

1. **Candlewood Ridge – Carriage Wood Homeowners’ Association
Minutes of the Meeting
February 21st, 2012**

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, Carry Dash

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: Not Present

Approval of Last Month’s Minutes: A motion was made to table the signing of the January meeting and Annual Meeting minutes. Passed.

Homeowner Concerns:

None presented.

Committee Reports:

Treasurer’s Report:

Budget on track one month in. Financial review is underway and there is a list of questions which have been sent by the accountant to the HOA bookkeeper. Treasurer will be contacting the Legal and Insurance chair for explanation of the legal overrun for the accountant. Billings will be out the 1st of March. Treasurer will send invoice from attorney to the HOA president and Legal and Insurance Chair for review before payment.

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@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.
- The snow and ice storm left quite a mess in our Common Areas. Luckily there was no property damage to our Common Areas or any Homeowners houses. At the CR Entrance We had several large Maple Tree Branches fall into HO’s back yards – there was no property damage and I had Camber remove them. We did lose 3 Plum Trees at CW in front of the retention pond along SE 183rd Dr. I had Camber remove these as well as several hundred branches and fallen trees. They also unblocked several spots along the creek at CR Park where trees had fallen and blocked the creek. The total bill including clean up and dumping fees came to \$4000. There are a few other trees and branches that are broken and leaning but none are in danger of falling onto sidewalks or streets so for now we will just keep an eye on them.
- 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 decreased patrol hours to 13 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 cleaning up after their animals.

- 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.

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
- 2 Closed
- 1 Second Notice
- 7 Fine Stage
- 2 Pending (unsafe to clean moss this time of year from roofs)

No progress has been made on updating the pet regulations.

Capital Improvement Committee:

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

Legal and Insurance Report:

Will discuss a negligent account in executive session.

Nominating Committee

John Utz is chair, Kathryn George is the first Homeowner member. If you are interested in volunteering for this committee please contact the HOA president.

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 still working on scheduling a meeting with Fairwood Greens HOA to discuss utilizing their Securitas patrols for the short block between the Greens border and the Candlewood Ridge Park.

New Business:

Roles for the 2012 HOA Board Members

John Utz	Legal and Insurance/Nominating Committee Chair
Sue Salcido	Complaints
Don Nelson	Treasurer
Carrie Dash	At Large/ACC/Complaints Committee
Valerie Frazier	ACC/Vice President
Curt Whitaker	President

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 8:15 pm.

Next Board Meetings:

- March 20th, 2012
- April 17th, 2012
- May 15th, 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@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.