

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

January 17, 2006

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

Board Members Present: Greg Carras, John Utz, Jerry Woolett and Sondra Woolett.

Others Present: Carmen Duppenthaler - Recording Secretary, Shena Kelly – Administrator/Bookkeeper and 1 Homeowner.

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

Homeowner Concerns:

- A new homeowner in Candlewood Ridge attended the meeting and inquired about the rules and regulations for re-landscaping her yard. She was asked to complete an ACC approval form and submit it to the ACC committee prior to starting the project. ACC request forms can be found in the Fairwood Flyer or on the HOA website at www.geocities.com/crcwhoa. The welcoming committee will deliver a welcome packet to her that contains all the new rules & regulations documents.

Fire Department Report: Fire District 40 representative Stan Moe was present to give a report. During December, Fire District 40 responded to 196 EMS/Rescue calls and 16 Fire calls. He wanted to send out a thank you to everyone that contributed to this year's Holiday Outreach Program. They collected 14,000 lbs of non-perishable food items that were sorted by our local firefighters. 43 families were provided assistance and over 139 local children received new toys that truly brightened their holiday. Three of the families that were helped this year are Hurricane Katrina victims who are starting over here. With the excessive amount of rain we have been experiencing, a reminder was given to take preventative measures when driving your vehicle. Increase your following distance, take special care on curves and keep your headlights on to make it easier for motorist to see you.

Police Report: Officer Sam Shirley was present to give a report. He stated that vehicle thefts were down and car prowls were still an issue. A board member asked if 911 could be called to report a car alarm going off. Officer Shirley stated that yes you could call 911 to report car alarms, as they are a noise disturbance. The new Sheriffs office will be opening soon in the Albertson's Shopping Center and they are in need of volunteers. If you are interested in volunteering to work at the new Sheriffs office please call (206) 296-3846 and ask for an application packet. You must pass a background check and polygraph test to qualify.

A discussion took place about relocating our monthly meetings to the new Sheriff's Office. A motion was made to move our monthly meeting place to the Sheriff's Office beginning with the March board meeting. The board passed the motion.

NEW MEETING LOCATION BEGINNING IN MARCH!

Starting March 21, 2006, the HOA monthly meetings will be held at the new Sheriff's Office located in the Albertson's Shopping Center. Meetings will continue to take place the 3rd Tuesday of every month at 7:00 pm in our new location.

Approval of Last Month's Minutes: A motion was made to approve the December board meeting

minutes as written. It was seconded and passed. Signing of the minutes took place by the board. Due to an error by the Fairwood Flyer, the December meeting minutes were not published in the January edition, instead the November meeting minutes were run for a second time. To correct this error the Flyer should be publishing the December minutes in the February Flyer. As always, following the meeting you will find the minutes on our HOA website.

New Business: None.

Old Business:

- Planning of the January 31st annual meeting took place. The annual meeting agenda was reviewed and finalized. Board members reviewed their presentation material, assigned duties and refreshments were decided.

Common Areas Report:

- Canber, our landscape maintenance company, cleaned up minor tree damage that occurred in Candlewood Ridge Park on December 18th.
- A section of fence around the retention pond in Carriage Wood blew down. King County was contacted and the area was initially taped off. The fence has since been repaired.
- Some flooding has occurred in CR Park, which is normal when we have heavy rain.

Architectural Report: The ACC Chairman was not present at the meeting, however the year-end ACC report was reviewed and will be presented at the annual meeting. Since last month's meeting, 4 new applications were received and approved as follows:
1 Cedar Fence, 1 Garage Door, 1 Window Replacement and 1 Chimney Cap.

The ACC Committee would like to thank all those who submitted timely requests in 2005 and remind everyone that ACC requests need to be submitted and approved prior to beginning your work. The HOA highly recommends you call or email the HOA if you have a time critical job or you haven't heard back from the ACC Committee within 15 days of submitting a request with your contact information. The ACC Committee attempts to get back to each request in a timely manner.

Three board members are now working on the ACC Committee and are up to date on processing application requests.

Complaints Negotiations Report: The Complaint Negotiation Chairperson was not present at the meeting; however, an updated report was submitted via email. Currently there is 1 new complaint, 33 pending complaints and 7 have been closed. 3 complaints are in the legal process due to being non-compliant and the HOA recently received payment from one of the accounts for fines that have accrued.

All complaints must be received in writing and signed by the author. Your name, address and phone number must be included on the written complaint so that the HOA may notify you that the issue is being addressed. You may then mail your complaint to the HOA address at P.O. Box 58397, Renton, WA, 98058. Complaints are kept confidential and you will remain anonymous.

Legal and Insurance Report: Nothing new to report.

Treasurer's Report: The December Budget Comparison report was presented and reviewed, as well as several additional financial reports. The Five Year Capital Improvement Plan was discussed and will be presented for discussion at the annual meeting.

Committee Reports:

Capital Improvement Committee –

- The Gametime Company has been contacted to come out and give suggestions and estimates on additional playground equipment for our parks. They will review both CR and CW Park.

The Welcoming Committee – Nothing new to report. Next batch of welcome packets will be delivered to new homeowners in February. If you are new to the neighborhood and would like an HOA information packet, call the HOA phone number at (425) 227-4227 and leave a voice message or send an email to crcwhoa@hotmail.com.

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. You can also call the King County Sheriff's Office Fairwood location at (206) 296-3846 to get information on setting up a Block Watch Program.

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:

January 31, 2006 – Annual Meeting at Fairwood Methodist Church

February 21, 2006 – Fairwood Methodist Church

March 21, 2006 – NEW LOCATION Sheriff's Office, Albertson's Shopping Center

Meetings are held at **7:00 p.m.** All Homeowners are welcome to attend. (425) 227-4227

Candlewood Ridge / Carriage Wood Announcements & Reminders

* **NEW MEETING LOCATION BEGINNING IN MARCH!**

Starting March 21, 2006, the HOA monthly meetings will be held at the new Sheriff's Office located in the Albertson's Shopping Center. Meetings will continue to take place the 3rd Tuesday of every month at 7:00 pm in our new location.

*The Board would like to remind all Homeowners that per our Rule and Regulation entitled Aesthetics/Yard & Building/Home Maintenance:

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

*Mark your calendar for the annual **Easter Eggstravaganza** at Carriage Wood Park!

This fun family event is scheduled for the day before Easter, April 15th at 11:00 a.m. To donate a prize for the raffle or volunteer to help, call the HOA at (425) 227-4227 and a

committee member will return your call.

*The CR/CW annual neighborhood **Garage Sale** will be Friday and Saturday May 5th – 6th. Get ready to clean out those closets!

*The ACC Committee would like to thank all those who submitted timely requests in 2005 and remind everyone that ACC requests need to be submitted and approved prior to beginning your work. The HOA highly recommends you call or email the HOA if you have a time critical job or you haven't heard back from the ACC Committee within 15 days of submitting a request with your contact information. The ACC Committee attempts to get back to each request in a timely manner.

*A friendly reminder to all homeowners, that all exterior areas of your home must be consistently maintained and kept in a clean and attractive condition. Properly maintaining your home's appearance will keep our neighborhood looking its best and will help to maintain property values for the benefit of all members of our community.