

Candlewood Ridge – Carriage Wood Homeowners' Association

Annual Board Meeting Summary

January 25, 2005

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

Board Members Present: Cathy Nelson, Nigel Starr, Greg Carras, Elizabeth Pardo, John Utz, and Jerry Woollett.

Others Present: Carmen Duppenhaler - Recording Secretary, Shena Kelly – Administrator/Bookkeeper and 25 Homeowners.

The annual meeting was called to order at 7:03 p.m. at the Fairwood United Methodist Church.

Introduction/Opening Remarks: Vice President Greg Carras, currently the acting President of the HOA, gave a brief introduction and explanation of the meeting agenda. He thanked the homeowners who were present for showing interest by attending the annual meeting. He encouraged the homeowners to get involved in our HOA throughout the year, by volunteering for one of our many committees, to help improve our neighborhood. An introduction of board members and guests took place.

Homeowner Concerns:

- A homeowner that lives near CR Park commented on the noise and vandalism that occurs in the park almost every evening after dark. It was suggested to call 911 and state that it's a non-emergency and the police will handle the issue on a prioritized basis. Several homeowners that live near CR Park will meet following tonight's meeting to discuss a block watch type program to help discourage crime.
- A homeowner commented that a neighbor has several vehicles parked in their driveway, one car being up on blocks. They also have vehicles parked on either side of the street making it difficult for motorists to drive down the street. A discussion of abandoned vehicles took place. Homeowners can send in a written complaint to the HOA or contact the King County Abandoned Vehicle Hotline at (206) 205-0969.
- A homeowner asked a question about cars parked up on the sidewalk. Officer Sam Shirley said that cars parked up on the sidewalk become a public safety issue to pedestrians and violators can be cited \$50.00. Call 911 to report violators and it will be prioritized as a non-emergency call. As a reminder, when parking on our neighborhood streets, please be sure not to have any of your vehicle tires on the sidewalk.
- A homeowner suggested planting some perennial type plants in our entrances. It was explained that CW entrances currently do not have water. The HOA has planted drought tolerant plants in each of the four main entrances to keep them looking consistent. Adding sprinklers to the CW entrances is on the list of future capital projects.
- A homeowner took the opportunity to thank the entire board for all the volunteer work they do for the betterment of our neighborhood.

Committee Reports:

Treasurer's Report: Outgoing Treasurer, Cathy Nelson, presented the 2004/2005 Budget Comparison Report, as mailed out to the homeowners. A 3% dues increase was approved to offset inflationary increases in many of the HOA expenses. There are no major changes to the budget from last year. The insurance premium was adjusted downward due to the HOA's plan to change insurance companies this year. The new insurance company gave a quote of less than what we currently pay. A line item was added

for website hosting. Currently the HOA uses a free service and would like to upgrade to a better program. An adjustment was also made to account for anticipated legal fees for a couple complaints that are not being resolved and are being sent to legal as the next step of the complaint process. Extra mailing and postage expenses are expected with the revamping of the ACC standards. A report containing the Capital Improvement Fund, Legal Fund, and General Reserve Fund was presented and each expense fund was explained.

Thank you Cathy, for 4 years of excellent service to our HOA!

Vote on 2005 Budget – A motion was made to waive the written vote and to replace with an oral vote. The motion passed. A motion was made to accept the 2005 budget as presented at the annual meeting. It was seconded and passed unanimously.

Common Area Report: CAM Chairman, Jerry Woolett presented and discussed several reports. The 2004 CAM activities included; removal of many diseased/dead trees, engaging in the advise of an Arborist concerning the CR path repairs and tree problems in the park wetland area, clean-up of Graffiti and negotiation of the new 3-year landscape maintenance contract with Canber.

Future CAM tasks planned and approved for 2005 are the installation of a hedge/fence along the creek by the wooden bridge in CR Park, to satisfy insurance requirements. Barrier rocks will be added at the north entrance of CR Park and barking of all common area borders.

The status of the 5-year Capital Improvement Plan was discussed. In 2004 the CR Park Path was partially completed. A new subcommittee is forming to make decisions on the various options for completing the path and resolving the pipeline permit and insurance issues related to the CR Park path. The addition of a new toy in CW Park is on this year's capital improvement plan.

A map of CR Park and the CR Park Pipeline area was presented. Removal of the CR big toy is scheduled for early spring. The toy did not pass inspection and does not meet the current safety standards for play equipment. It is scheduled for replacement in 2006. Several homeowners at the meeting volunteered to be on the new CR Big Toy Subcommittee. The subcommittee will decide type and placement of the new CR Park big toy, whether to retain the pipeline right-of-way permit and the scope of the remaining path project. Anyone else that's interested in volunteering to be on the CR Big Toy Subcommittee is encouraged to attend an upcoming meeting.

Architectural Control Report: Nigel Starr, ACC Chairman, presented the ACC year-end report. A total of 110 applications were received as follows:
8 Sheds, 14 Fences, 41 Roof Replacement, 4 Mailbox Stand, 25 Exterior Paint, 3 Window Replacement, 3 Play Structure, 2 Garage Doors, 2 Home Addition and 8 Decks/Landscaping.

