

**Candlewood Ridge – Carriage Wood Homeowners' Association**  
**Minutes of the Meeting**  
**December 18th, 2012**

The following is a summary of the meeting minutes.

**Note – we are considering eliminating these minutes from the Fairwood Flyer. Please contact the board or attend the monthly meeting or annual meeting if you have a concern with that action. It would save the HOA about \$6000.**

**Board Members Present:** Curt Whitaker, Valerie Frazier, George McGill, Catherine George, John Utz and Don Nelson

**Others Present:** Representative from the Fire Department

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

**Fire Department Report:** We talked about getting copies of the Fire Department handout on disaster preparedness to hand out at the annual meeting. The Fire Department representative gave us a handout about Holiday Tree Safety. Some highlights are:

- Select only fresh trees that are a deep green with a strong scent and no falling needles.
- Cut at least one inch off the bottom of the tree, place in water and replenish the water at least once a day.
- Keep tree away from heat sources and place it where it will not block exits and escape routes.

Also Home Fire Safety Tips were handed out. Some of the highlights are:

- Keep matches and lighters away from children in a locked cabinet.
- Never leave a lit candle alone or near children or pets and keep in sturdy, protective, noncombustible containers. (Better yet, do not light or use battery powered candles.)
- Do not leave food cooking on the stove while you are out of the room.

Some interesting calls during November:

- A car pulling into a parking lot continued over the curb and down an embankment. The driver was assisted out of the car. There were no injuries.
- There was a car vs. pedestrian accident with one person transported with non-life threatening injuries.
- There was a call about possible hazardous materials left by a tenant. They were found to be non-life threatening.
- There was a car into a building call with a trapped employee who unfortunately expired at the scene.
- There was a structure fire where the house turned out to have an illegal grow operation in some of the rooms.

**Police Report:**

- There were 141 calls generating a case report. Only 5 of those were in CR/CW HOA area:
  - One aggravated assault

- One warrant arrest
- One runaway report
- One larceny
- One vehicle theft
- At this time of the year there are more vehicle thefts due to people warming up their cars in the driveway and more packages being stolen from front porches. Some thieves are following the UPS and FEDEX trucks around.
- There were 13 traffic contacts and 14 parking contacts as well as 2 contacts with people in the parks after hours.

A more complete list of the police blotter can be found at the Fairwood Community news website: <http://www.fairwoodcommunitynews.com/index.html>

**Approval of Last Month's Minutes:** A motion was made to approve the November meeting minutes. It was passed.

**Homeowner Concerns:**

A homeowner had talked to a Board member before the meeting about some trees that had blown down in the sidewalk and street. They had fallen from one of the retention ponds and it was mentioned that more trees are dead and may fall. It was noted that we do not owe the retention ponds and cannot do anything to the trees, fences etc. King County owns them. George will again attempt to get them to do something about the dead trees.

**Committee Reports:**

**Treasurer's Report:**

We talked about a written policy about lien and transfer fees. Don will try to get that written for the January Board meeting. The treasurer said that in 2012 there were 20 new liens and 17 liens were satisfied. He recommended monthly statements for delinquent accounts instead of quarterly. We talked about who is authorized to sign checks and when they should be signed. Two of the currently authorized Board members will be leaving the Board. The Board passed a motion to authorize John and Valerie to sign but we will wait until 2013 to make the change.

**ACC Report:**

ACC requests slowed down with just a request to do a basketball goal.

**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](mailto: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.
- Reminder all dogs must be on leash – this is a King County Law as well as our policy in our HOA Parks.

- We have had illegal dumping at CR Park. Please keep an eye out for cars parked at the Park after hours – write down license number and description of car in case there is vandalism. If you see anyone placing large bags into our garbage cans please write down the license number and let us know.
- We have had a vehicle drive into the CR Park 3 times now in the last 2 weeks. They are driving over the smaller flatter rocks and driving down the blacktop path. This is how our bridge got destroyed about 7 years ago, so to solve we are going to have to replace the smaller rocks with larger rocks and decrease the distance between the rocks. It was moved to spend \$980 to do this. The motion was passed.
- King County Sheriff Patrols and requests are now 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 the number of hours of patrol for the winter, so we will be able to increase in the spring and summer.
- In regards to the cul de sac island maintenance committee – please contact me if you would like to be on the committee or offer input.
- 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.
- The PSE account address changes have been requested and George is waiting for confirmation that they have been completed.
- George will try to get King County to come out and look at problems with the retention ponds.

### **Complaints Negotiations Report:**

There were three new complaints (one was a duplicate)

Reminder to all homeowners: All complaints must be signed and mailed in. They cannot be accepted via e-mail. If you get a letter, please contact the committee with your plans or issues. (For example, if you cannot do some work until an ACC form has been approved.)

### **Capital Improvement Committee:**

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

**Legal and Insurance Report:**

No report.

**Nominating Committee**

John Utz is chair, Catherine George is a member. If you are interested in volunteering for this committee please contact the HOA president. We need at least one non board member on the committee. There will be two open seats next year. No report was provided.

**Old Business:**

The Fairwood Flyer is costing the HOA about \$6000 per year. The Board is considering canceling it after the 2013 annual meeting minutes have been published. There will be a vote about this in the annual meeting next month.

The Board talked about the slideshow presentation for the annual meeting. Don is in charge of putting it together and will provide the laptop and projector. Valerie will handle the check-in and voting (with help) and has reserved the church.

Roles for the 2012 HOA Board Members

John Utz	Legal and Insurance/Nominating Committee Chair
Alicia Follette	Complaints
George McGill	Common Areas Chair
Don Nelson	Treasurer
Catherine George	Reporting Secretary
Valerie Frazier	ACC/Vice President
Curt Whitaker	President

**New Business:**

None

**Special Topics:** Visit our Website and contact the HOA via Email at:

Web – [www.crcwhoa.org](http://www.crcwhoa.org)

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

A motion was made to adjourn the meeting at 8:06 pm.

**Next Board Meetings:**

- January 15<sup>th</sup>, 2013
- February 18<sup>th</sup>, 2013
- March 18<sup>th</sup>, 2013

**Annual Meeting:**

- January 22<sup>nd</sup>, 2013 7:00 at Fairwood Community United Methodist Church

Board meetings are usually held at **7:00 pm.** at the Sheriff’s Office, Albertson’s Shopping Center.

All Homeowners are welcome to attend.