to please contact the Board should the same complaint come up again so it can be

personally reviewed.

Committee Reports:

Treasurer's Report:

Good shape for the year's end-projected final report submitted to board members. 2011 dues were received early because of the billing move resulting in a one year surplus. Motion to transfer \$7500 from General fund to Capital reserves fund (\$6500) and Legal fund (\$1000). Passed.

ACC Report:

Not present

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@crcwhoa.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@crcwhoa.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.
- Because of the great amount of leaves in Candlewood Ridge at the entrance and along 159th, I asked Canber to spend some extra time and pick them up. They did last week and even cleared the street and drains of all the fallen leaves.
- Reminder all dogs must be on leash – this is a King County Law as well as our policy in our HOA Parks.
- After we had the weeding and barking done at the Retention Pond at CR, Div.3 along SE 176th It was noticed that the grass was very tall alongside the chain link fence on the East side. After sending a yard maintenance letter to the Homeowner on that side, he asked us where the property line was – we discovered that King County put the fence up about 10 ft inside the property line. The Homeowner said that he will maintain from now on, we thanked the Homeowner for his prompt reply and cooperation.
- 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 decreased patrol hours to 16 hrs / month because of the time of year and this will let us increase the hours in the 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 clean

Complaints Negotiations Report:

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

- 1 New Complaint
- 5 Resolved
- 11 Active
- 7 Fine Stage
- 1 Pending Board decision
- 2 First Letter
- 1 Third and Final notice sent, expect to go to Fine Stage

Discussion was had regarding engaging longstanding violations with more than a third letter. The concern is that these accounts go dormant and continue to accrue fines and perhaps more can be done to resolve these accounts.

Capital Improvement Committee:

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

Legal and Insurance Report:

Homeowner with troubled account has worked to remediate the yard complaint.

Nominating Committee

Nothing new to report

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:

Park Security-CR/CW HOA is in discussion with Fairwood Greens HOA to utilize their Securitas patrols for the short block between the Greens border and the Candlewood Ridge Park.

New Business:

Animal R&R's-Dog barking complaints are difficult because you can't always tell where the barking is coming from. Also, the current fine structure isn't feasible for confirming the length of the violation. Complaints chair recommends that the fines are changed to \$10.00 dollars a day. President asked for a mockup of the new fine strategy to be developed by the Complaints chair for review by the board.

Meeting Adjourned at 8:35

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:

- January 17 th, 2012
- January 24th Annual Meeting, Fairwood United Methodist Church 7pm
- February 21st, 2012

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@crewhoa.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.crewhoa.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.