

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary October 19, 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, Nigel Starr, Elizabeth Pardo and Jerry Woolett.

Others Present: Carmen Duppenhaler - Recording Secretary and 1 homeowner.

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

Homeowner Concerns: None

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. Be careful when burning candles and do not leave them unattended. The CERT (Community Emergency Response Teams) participants will soon graduate from the current program. He said the fire station is beginning an outreach program for the needy. Please bring non-perishable foods and donations directly to the fire station.

Police Report: Officer Sam Shirley was present to give a report. He reminded everyone to be safe on Halloween and to discuss traffic safety with your children prior to going out. He also recommends carrying flashlights. Officer Shirley said there's been an increase in traffic accidents due to the wet weather and recommends increasing the following distance to other motorists.

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

Old Business:

- The HOA website was briefly discussed. A board member is currently researching options for redesigning the current website.

New Business:

- Our Annual HOA meeting will be held on Tuesday, January 25th, 2005 at 7:00 pm at the Fairwood United Methodist Church. Please mark your calendar and plan to attend! Three board positions are coming open as well as several committee volunteer positions. It's a great opportunity to get involved in our neighborhood.

Legal and Insurance Report: As discussed in the CR Park path subcommittee.

Common Areas Report:

The CAM chairman drafted a new landscape maintenance contract proposal and distributed the document at the meeting for review. A three-year contract is being requested and landscape maintenance bids are desired by December 15, 2004. The proposal will be published in the Fairwood Flyer and will be sent to prospective bidders. A board member recommended mulching the grass at our parks rather than using a catcher and disposing of the grass to possibly lower the fees. Mulching will be preferred on the proposal.

A discussion regarding the CR big toy took place. The CAM chairman inspected the big toy, considers it unsafe and recommends it be removed for the following reasons:

1. Some pieces are missing
2. Clear area on one side of swings does not meet safety standards
3. There is one spot about 7' high with no safety railing that children could fall from
4. Much of the wood on the platforms and railings are badly worn
5. Gravel retaining timbers have rotted in places
6. Maintenance contractor will not inspect because they will not assume liability
7. Currently it is a place for teenagers to gather and party after dark
8. It is thoroughly covered with graffiti
9. Apparently we never received formal permission from the City of Seattle to place the big toy on their property

An estimate for removal of the big toy has been requested by Canber. A homeowner expressed concern of removing the big toy and would like to see it replaced. The 5-year capital improvement plan has the big toy scheduled for replacement in 2006. A discussion of this topic and future placement of the CR big toy will take place at the annual meeting.

Architectural Report: The ACC chairman commented that applications for approval had slowed down. The roofing policy was discussed and it was decided that future review and modification of the criteria might be needed.

Complaints Negotiations Report: The complaint chairperson presented the HOA complaints report. Three new complaints have been received and twenty are pending from prior months. A discussion regarding a roof in CW, that is non-compliant with our covenants, took place. The Legal & Insurance chairman agreed to contact the homeowner to discuss a resolution.

Treasurer's Report: The Treasurer presented the September budget comparison report. The HOA recently received several large checks for dues from old accounts that were about to go to collection. The budget comparison report predicts what will happen between now and the end of the year based on what happened last year in the same time period. The five-year capital improvement plan was reviewed. Revisions will be made to the estimated cost of planned improvements prior to the annual meeting.

The proposed budget for 2005 was presented and discussed. Past history was used to determine funding. The report was discussed in depth. Revisions to the budget will be made as suggested by the board and it will be presented at the annual meeting for homeowner approval.

A motion was made to increase the dues to \$127.28 (which is slightly less than 3% and evenly divisible by 4). It was seconded and passed by the board.

Committee Reports:

Rules & Regulations Subcommittee – The subcommittee held a meeting on October 14th to revise the Animals and Vehicles/RV rules. At tonight's meeting, the documents were approved by the board as written for distribution and will soon be mailed out to homeowners for a 30-day review and input period.

The Welcoming Committee – Has 10 new homeowners to greet next 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 – As a result of the need to repair our asphalt

path on the city of Seattle's right-of-way, our use permit has been reviewed by the city. The permit is now being modified by the city. The city is increasing the annual basic fee from \$300 to \$600 starting in 2005 with an annual increase of \$50 from 2006 through 2015. Excise tax will also be added. The committee also learned that the insurance requirements of the permit were not in place, probably due to an oversight when the HOA changed insurance companies some 10 years ago. Proof of insurance must be provided in order to proceed with path repairs on the leased property and complete assignment of the permit. A motion was made to authorize the CAM chairman to move forward with the permit process. The board passed the motion. A motion was made to modify our insurance policy per the city's request. The board passed the motion. State Farm was contacted about providing insurance to the HOA and a quote has been requested. The CAM chairman recommended the authorization of an additional \$5000 to accommodate the change in workspace on the path. This should be able to complete the repairs of the path that run from the two entrances on the east side of the park to the creek and the section of path that runs north/south between the two entrances. A motion was made to authorize the additional \$5000. The board passed the motion.

Block Watch Committee – If you are interested in resurrecting this important committee please contact the HOA. Volunteers for block watch captains are needed. (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 9:30 p.m.

Next Board Meetings:

November 16, 2004

December 21, 2004

January 18, 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

- **MARK YOUR CALENDAR!** The Annual Meeting of the CR/CW Homeowners' Association will be held on Tuesday, January 25, 2005 at 7:00 PM at the Fairwood United Methodist Church. 3 board positions will be available as well as several committee volunteer positions. It's a great opportunity to get involved in our neighborhood! Please contact the nominating committee with questions at (425) 227-4227.
- To report a missing, downed or vandalized street sign contact King County at (206) 296-8100 or 1-800-527-6237.
- To report an abandoned vehicle call: The King County Police Abandoned Vehicle Hotline

number at (206) 205-0969.