

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

September 21, 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, Greg Carras, John Utz and Jerry Woolett.

Others Present: Carmen Duppenthaler - Recording Secretary and 2 homeowners.

This monthly meeting was called to order at 7:02 p.m. at the Fairwood United Methodist Church.

Homeowner Concerns:

- Two homeowners came to the meeting to discuss several issues they have with a neighbor. The neighbor's home is a rental property and is not being properly maintained. The complaint process was explained and they were asked to submit their complaint in writing to the complaint negotiation committee. They had concerns of remaining anonymous and were assured of the HOA confidentiality obligation.
- A homeowner commented on how accurately our meeting minutes in the Fairwood Flyer portray the actual meetings. She thanked the HOA for a job well done.
- A homeowner presented a completed ACC form for repainting her home. She was asked to attach paint color samples to the form and then submit it to the ACC committee for approval.

Fire Department Report: A representative from Fire District 40 was present to give a report. He recommends that homeowners have their chimneys cleaned prior to use, to prevent possible fires. Also, have furnaces cleaned and serviced if necessary and move any objects around the furnace away from it. He also reminded everyone to replace the batteries in flashlights and to be prepared for power outages this winter. CERT (Community Emergency Response Teams) classes are currently taking place; call (206) 276-4908 if interested in signing up.

Police Report: No officer was present to give a report. Greg Carras, a volunteer for the police department, had no major incidences to report and commented that it had been a quiet month. He reminded everyone to keep garage doors closed and doors and windows locked for security.

Approval of Last Month's Minutes: A motion was made to approve the August minutes. It was seconded and passed. Signing of the minutes took place by the board.

Old Business:

- Park usage was briefly discussed. The President met with one neighboring HOA and left messages with several others to find out what policies they may have on park usage. He will continue to work on this issue and it will be discussed at future meetings.
- A discussion of the HOA website took place. A board member has offered to do some clean-up work and to update the current HOA website as time permits.

New Business:

- The President mentioned that three board positions are coming available in January. Homeowners interested in volunteering to be a member of our board, or as a committee member, are encouraged to attend an upcoming board meeting.

Legal and Insurance Report: The CRWSD request for tree removal, from the cul-de-sac islands in CR, was discussed. The legal & insurance chairman presented a memo regarding the responsibility for landscaping in cul-de-sac planters that was sent from our attorney in June of 2003. In summary, it states the responsibility for maintaining the planters is the adjacent property owners, rather than the association. The legal and insurance chairman will be contacting neighboring HOA's to survey for a new insurance company per the request of another board member. The discussion will continue at the next meeting.

Common Areas Report:

The CAM chairman gave a brief report. He said the transparent plastic bubble on the CW big toy was purchased to replace the one that had been vandalized. The current three-year CAM contract with Canber expires in January 2005. He said it was time to put out a request for bids to renew the contract. He commented that Canber had been doing a great job and are competitively priced but will gather bids to present to the board for approval.

Architectural Report: The ACC chairman was not present to give a report.

Complaints Negotiations Report: The complaint chairperson was not present to give a report, but submitted one via email. Sixteen new complaints have been received and another fourteen are pending from prior months. The board discussed the possibility that some may need to go to legal, which may require us to tap into the legal reserve fund.

Treasurer's Report: The Treasurer presented the August budget comparison report and capital improvement fund report. It was said the HOA is projecting a budget shortfall this year due to some expenses being more than expected. There are several areas of concern. The utility bills have been high this year for water and there is concern of a possible leak in the CW Park sprinkler system. The photocopy and postage fees are over budget due to extra mailings of the new rules and regulation documents sent to homeowners. The insurance premiums are higher than anticipated. All of these factors may result in a need to borrow from the general reserve. The HOA is making progress on delinquent dues. The collection agency is currently handling 5 accounts and 1 is proceeding to legal.

Committee Reports:

Rules & Regulations Subcommittee – Revisions were made to the “Vehicles” and “Animals” rules and regulations documents by a board member. A subcommittee meeting will be held in the next couple weeks to further discuss the documents. It was said the goal would be to mail the finalized documents out to homeowners for review by the end of October.

The Welcoming Committee – No report this month. If you are new to the neighborhood and would like an HOA information packet, contact Carmen at (425) 277-4280.

The Candlewood Ridge Park Path Subcommittee - The Plano Bros. bid for option “A” was accepted. Option “A”, to be completed this year, includes approximately 4900 sq. ft. of existing walkways removed. Cut and removal of current asphalt and tree roots. Installation of border and grade fabric. Grade with 4” of crushed rock and pave with 2” of asphalt. The HOA must show proof of insurance as required by the current permit agreement. The utility locators were contacted and will soon complete their work of marking the pipes. The contractor is aware of the current requirements and issues and did begin some work, removing a section of the path at the entrance by the new toy.

Block Watch Committee - our neighborhood has a block watch program to discourage crime in our area.

This effective program has neighbors working together to prevent crime by watching out for each other's homes and property, and by promptly reporting unusual incidents to the police. Volunteers for block watch captains are needed. Please contact the HOA if interested in participating in this committee at (425) 227-4227.

Special Topics: Web and Email address:

Email - crcwhoa@hotmail.com

Web - www.geocities.com/crcwhoa

A motion was made to adjourn the meeting at 8:40 p.m.

Next Board Meetings:

10/19/04 – 7:00 p.m. at the Fairwood United Methodist Church.

11/16/04 – 7:00 p.m. at the Fairwood United Methodist Church.

12/21/04 – 7:00 p.m. at the Fairwood United Methodist Church.

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

Candlewood Ridge / Carriage Wood Announcements & Reminders

- 3 BOARD POSITIONS WILL BE AVAILABLE IN JANUARY 2005. If you are interested in volunteering to be a member of our board, or as a committee member volunteer, you're encouraged to attend an upcoming board meeting. See schedule above.
- To report a missing, downed or vandalized street sign contact King County at (206) 296-8100 or 1-800-527-6237.
- Several political related signs have been observed on homeowner lots. Our CC&R's state "No signs shall be erected or maintained on any lot, except that not more than one bona fide FOR SALE or FOR RENT sign, ...". Thank you!
- To report an abandoned vehicle call: The King County Police Abandoned Vehicle Hotline number at (206) 205-0969.