

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

February 21, 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, George McGill, Elizabeth Pardo and Sondra Woolett.

Others Present: Carmen Duppenhaler - Recording Secretary and 3 Homeowners.

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 painting her home. 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.

Fire Department Report: Fire District 40 representative Bob Jensen was present to give a report. During January, Fire District 40 responded to 179 EMS/Rescue calls and 9 Fire calls. The Community Emergency Response Team (CERT) training will begin on March 28th. The training provides hands on experience in areas such as fire extinguisher training, disaster medical, first aid, search and rescue to list a few. Space is limited so call 206-276-4908 to register. Pedestrian fatalities account for about 10 percent of all traffic deaths. A reminder was given to always walk on the sidewalk and to cross only at marked crosswalks. Dress in bright colored clothing to be seen by motorists. Be prepared for winter storms by keeping your vehicles fueled, anchor outdoor objects that can blow away in a wind storm, assemble an emergency kit and keep some non-perishable packaged or canned food on hand. For more ideas on how to be better prepared log onto www.redcross.org. He also again thanked the community for contributing to the Holiday Outreach Program.

Police Report: Officer Sam Shirley was present to give a report. It was said that due to a crime, a SWAT team home invasion recently occurred at a rental home in our neighborhood association. This home has window damage on the front and back windows due to the SWAT activity. Homeowners are encouraged to do background checks on potential renters and perform regular checks on your rental properties. Renters must abide by the same rules and regulations as homeowners. If a complaint is received about a rental property the owners receive a complaint letter as well as the renters and it goes through the complaint process as usual.

The new Sheriffs office is now open 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.

Our HOA monthly meetings will now be held at the new Sheriff's Office. Join us on the 3rd Tuesday of each month at 7:00 pm in our new location.

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

New Business:

- **New Website Redesign Project** – Two homeowners attended the meeting that are committed to the development of a new website for our association. They distributed literature and presented a mock-up design for discussion of the proposed new website. Procedural issues were talked about as well as the board's vision for building a great resource for our community. A motion was made to accept the web design as presented by the webmasters. The board passed the motion. A motion was made to authorize an amount not to exceed \$500 to facilitate the completion of the website redesign project. It was seconded and passed by the board.

Old Business:

- **Election of Officers** – A motion was made to elect:
 - Greg Carras – President
 - George McGill – Vice President
 - John Utz – Treasurer
 - Jerry Woolett – Common Area
 - Elizabeth Pardo – Complaint Negotiation
 - Sondra Woolett – Architectural Control
 - Joelle Hinterberger – Member at Large

The motion was seconded and passed unanimously.

Common Areas Report:

- Two proposals were received for repairing the sidewalk along CR Park on 159th Ave. SE. There was a difference of approximately \$3000 between the two proposals. The CAM Chairman recommended the contract go to the lowest bidder, AA Asphaltting, Inc, which was the same company that repaired the sidewalk along CW Park several years ago. A motion was made to accept the lower bid and have AA Asphaltting repair the sidewalk along CR Park. The board passed the motion.
- Several sections of fence around the retention pond in Carriage Wood blew down in a recent windstorm. King County has been contacted but no action has been taken yet.
- Canber (our landscape maintenance company) was asked to provide an estimate for placing additional large rocks along the SE side of CR Park. One or more vehicles recently came up on the lawn area and tore it up. The estimate came in at \$1525 plus tax for installing an additional 27 two man rocks. A motion was made to accept Canber's estimate to install the additional 27 two man rocks. The board passed the motion.
- Canber has been asked to provide an estimate of the savings the HOA would receive if the pipeline right-of-way area were no longer required to be maintained.

Architectural Report: The ACC Chairperson stated that since last month's meeting, 7 new applications were received and approved as follows:

3 Roofs, 1 Cedar Fence, 1 TV Antenna, 1 new Deck and 1 major Landscaping.

A discussion took place regarding a home with a noncompliant roof that was installed without HOA approval.

The ACC Committee would like to remind all homeowners that an Architectural Control Approval Form must be submitted and approval received prior to beginning work on home improvement projects that

require ACC approval. ACC request forms can be found in the Fairwood Flyer or on the HOA website at www.geocities.com/crcwhoa.

The ACC Committee is up to date on processing new application requests. They highly recommend 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. On occasion, there have been issues with the mail.

Complaints Negotiations Report: The Complaint Negotiation Chairperson stated that 2 new complaints were received. A discussion took place regarding basketball hoops. It was said that basketball hoops are not allowed attached to the home, above the garage, but are allowed on a stand in the driveway. Basketball hoops are not to be placed on the sidewalk for extended periods of time and must be rolled back onto the driveway when not in use. This allows for a clear sidewalk for pedestrian safety.

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 January Budget Comparison report was presented and reviewed. Just the usual light activity occurred for the month of January and dues payments were strong. Planned capital expenditures show on the budget sheet for new play equipment to be installed in both CR and CW Parks.

Committee Reports:

Capital Improvement Committee –

- The Capital Improvements Committee met on February 15th. A combination of 7 committee and board members were present. Two proposals were discussed. One for improvements to Candlewood Ridge Park and one for improvements to Carriage Wood Park based on onsite discussions with the SiteLines Company in January. Based on a survey with several homeowners in Carriage Wood and committee discussions, some changes to the proposals were agreed upon. It was also determined that the agreed improvements could be done in both parks this year with the budgeted capital improvement funds. The SiteLines proposals included installation costs, but not site preparation where needed. Canber was asked to provide the estimates for preparing the sites. It was recommended that the CW Park's big toy improvements be approved with costs not to exceed \$20,000 and the CR Park's big toy improvements be approved with costs not to exceed \$10,000.
- The scheduled improvements to Candlewood Ridge Park include the addition of 2 Swings, a Space Arch Climber and a bench. After discussing the agreed upon changes with Sitalines, it turns out that no site preparation is needed in Candlewood Ridge Park. The revised quote for this park was for \$6310.11 including installation.
- The scheduled improvements to Carriage Wood Park include the addition of 2 Toddler Swings, an Eagle's Perch Climber and Buck-A-Bout toy. Some site preparation is required in Carriage Wood Park. Canber's estimate for this work came in at \$1945. A revised Sitalines proposal for CW Park came in at \$10169.52.
- A motion was made to accept the recommendations for capital improvements to our parks as presented by the committee. The board passed the motion.

The Welcoming Committee – 7 packets were delivered to new homeowners in February. 4 were in Candlewood Ridge and 3 were in Carriage Wood. 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 9:27 p.m.

Next Board Meetings:

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

April 18, 2006

May 16, 2006

Meetings are held at **7:00 p.m.** at the Sheriff's Office, Albertson's Shopping Center.

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.

*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 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”.

*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.