

## **Candlewood Ridge – Carriage Wood Homeowners' Association**

### **Board Meeting Summary**

**October 17, 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, Joelle Hinterberger and Sondra Woolett.

**Others Present:** Carmen Duppenthaler – Recording Secretary and 4 Homeowners.

This monthly meeting was called to order at 7:00 p.m. at the King County Sheriff's Office – Fairwood Storefront.

#### **Homeowner Concerns:**

- A homeowner stated she called the utility company to report a streetlight that was out on her street. She wanted to remind all homeowners to be sure and call the utility company to report things like streetlights and power outages and not to assume that a neighbor will call.
- Another homeowner commented; if you see a fence has blow down around one of our retention ponds to call King County and report it so they can come out and repair the fence.

**Fire Department Report:** Fire District 40 representative Fred Heistuman was present to give a report. During September, Fire District 40 responded to 178 EMS/rescue calls and 25 fire calls. October is fire prevention month but District 40 encourages residents to consider every month fire prevention month. Cooking is the number one cause of home fires and home fire injuries. Many of these fires can be easily prevented by never leaving your cooking food unattended. Some Halloween safety ideas for families in our community are to know the route your kids will be taking if you aren't going out with them. The best bet is for an adult to go trick-or-treating with children. Choose a costume that is safe for your child. Avoid using candles inside pumpkins and consider using flashlights or battery-operated lights. Remember to change your clocks and change the batteries in your smoke alarms. Everyone should test their smoke alarms and practice home escape plans regularly.

**Police Report:** Officer Sam Shirley was present to give a report. He stated calls for service in our area were down since kids are back to school. A homeowner asked what changes will occur to the police if our area is annexed by Renton. Officer Shirley stated the Fairwood storefront would close down and the Renton police department would take over.

A homeowner came to the meeting to discuss drag racing that occurs on SE 179<sup>th</sup> St. in Candlewood Ridge. The homeowner had descriptions of the vehicles involved and stated this had occurred several times. Officer Shirley said the individuals are tough to catch due to the vehicles speeding away before the police arrive. A board member suggested the homeowner videotape the incident if possible, Officer Shirley concurred it to be a good idea and said he would further look into the situation.

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

#### **Old Business:**

- The HOA President reminded all board members to check their HOA email every other day or so for new emails, as a means of responding to homeowners on a timely basis.

- A discussion took place about posting a sign stating CR/CW is a HOA community, our web address and no soliciting allowed near our entrances. A board member has priced out two options. 12"x12" metal signs similar to the ones used by Fairwood Greens or large sandwich board signs like we currently use for our monthly meetings. The consensus amongst homeowners present at tonight's meeting was the metal signs were preferred. A discussion will continue next meeting.
- It was asked if the old website was still running. Yes, the old website still exists with a memo referring people to our new website but does not automatically redirect them there. The board will look into disposing of the old website.

### **New Business:**

- The annual meeting of the Candlewood Ridge and Carriage Wood Homeowners Association will be held on Tuesday, January 30, 2007 at 7:00 pm at the Fairwood United Methodist Church. Mark your calendar and plan to attend!
- A discussion took place regarding the website homepage and ideas to replace the old Fairwood Incorporation information currently on there. Some of the suggestions included pictures of nice homes in our neighborhood or pictures of our entrances or common areas. The webmasters will be contacted to update the homepage.
- As a means of responding to homeowners more quickly, the board discussed adding a second phone line that would ring at a board member home. The board is researching options and cost.
- Vandalism and damage often occur in our parks, common areas and to our entrance signs. The board would like to remind all homeowners to please call 911 immediately if you witness anyone vandalizing our neighborhood. THANK YOU to the homeowners who have called 911 in an effort to stop these types of incidences.
- A discussion took place about hiring a security service for our HOA. It was said to be very expensive. The board talked to Officer Shirley about contracting an officer to patrol our parks. The board is looking for volunteers to establish a new Security Service Committee that will research and investigate the cost and options of a security service for our HOA. Interested homeowners please send an email to [info@crcwhoa.org](mailto:info@crcwhoa.org).

