

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

May 16, 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, Shena Kelly – Administrator/Bookkeeper and 4 Homeowners.

This monthly meeting was called to order at 7:02 p.m. at the King County Sheriff's Office – Fairwood Storefront.

Homeowner Concerns:

- A homeowner inquired about building a detachable garage on her property. The board stated they believe our CC&R's do not allow detachable garages in our association and the Covenants will be reviewed for factual data. She was asked to submit an ACC approval form for the project after contacting King County DDES to inquire about property restrictions and building permits if necessary. This homeowner also wished to thank the board for all the volunteer work they do for our neighborhood.

Fire Department Report: Fire District 40 representative Bob Jensen was present to give a report. During April, Fire District 40 responded to 182 EMS/Rescue calls and 11 Fire calls.

Burning Issues – burning yard waste is not allowed in Fire District 40 or any of the urban growth area's as defined by Puget Sound Clean Air Agency. This agency has established the burning guidelines and also monitors air quality. State law prohibits outdoor fires in urbanized areas. If you violate outdoor burning regulations you can be fined up to \$13,000 per day.

Recreational Fires – these are defined in state law as cooking fires, campfires and bonfires that occur in designated areas or on private property for cooking, pleasure or ceremonial purposes. These fires must be no larger than 3-feet in diameter and 2-feet high. You can use only charcoal, dried firewood or manufactured fire logs. Any other fuel is prohibited. International Fire Code states that fires must be at least 50 feet from combustibles and/or structures. Recreational fires are always prohibited during air-quality burn bans. They may be prohibited during a fire-safety burn ban (check with your local fire district).

Spring Clean Your Garage – spring is a great time to organize the power tools in the garage. Inspect tools for wear, loose connections or defects. Just be sure to pull the plug before removing, adjusting or cleaning the blades. Extension cords that are worn should be discarded and replaced, as worn cords are a hazard.

Garage Sale Savvy – garage sale bargains could be dangerous. Use caution when purchasing used electrical appliances and heating and cooling equipment.

Barbeque Grilling – whether you use a propane or natural gas barbeque, keep safety in mind. Before starting the unit, check all the connections to make sure they are tight. Then, check for leaks by applying a mixture of soap and water to the hoses and gas cylinder head. Growing bubbles indicates a leak. Before

lighting the grill, remember to open the lid so gas can't build up underneath it. Never hold a match or lighter over the grill and never barbeque in an enclosed space. Keep children away from a hot grill. For more information on fire and injury prevention contact Fire District 40 at (425) 255-0931.

Police Report: Officer Sam Shirley was present to give a report. He stated that overall things looked good in the Fairwood area this month but several eggings had been reported. Homeowners are advised to call 911 to report eggings if witnessed. Officer Shirley informed us that several home burglary attempts had taken place recently in our area. The burglar knocks repeatedly on the door and then leaves assuming no one is at home, only to return a short time later, typically entering from the back of the home and breaks in. The suspect is described as a black male approximately 20 years of age, driving a white Geo Metro. Homeowners seeing anyone suspicious are advised to call 911.

Our HOA monthly meetings are now being 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 April board meeting minutes as written. It was seconded and passed. Signing of the minutes took place by the board.

Old Business:

- **New Website Redesign Project** – The new HOA website is now up and running! Visit our new website at www.crcwhoa.org. Be sure to bookmark our new website for future use. Not only will you find a great new look but loads of HOA information on the site. You can read monthly board meeting minutes, archived meeting minutes, contact board and committee members and find ACC forms online, to name a few. Be sure to visit the site often to keep informed! The board is working on placing our Rules and Regulations (R&R's) and CC&R's on the website in the near future. Several versions of the CC&R's exist due to several divisions of the neighborhood, but the rules are the same, just some wording variance in the documents. Thank you very much to the two homeowners that volunteered to design our new website and be our HOA webmasters! This is a wonderful new communication tool that is sure to be very useful for our neighborhood community!
- **Park Usage Policy** – A discussion took place about the development of a park usage policy to help define the rules and regulations of our HOA parks. The board is developing a sign to be placed in our parks. They reviewed the proposed wording for the sign that will state the policy and process used for organized groups to reserve our parks for activities such as sporting practices, scouting events, reunions, etc. A motion was made to accept the updated sign verbiage as modified by the board. It was seconded and passed by the board. A motion was made to look for bids to have the sign made. It was seconded and passed by the board.

New Business:

- **Neighborhood-Wide Walk-Through** - This summer, our HOA will be accomplishing a walk-through of the entire Candlewood Ridge and Carriage Wood neighborhoods to identify homes that are not in compliance with our HOA Covenants. The purpose of this walk-through is to ensure that all of the homes in the HOA maintain their appearance and value.

Members of our community who volunteer for this project will perform this walk-through. The HOA will ensure a fair evaluation through the following means: 1) A checklist will be created

for use by the teams performing the walk-through; 2) Training of all volunteers who will do the walk-through to ensure they all have a common understanding of what is in compliance and what is out of compliance; and 3) The inspection will be performed by teams of three volunteers. This will ensure a fair assessment of each home due to the fact that they will all have to agree on what they write on the checklist.

