

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

September 19, 2006

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

Board Members Present: Jerry Woolett, George McGill, Lloyd Mantilla, John Utz and Sondra Woolett.
Others Present: Carmen Duppenthaler – Recording Secretary and 7 Homeowners.

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

Homeowner Concerns:

- Several homeowners came to the meeting to discuss the complaint process. They would like to see disputes resolved between neighbors rather than going through the homeowners association. The board explained that homeowners are welcome to resolve issues amongst themselves but when a complaint is received in writing, the HOA has an obligation to investigate the issue and act to resolve it if necessary.
- Homeowners commented they were frustrated with the 30-day timeframe on ACC approvals and would like to see a response from the HOA before that. The ACC approval process was explained and three board members are now working on the ACC committee, compared to one board member in years past, to expedite the approval process. Sometimes approval forms get lost in the mail or sent to the wrong address, so homeowners are encouraged to contact the HOA via email at architecture@crcwhoa.org or by leaving a voice message at 425-227-4227 if you don't receive a response within two weeks. The board also said that it had considered taking ACC request forms via our new website but there are technical problems which does not make this a good option at this time.
- A homeowner stated that they would like to see better communication skills being used by the board members who contact homeowners. A discussion followed.

Fire Department Report: Not present at the meeting.

Police Report: Officer Sam Shirley was present to give a brief report. He stated things had been quiet since the kids are back to school, which is normal. A homeowner commented that two car break-ins occurred in Carriage Wood and believe a watch was stolen from inside one of the vehicles. Officer Shirley suggested not leaving valuables visible and to keep doors locked on vehicles at all times. He also said whenever possible to park vehicles inside your garage where they will be safe.

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

Old Business:

- A discussion took place about posting a sign with our web address, no solicitations and the fact that we are an HOA community at our entrances. Homeowners present at tonight's meeting commented they were not in favor of the idea and thought it would make our neighborhood look too commercial. Alternative locations for placing a sign stating this information could be on the post with our blue "drive safely for our children's sake" sign

or inside our community at our parks. Homeowners are welcome and encouraged to submit their comments and suggestions via email to info@crcwhoa.org.

- The President asked for comments on political yard signs. It was explained that HOA's could no longer prohibit the use of political signs according to the state of Washington. The consensus amongst the group was the political signs seen in our neighborhood were not a problem at this time and felt it was good timing with the Fairwood Incorporation vote.

New Business:

- A discussion took place regarding locking mailboxes. A homeowner commented that he liked the look of our current mailbox houses with individual boxes rather than the new metal cluster boxes some homeowners are installing. It was decided that standards would need to be established for sizes, types and color of mailboxes in order to maintain the current appearance of our mailbox houses. The post office will need to be contacted regarding this issue as well.
- It was said a couple of homeowners have installed outdoor sodium lights, which are very bright to surrounding neighbors. Currently, there are no guidelines in place for sodium lights. A discussion followed.
- A discussion took place regarding the establishment of an offending conduct rule similar to the Fairwood Greens HOA. It was decided that issues of this nature were best handled by King County police and will not be pursued at the time.
- Basketball hoops and backboards were talked about and the fact that a couple complaints were received regarding them. Board members reviewed the CC&R's and R&R's, but found nothing in writing regarding them. It was said that basketball hoops cemented in or attached to the house are considered a structure and require ACC approval. Portable basketball hoops need to be moved off the sidewalks when not in use due to pedestrian safety issues and stored elsewhere. The HOA lawyer will be contacted regarding this issue.

Common Areas Report:

- Restoration of the entrance sign at 160th Ave SE of Carriage Wood is nearly complete. The words "Carriage Wood" still need to be added. Contractor indicated the work should be completed within the week. Once the job is completed, Canber (our landscape maintenance company) will do some landscape touch up work to this area.
- Canber has provided an estimate for top dressing the northern part of the field in Carriage Wood Park. The holes and dips in the grass are not readily visible and are considered a safety hazard. The estimate is quite reasonable but requires the area not be used for 4 to 6 weeks after the work is completed. Two youth soccer teams have been given permission to use the fields through mid November, therefore it is not practical to start the work until next spring in the February or March time frame. The goal will be to have the park fully ready for use prior to the Easter Eggstravaganza on April 8, 2007.
- Canber installed park usage signs in both CR and CW Parks. Groups desiring to use the park must now request permission by scheduling their activity or organized group (such as youth sports teams, parties, etc.) and must provide proof of insurance to the HOA as required. Contact the HOA via email at info@crcwhoa.org for more information.
- Soos Creek has been asked to turn off the water in our common areas. It will need to be turned back on at Carriage Wood Park in February 2007 so the sprinkler heads can be located prior to commencing the top dressing work.
- Canber has been asked to reinstall the drainage strip and fill the holes caused by those using the

- swings at Candlewood Ridge Park.
- A big THANK YOU goes out to Debbie O'Connell who has maintained the mutt mitt dispensers in Candlewood Ridge Park for the past several years. Your volunteer service is greatly appreciated! The HOA would like to welcome Jan Bigbee-Hanson who will now take over this responsibility. Thank you very much!