The Chairman explained the application review and approval process. He said one goal of the ACC Committee is to improve the response time and to process applications more quickly. A homeowner has offered to assist the Chairman with administrative type work to improve efficiency. The ACC Committee plans to review and revise the ACC guidelines by spring 2005. They will be gathering information on roofing material and updating the roofing criteria as well as fencing standards. A homeowner asked a question of what needs to be submitted for approval by the HOA. The Chairman answered that any modification to the exterior of your home or property and/or any additional structure you intend to place on your property need to be reviewed and approved by the HOA.

Another homeowner asked who makes the rules and decides what color we can paint our house and what

type of fence we can build on our property. He expressed that he did not like the association telling him to replace the old fence on his property. A board member explained that when he purchased his home he signed an agreement to abide by the Covenants of our Homeowners Association. The HOA has a responsibility to all of the homeowners in the association to maintain a common community standard. The current board is developing rules and regulations to help define the Covenants and to make our neighborhood standards better than it has been.

Complaint Negotiation Report:

Complaint Chairperson, Elizabeth Pardo presented the complaints year-end report. Total complaints received in 2004 were 72. 17 are pending, 50 are closed and 1 case went to legal. It was explained that the association operates on a written complaint basis. The complaint must be received by the HOA in writing with a homeowner signature. The complaint will remain anonymous and the complaining homeowner will not be revealed. The complaint is then verified to be valid and becomes a violation of the Covenants that the board will act upon. A letter is then sent out to the homeowner notifying them of the violation. The homeowner then has 30 days to comply. There is a 30/60/90 day process the committee uses to work towards a resolution with the homeowner. There are some cases where leeway may be given due to weather permitting circumstances.

The process used to handle non-compliant roofs was discussed. A homeowner said that a neighbor installed a roof that is in question of being compliant. He was asked to submit a written complaint and the complaint committee would handle it from there.

Legal & Insurance Report: Chairman, John Utz gave a brief report. The HOA is in the process of switching to a new insurance company that recently gave the HOA a lower quote. This year the HOA hired a new lawyer that is the same as the Fairwood Greens HOA uses. He has assisted our board in writing the new Rules and Regulations that have recently been adopted and mailed out to homeowners. The new Rules and Regulations are consistent with the language in the Covenants. The Chairman wanted to make clear that the Covenants have not been changed. The rules are designed to define the Covenants and largely incorporate past policies.

Fairwood Task Force: Greg Carras spoke on behalf of the Fairwood Task Force. He described the incorporation process. The Task Force has held many public meetings. A Preliminary Notice of Incorporation was filed last November. The Boundary Review Board held a public meeting last December. Currently, the Fairwood Task Force is gathering signatures on a petition for the Notice of Incorporation. When the Notice of Incorporation is filed, it will begin a review period for the Boundary Review Board to evaluate the feasibility of a Fairwood Incorporation. While all of the above is progressing, King County is commissioning a formal detailed incorporation study to be accomplished by a non-partisan company. This six-month study will be completed in the June or July 2005 time frame. The incorporation study will be posted to the Fairwood Task Force website. Ultimately the process will bring the choice of incorporation to the ballot and the citizens of Fairwood will have an opportunity to vote for incorporation or not. The petition was available at the annual meeting for homeowners who chose to sign it. For more information visit the Fairwood Task Force website at www.fairwoodtaskforce.org.

Nomination of New Board Members: Available positions are Treasurer and Vice President. Common Area Maintenance term is ending but the current Chairman has agreed to renew the term. Two homeowner's volunteered for board positions. A motion was made to nominate both homeowner's, as well as the current CAM Chairman, and they were elected to the board. A vote will take place at the February board meeting and they will be assigned a position.

Special Topics: Web and Email address:

Email - crcwhoa@hotmail.com
Web - www.geocities.com/crcwhoa

A motion was made to adjourn the meeting at 8:53 p.m.

Next Board Meetings:

February 15, 2005

March 15, 2005

April 19, 2005

Meetings are held at **7:00 p.m.** at the Fairwood United Methodist Church.

All Homeowners are welcome to attend. (425) 227-4227

Candlewood Ridge / Carriage Wood Announcements & Reminders

The board would like to remind all Homeowners in Candlewood Ridge and Carriage Wood that per the Rule and Regulation on Aesthetics:

“Holiday Decorations - Christmas lights and other holiday displays must be removed from view within thirty (30) days following the date of the holiday”

Candlewood Ridge Big Toy – Removal of the CR big toy is scheduled for early 2005. A subcommittee is forming to explore the replacement options. If you are interested in volunteering for the CR Big Toy Subcommittee, contact the HOA by calling (425) 227-4227 or attend an upcoming HOA meeting.

Mark your calendar for the annual **Easter Eggstravaganza** at Carriage Wood Park! This fun family event is scheduled for the day before Easter, March 26th at 11:00 a.m.

The CR/CW neighborhood **Garage Sale** is scheduled for May 20th and 21st. Get ready to clean out those closets!