

## Candlewood Ridge – Carriage Wood Homeowners' Association

### Board Meeting Summary

June 20, 2006

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

**Board Members Present:** John Utz, Jerry Woolett, George McGill, Elizabeth Pardo, Joelle Hinterberger, Lloyd Mantilla and Sondra Woolett.

**Others Present:** 1 Homeowner.

This monthly meeting was called to order at 7:05 p.m. at the King County Sheriff's Office – Fairwood Storefront.

#### **Homeowner Concerns:**

- A homeowner submitted a letter to the HOA and asked that it be read at the meeting. This homeowner received a letter of acknowledgement from the HOA regarding a complaint they did not submit. Apparently, somebody is sending in complaints and signing other homeowner's names to the complaint letter. This matter has been turned over to the King County Sheriff's office.

**Fire Department Report:** Not present at the meeting.

**Police Report:** Not present at the meeting.

It was said that suspicious activity was seen by a homeowner on the Lake Youngs path on the backside of Carriage Wood Park. Homeowners are advised to keep doors and windows locked and to secure articles in their backyard. If you see suspicious activity, please call 911 immediately and ask for a Sheriff's Office response.

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

#### **Old Business:**

- **Neighborhood-Wide Walk-Through** – Due to a shortage of volunteers and the time needed to provide training, a motion was made by the board to postpone the neighborhood walk-through for this year and to get committees in place for next year. It was seconded and passed by the board.
- **New Website Redesign Project** – The new HOA website is now up and running! Visit our new website at [www.crcwhoa.org](http://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! A motion was made to improve our website by adding the information: CC&R's, Bylaws and Articles of Incorporation. The motion passes.
- **Park Usage Policy** – 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. Kent signs provided an estimate for making two park usage signs. A motion was made to order and install the park usage signs for up to a total cost not to exceed \$750. It was seconded and passed by the board.

### **New Business:**

**Board Resignations and Appointments** – HOA President Greg Carras submitted his resignation via email on June 12<sup>th</sup>. The board accepted his resignation. A motion was made to appoint George McGill as President for the remainder of the term. The board passed the motion.

Complaints Chairperson Elizabeth Pardo submitted her resignation in writing at tonight's meeting. The board accepted her resignation. A motion was made to appoint Lloyd Mantilla as the new Complaints Chairperson. The board passed the motion. Lloyd will assume this role for the remainder of the 2 ½ year term.

A sincere thank you goes out to both Greg and Elizabeth for their years of volunteer work to our association. Thank you both!

The board will be recruiting another board member this summer. Any homeowners interested in volunteering for the board are encouraged to contact the HOA at 425-227-4227 or via email at [info@crcwhoa.org](mailto:info@crcwhoa.org).

### **Common Areas Report:**

- Esurance has provided the HOA with a check for replacement of the destroyed entrance sign at the 160<sup>th</sup> St. entrance to CW. V & M Restoration of Woodinville has been contracted to start the work. The settlement will cover the costs associated with cleanup, replacing the sign and plant restoration.
- Canber added more plants along the stream near the bridge in CR Park. Some of the additional plants appear very sick. Canber was notified and agreed to investigate.
- The CAM Chairman recommended that the common area watering systems be turned on around the 1<sup>st</sup> of July. The systems need to be checked out and repaired if necessary. Canber will carry out the system inspection work. Actual watering will occur only when and if deemed necessary.

**Architectural Report:** The ACC Chairperson stated that since last month's meeting, 22 new applications were received as follows:

5 Painting Requests, 9 New Roofs, 1 Driveway Request, 1 Fence, 4 Door/Window Replacement Requests, 1 New Deck and 1 Locking Pedestal Mailbox.

A discussion took place of an unapproved roof that was being installed in CW. The roof being installed was made of unapproved roofing material and the homeowners agreed to work with the ACC to resolve the issue.

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](http://www.crcwhoa.org).

**Complaints Negotiations Report:** The Complaints report was distributed at the meeting for board review. 2 new complaints were received, 4 additional new complaints were resolved prior to letters being sent out, 26 complaints are pending and 7 are now closed. 3 additional homes are currently accruing fines and legal advice is being considered for being non-compliant. A discussion of some of the complaints on the list took place.

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:** Now that the required barrier is in place along the stream in CR Park, it's time for the HOA to contact State Farm and initiate the process for switching the HOA insurance policy.

**Treasurer's Report:** The May Budget Comparison report was presented and briefly discussed. Reserves have been built up from last year. A motion was made that George McGill - President, Jerry Woolett - CAM, Sondra Woolett - ACC and John Utz - Treasurer be added as check signers on the HOA account at Bank of America, Fairwood Branch. The board passed the motion.

#### **Committee Reports:**

**Capital Improvement Committee – Additional material, either more pea gravel or engineered wood fiber, around the new Buck-A-Bout is CW Park is needed. The border needs to be heightened in order to accomplish this. Estimates have been received from Gametime for providing play curb and engineered wood chips and from Canber for adding an additional layer of railroad ties. It was recommended to have Canber add the additional layer of railroad ties to match the existing borders and get the engineered wood chips from Gametime. A motion was made to improve the play equipment for safety issues as proposed, not to exceed a cost of \$2,200. The board passed the motion.**

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

**The Welcoming Committee** – 2 packets were delivered to new homeowners in May. 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](mailto: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](http://www.crcwhoa.org)

Email – [info@crcwhoa.org](mailto:info@crcwhoa.org)

A motion was made to adjourn the meeting at 8:45 p.m.

**Next Board Meetings:**

- July 18, 2006
- August 15, 2006
- September 19, 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**

**\*Visit our new HOA Website at: [www.crcwhoa.org](http://www.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 3<sup>rd</sup> 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.