### **Common Areas Report:**

- Restoration of the Carriage Wood entrance sign at 160<sup>th</sup> Ave SE is still not complete. The words "Carriage Wood" still need to be added. The contractor indicated their subcontractor is delaying them.
- A vehicle hit the other entrance sign at 160th Ave. SE on the 10<sup>th</sup> of October. The brick structure appears to have received no damage, however the word portion was destroyed. A local homeowner obtained the license plate number before the driver departed the scene without providing any information. A police report has been submitted. A local sign company has been contacted and asked to provide an estimate for manufacturing the word portion of the sign.
- Soos Creek has turned off the water in our common areas. The HOA will need to have it turned back on at CW Park in February 2007 so the sprinkler heads can be located prior to the top dressing work in the grassy field.
- Canber reinstalled the drainage strip and filled in the holes caused by those using the swings at the Candlewood Ridge Park.
- A homeowner request was received to add a mutt mitt dispenser and a garbage can at the south end of Candlewood Ridge Park. This appears to be a good idea. A motion was made to authorize a new mutt mitt dispenser, sign and garbage can for the Candlewood Ridge Park, not to exceed \$150. The

- board passed the motion.
- The blue plastic slide on the big toy in Candlewood Ridge Park was vandalized with graffiti on September 20<sup>th</sup>. Police responded to a complaint call and caught a 14-year old boy. The HOA chose to press charges against the individual to send out a message that vandalizing our parks will not be tolerated. All efforts to clean the graffiti to date have failed. Sitelines was contacted for cleaning product suggestions. Replacement of the slide would cost about \$4,000.

**Architectural Report:** 10 new ACC applications were received since last months meeting as follows:

2 Painting Requests

3 New Roofs

1 Fence

2 Requests for New Garage Doors

2 Landscaping and Decks

Three of the above projects were started before an ACC request was submitted or an approval was received. Follow up of the projects was required by the ACC Committee to get the required requests and approvals. It is the homeowner's responsibility to insure an ACC request 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 an ACC request 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](mailto: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](http://www.crcwhoa.org).

So far this year, four homeowners have commenced major projects that did not meet HOA Rules and Regulations before submitting an ACC request. In each case, much of the work had to be redone. The extra time, money and stress could have been avoided if an ACC request had been submitted and the work had not been commenced until the approval/disapproval was received.

The HOA has received several ACC requests, complaints and notices of violations via email. A discussion took place of how to handle these emails. An original signature is required on all complaints and therefore not available via email and must be mailed. The HOA is looking into new options to expedite the approval process for ACC requests.

**Complaints Negotiations Report:** The Complaints Chairman stated that 10 new complaints were received, 24 complaints are pending and 4 are now closed. 3 homes are accruing fines and pending legal action due to non-compliance.

A homeowner asked for an update on the play structure installed on a property that overextends onto the wooded area in Carriage Wood Park. The homeowner suggested a letter be sent out to the homeowners who property backs up to our common areas, reminding them to respect and not encroach on HOA property. The board stated a letter might be a good idea but would be sent to all homeowners in our association, not just the ones located along the common areas.

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. The HOA will keep confidential, to the full extent of the law, all personal information that is submitted, including the complainant's name. Complaint forms can also be found on the HOA website at [www.crcwhoa.org](http://www.crcwhoa.org).

**Legal and Insurance Report:** Nothing new to report. The board will be contacting the HOA lawyer to discuss the possibility of doing email voting on time sensitive issues.

**Treasurer's Report:** The September Budget Comparison report was presented. \$4,375 has been spent on utilities, which is under budget for the year, and was mostly for watering of our common areas. The Proposed Budget report for 2007 was presented. It was noted the proposed 2007 budget includes a 3% dues increase. The bookkeeper requested the board review the proposed budget to be further discussed at next months meeting.

**Committee Reports:**

**Park Usage Committee** – Committee to meet one more time to finalize wording and refine the park usage policy. No deposits will be collected from organized groups due to the nonprofit status of the HOA organization.

**Capital Improvement Committee** –

- Canber (our landscape maintenance company) provided 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. 135 2-man rocks at 4-foot spacing are required (approx 90 tons). The cost for this project is approximately \$7,000. A board member recommended the work be done as soon as possible. A homeowner reported a pickup truck driving into CW Park in early October. A motion was made to approve the installation of the barrier rocks in Carriage Wood Park not to exceed \$7,000. The board passed the motion.
- A meeting of the Capital Improvement Committee is scheduled for November 2<sup>nd</sup> 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](mailto:info@crcwhoa.org).
- A discussion took place about adding a post on the walkway at the west entrance of Candlewood Ridge Park to obstruct vehicles from entering. It was said this could be done along with the replacement of the rest of the path as a capital improvement for next year. It was also suggested a 2-man rock could be placed there as well.

**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](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 9:06 p.m.

**Next Board Meetings:**

- November 21, 2006
- December 19, 2006
- January 16, 2007
- January 30, 2007 – Annual Meeting at Fairwood Methodist Church

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**

\*The **ANNUAL MEETING** of the Candlewood Ridge and Carriage Wood Homeowners Association will be held on January 30<sup>th</sup>, 2007 at 7:00 pm at the Fairwood United Methodist Church. Mark your calendar and plan to attend!

\*Visit our new HOA Website at: [www.crcwhoa.org](http://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](mailto: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.