

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

February 17, 2004

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

Board Members Present: Joe Pratt, Cathy Nelson, Elizabeth Pardo, Nigel Starr, Jerry Woolett and Greg Carras.

Others Present: Shena Kelly - Administrator/Bookkeeper, Carmen Duppenhaler - Recording Secretary and 5 homeowners.

This monthly meeting was called to order at 7:05 p.m. at the Fairwood United Methodist Church.

Election of officers took place:

A motion was made to elect: Greg Carras – Vice President

Nigel Starr – Architectural Control Chairman

Jerry Woolett – Common Area Maintenance Chairman

Joe Pratt - will remain President

Cathy Nelson - will remain Treasurer

Elizabeth Pardo - will remain Complaint Negotiation Chairman

John Utz - will remain Legal and Insurance Chairman

The motion was seconded and passed unanimously.

Organization of Committees:

The Welcoming Committee - has two homeowners now working on this project. The letter that's been sent to new homeowners in the past is being revised and updated. Soon they will begin distributing packets of information containing the welcome letter, advertisement from local businesses as well as pertinent HOA information to all new homeowners in our association.

The Easter Eggstravaganza Committee - is beginning the planning process. This event is scheduled for the day before Easter, April 10 at Carriage Wood Park. For more information or to volunteer contact Karen Gates at (425) 235-1178.

The Candlewood Ridge Park Path Committee - is planning to start this project in the next few weeks. Three people have volunteered but more help is needed. Please call (425) 227-4227 if interested in helping with this project.

Block Watch Committee – a discussion took place about resurrecting this program. Volunteers are needed. Please contact the HOA if interested in participating in this important committee at (425) 227-4227.

Homeowner Concerns: None to report.

Fire Department Report: Fire District 40 representative Fred Heistuman was present to give a report. He distributed literature regarding the new Community Emergency Response Teams or CERT volunteer program they are offering to all homeowners. Anyone interested in learning 1st aid or basic disaster response skills can contact Fire District 40 at (206) 276-4908.

Police Report: No report this month.

Old Business: Delinquent dues collection process - the Treasurer and Admin. Bookkeeper met with the new collection agency and are ready to move forward using them when necessary to collect late dues payments. A motion was made to modify the delinquent dues collection policy and to use a collection agency when necessary. The motion passed.

The new computer system for the Administrator/Bookkeeper is not in this year's budget and will be postponed until a later date.

New Business: A discussion took place regarding the upkeep of the Qwest utility box at the 151st CW entrance. A board member offered to paint over the graffiti on the fence surrounding it and Canber will be asked to clean out the debris and include this area during regular maintenance clean up.

A Fairwood Greens homeowner contacted the President about several trees at the edge of CR Park that meet up with their property that are of concern. A discussion took place of reviewing property lines and contacting tree service companies to get bids for possibly removing the trees if necessary.

A discussion took place about the record retention policy and how long it is necessary to keep board-meeting records. The Fairwood Greens HOA has a new policy that will be reviewed and possibly adopted as our own.

Legal and Insurance Report: No report this month.

Common Areas: The President stated that we plan to do one or two improvement projects this year based on funds available in the capital improvement fund. The Candlewood Ridge Park path is first on the list of improvements followed by a second play toy for Carriage Wood Park. One homeowner has volunteered to help with the Common Area Committee and anyone else interested is encouraged to contact the HOA.

Architectural Report: The new ACC chairman is planning to meet with the previous chairman and will begin taking over the Architectural Control responsibilities. One homeowner volunteered to help with the ACC committee.

Complaints: The chairperson reviewed the complaint process. The President stated that we need to work on the troubled areas of our neighborhood and get them cleaned up for the betterment of all homeowners.

It was said that several homeowners have complained about two homes that are side by side in CR that have several abandoned vehicles parked on the street as well as an old truck full of garbage parked in a driveway. A discussion followed on how to best handle the situation.

Treasurer's Report: The January budget comparison was presented and briefly discussed. Just typical expenses for the month of January and dues income are coming in.

A motion was made to approve the January minutes. It was seconded and passed.

Special Topics: Web and Email address:

Email - crcwhoa@hotmail.com

Web - www.geocities.com/crcwhoa

A motion was made to adjourn the meeting at 8:43 p.m.

Next Board Meetings:

3/16/04 - 7:00 p.m. at the Fairwood United Methodist Church.

4/20/04 - 7:00 p.m. at the Fairwood United Methodist Church.

5/18/04 – 7:00 p.m. at the Fairwood United Methodist Church.

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

Candlewood Ridge / Carriage Wood Announcements

To report an abandoned vehicle call: The King County Police Abandoned Vehicle Hotline number at (206) 205-0969.

The Easter Eggstravaganza is scheduled for Saturday, April 10 at 11:00 a.m. at Carriage Wood Park! Volunteers are needed to help with this fun family event. Please contact Karen Gates for more info. (425) 235-1178.

Please do not dump yard debris in any of our park greenbelt or wetland areas. Thank you!

Volunteers are needed for the Candlewood Ridge path committee. Explore options for the best way to redo the path. Call (425) 227-4227 for more info.