

1. **Candlewood Ridge – Carriage Wood Homeowners’ Association  
Minutes of the Meeting  
April 17th, 2012**

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

**Board Members Present:** Curt Whitaker, Valerie Frasier, Don Nelson, George McGill, Carrie Dash

**Others Present:** 2 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 reports that BBQ safety is important to keep in mind as we move into warmer months. Reminders include using rated equipment, keeping bbq’s away from combustibles, and never to use outdoor equipment indoors.

**Police Report:** Officer Shirley reports 4 incidents in our neighborhood out of 180 in the general Fairwood area. Burglaries are still a problem. There was a new kind of incident involving a drive way robbery. A tall thin African American male suspect has been seen. Be aware when exiting vehicles and have your keys ready. If a suspicious person is around, don’t exit the car. Call 911 if the suspect is seen.

**Approval of Last Month’s Minutes:** Tabled

**Homeowner Concerns:**

Homeowner brought a concern about archery in her neighbor’s yard that is sometimes causing arrows to come into her yard where her children are playing. Appeals to the neighbor are not helping. The HOA board will review the issue. Suggestion is to contact the police, an attorney or perhaps an insurance agent.

HOA insurance agent David Varelia of State Farm came and reviewed the HOA’s insurance policy.

**Committee Reports:**

**Treasurer’s Report:**

3 months into the year and everything is on track. No legal invoices received this month.

**ACC Report:**

Activity has increase as we move into Spring.

ACC requests:

- 1 Shed
- 2 Landscaping
- 1 Fence
- 2 Paint
- 1 Wall
- 1 Roof

## 1 Windows

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](mailto: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:**

Not much to report this month. A few branches need removing-calling Davies tree service for a quote.

- 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.
- 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.
- 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:**

Complaints chair Sue Salcido has resigned. The HOA is seeking a replacement board member. Please contact [president@crcwhoa.org](mailto:president@crcwhoa.org) to express interest.

**Capital Improvement Committee:**

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

**Legal and Insurance Report:**

Not present.

**Nominating Committee**

John Utz is chair, Catherine 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:**

Sue Salcido has resigned from the HOA board. If you are interested in serving on the HOA board please contact [president@crcwhoa.org](mailto:president@crcwhoa.org)

Elmira Utz has resigned as the Recording Secretary effective July 1<sup>st</sup>. If you are interested in applying for this position please contact [president@crcwhoa.org](mailto:president@crcwhoa.org)

**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](mailto: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](http://www.crcwhoa.org)

Email – [info@crcwhoa.org](mailto:info@crcwhoa.org)

A motion was made to adjourn the meeting at 8:15 pm.

**Next Board Meetings:**

- May 15<sup>th</sup>, 2012
- June 19<sup>th</sup>, 2012
- July 17<sup>th</sup>, 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](mailto: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](http://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](http://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.