Architectural Report: The ACC Chairperson stated that since last month's meeting, 20 new applications were received as follows:

11 Painting Requests
2 New Roofs
3 Fences
1 New Window Request
3 Landscaping and Decks

The ACC Chairperson stated in the last couple months there have been a large number of homeowners who have commenced home improvement projects (such as painting their homes, installing new windows, replacing fences and installing new roofs) without first submitting an ACC request form and/or receiving approval from the Architectural Control Committee. ACC request forms and color samples are still required even if you intend to paint your home the same color. It is the homeowner's responsibility to insure an ACC request form is submitted and approval received prior to commencing external home improvement projects. A \$100 fine can be imposed for not following this procedure. The ACC has up to 30 days to respond to requests but tries to respond much sooner. It is recommended that if a response to an ACC request has not been received within two weeks, the homeowner contact the ACC Chairperson via email at architecture@crcwhoa.org or by leaving a voice message at 425-227-4227. ACC request forms can be found in the Fairwood Flyer or on the HOA website at www.crcwhoa.org.

ACC requests need to be specific. The ACC needs to know the type of project your planning, materials, specific colors and dimensions where applicable. It is not the ACC committee's function to choose between options or approve optional approaches, so please be specific in your requests.

Complaints Negotiations Report: The Complaints Chairman stated that 10 new complaints were received, 19 complaints are pending and 15 are now closed. 4 second time letters were sent out to homeowners still non-compliant.

The Complaints Chairman stated the committee was working on 2 encroachment issues in Carriage Wood Park. A homeowner asked for an update on the play structure installed on a property that overextends onto the wooded area in the park and stated he would like to see the structure moved, the area reforested and returned to its original state. The board stated the CNC is working with the homeowner to resolve the issue and may contact the HOA lawyer for legal advice if necessary.

A discussion about boats and recreational vehicles took place. Several complaints have been received regarding these vehicles. Per our rule and regulation entitled "Vehicles", homeowners may temporarily have a RV parked on their property or on the street adjacent to their property for a period not to exceed 72 consecutive hours. Any longer requires a written request and confirmation received by the HOA. A homeowner commented he prefers to keep his boat in his driveway during the summer fishing season due to frequent use and then returns it to a storage location during the winter. Boats may be stored or parked in a garage or behind a 6 foot HOA approved fence to minimize the visual impact from the street, but not in driveways, unless the homeowner has received HOA approval to do so. The complete "Vehicles" rules and regulations can be found on our website at www.crcwhoa.org.

As a reminder, 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. Complaint forms can also be found on the HOA website at www.crcwhoa.org.

Legal and Insurance Report: State Farm, effective September 1st, is now providing the HOA insurance. This policy provides the same coverage the HOA had before while saving the HOA over \$1000. In addition, the HOA now has a local agent here in Fairwood to work with.

Treasurer's Report: The August Budget Comparison report was presented and briefly discussed. Just the usual expenses occurred this month. It was said the HOA is currently under budget for the year and in good shape financially. A utility bill is expected to arrive soon for watering that took place in some of our common areas this summer.

Committee Reports:

Park Usage Committee – A new committee has formed that will refine the park usage policy. A recap was given of the first committee meeting that was held at the end of August. Park usage signs are now up in both parks stating the park usage policy. A meeting with the HOA lawyer will be scheduled to discuss liability issues. It was said when park usage requests are received from homeowners, the entire board will review the request before approval is given.

Capital Improvement Committee –

- Canber (our landscape maintenance company) installed the additional railroad ties and added the wood chips around the Buck-A-Bout in Carriage Wood Park.
- Canber has been asked to provide a proposal to install barrier rocks along the sidewalk at Carriage Wood Park, similar to those installed in Candlewood Ridge Park, to impede vehicles from entering the park and destroying the landscaping. Depending on costs, this work should be scheduled before the top dressing work occurs in the grassy field.
- The Capital Improvements Committee was contacted by email seeking ideas for future capital improvement projects. An attempt will be made to hold a committee meeting in October to collect ideas for presentation at the annual meeting to be held in January. If you'd like to volunteer for this committee, email us at info@crcwhoa.org.

The Welcoming Committee – Nothing new to report this month. 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 request 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

Email – info@crcwhoa.org

A motion was made to adjourn the meeting at 8:59 p.m.

Next Board Meetings:

- October 17, 2006
- November 21, 2006
- December 19, 2006

Meetings are usually 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**

***Candlewood Ridge and Carriage Wood Parks are private parks for the use of CR/CW residents and guests only.** Our parks are available to homeowners for organized activities such as sporting practices, parties, ect. by reservation only. To request the use of our parks, contact the HOA via phone at (425) 227-4227 or by email at info@crcwhoa.org.

*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.