We anticipate at least seven teams that will consist of three people each, which will be involved in the walk-through. If you are interested in participating, please contact the HOA Board via email at crcwhoa@hotmail.com. The identity of the volunteers performing the walk-through will be kept confidential. If you have any comments or questions, please contact the HOA through the email address above or call 425-227-4227 and leave a voice message.

- **Hedges taller than six feet** – Currently the Covenants state that hedges can be no taller than six feet above the ground. A board member said for certain homes such as split-levels with second story decks in the back yard, it would be nice if hedges could be taller for privacy and suggested a change in the Covenants. It was pointed out that in order to change the Covenants, a vote must take place of all 850 homes. A discussion followed.

Common Areas Report:

- Update on recently destroyed CW entrance sign: Esurance had a property adjuster do an independent cost assessment on the replacement of the entrance sign on 160th Ave SE. Then they had V & M Restoration of Woodinville provide an estimate for doing the job. Both estimates came out about \$6,000, which is considerably less than the estimates obtained earlier. Canber (the HOA landscape maintenance company) was asked to remove the debris of the old sign, which has been completed. The cost of debris removal will be submitted to Esurance. The HOA can expect a check for about \$6,000 from Esurance to have the entrance sign replaced.
- The proposed volunteer cleanup of Candlewood Ridge Park scheduled for April 22nd did not occur. Apparently, no students signed up for the project.
- The picnic table with benches was taken apart and removed from the site near the old big toy in CR Park. The table was in bad shape, therefore no effort was made to repair and relocate it. Thank you to the volunteers that helped with this task!
- Canber has been asked to add more plants along the stream near the new bridge in CR Park.
- A board member asked if the new bench in CR Park was level due to it appearing unlevelled. Another board member stated that he recently checked the bench after thinking the same and yes the bench was completely level.

Architectural Report: The ACC Chairperson stated that since last month's meeting, 16 new applications were received as follows:

6 Painting Requests, 4 New Roofs, 1 Driveway Request, 1 Fence and 4 requests that require additional information before approval can be considered.

The ACC Committee is up to date on received requests.

The ACC Chairperson requested that a project completion date be added to the ACC form and to require a limit of 180 days to complete the project. Some projects that were previously approved by the ACC are over a year old and are still not completed. A motion was made to place a limit of 180 days for homeowners to complete projects. It was seconded and passed by the board.

The ACC Committee would like to remind all homeowners, that it is the homeowners responsibility to insure an Architectural Control Approval Form is submitted and approval received prior to beginning

work on home improvement projects that require ACC approval. Some contractors have been promising to do the HOA paperwork for the homeowner, but in some cases that has not happened, putting the homeowner at risk of incurring fines and possibly redoing the work to HOA specifications. ACC request forms can be found in the Fairwood Flyer or on the HOA website at www.crcwhoa.org.

Complaints Negotiations Report: The Complaints report was not distributed at the meeting but was sent out via email following the meeting for the boards review. 6 new complaints were received, 4 additional new complaints were resolved prior to letters being sent out, 21 complaints are pending and 6 are now closed. 3 additional homes are currently accruing fines and legal advice is being considered for being non-compliant. One homeowner has volunteered to help with the complaints committee but more are needed. If you are interested in helping with this important committee, please contact the HOA by calling (425) 227-4227 or send an email to complaints@crcwhoa.org.

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 the HOA can 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 April Budget Comparison report was presented and briefly discussed. A motion was made to accept the budget report as written. The board passed the motion.

Committee Reports:

Capital Improvement Committee – The installation of the additional big toy elements has been completed in both our parks. The installers indicated that it would be wise to add additional material, either more pea gravel or engineered wood fiber, around the new Buck-A-Bout in CW Park. The border would need to be heightened in order to accomplish this. An estimate was obtained from Gametime of \$1790.47 to provide the materials needed. The HOA would need to do the installation. A motion was made to pursue estimates to improve the safety around the Buck-A-Bout toy in CW Park. The board passed the motion.

*The Capital Improvements Committee needs to start considering capital improvements for next year.

The Welcoming Committee – 1 packet was delivered to a new homeowner 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 info@crcwhoa.org.

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: Visit our NEW Website and contact the HOA via Email at:
Web - www.crcwhoa.org

A motion was made to adjourn the meeting at 9:33 p.m.

Next Board Meetings:

June 20, 2006

July 18, 2006

August 15, 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

***The Complaints Negotiations Committee** is looking for volunteers. If you are interested in helping with this important committee, please contact the HOA by calling (425) 227-4227 or send an email to complaints@crcwhoa.org.

***NEW MEETING LOCATION!**

The HOA monthly meetings are now being held at the Sheriff's Office located in the Albertson's Shopping Center. Meetings take place the 3rd Tuesday of every month at 7:00 pm in our new location.

*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.