

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

November 21, 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 1 Homeowner.

This monthly meeting was called to order at 7:03 p.m. at the King County Sheriff's Office – Fairwood Storefront.

Homeowner Concerns: None

Fire Department Report: Fire District 40 representative Bob Jensen was present to give a report. During October, Fire District 40 responded to 176 EMS/rescue calls and 13 fire calls. Fire District 40 will once again partner with local schools, businesses and citizens to provide the annual Holiday Outreach Program. This program is designed to assist local families that are in need during the holiday season. Each year local schools identify the families that will receive help and with the generous donations provided by the community, the fire department collects, sorts and delivers the items to these families. Donations of non-perishable food items and new toys may be dropped off at the fire station through December 20th. A reminder was given to residents to be prepared this winter by checking your disaster supply kits and by thinking about what supplies you may need to have in your cars to be prepared in stormy weather. For more information log on to: www.govlink.org/storm.

Police Report: Not present at the meeting.

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

Old Business:

- THANK YOU to our volunteer webmasters for maintaining the new HOA website. New pictures have been added to the homepage and information is kept current. The website is a very useful tool for our community. The old HOA website has now been shut down. Visit our new website at www.crcwhoa.org.
- The HOA President reminded all board members to check their HOA email every other day or so for new emails from homeowners.
- The board is in the process of creating signs to place near our entrances that state CR/CW is a HOA community, our web address and no soliciting is allowed. Exact sign wording to be determined. A motion was made to approve the purchase of 2 signs, not to exceed \$50 per sign, to be installed at the two main HOA entrances. The board passed the motion.
- The board is researching options and cost for adding a second HOA phone line, as a means of responding to homeowners more quickly.

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!

- Planning of the annual meeting was talked about. The secretary is updating volunteer forms for the meeting and taking care of advertising. Board members are working on their year-end reports to present at the annual meeting.
- A board member suggested that business cards would be useful for leaving notes and handing out to homeowners. The card could have the HOA name, address, phone and website address printed on them with a blank line at the bottom for individual board members to sign. A motion was made to approve the purchase of 250 generic business cards for board members to use. The board passed the motion.
- Ideas for watering the entrances for seasonal plantings took place. If you are interested in forming a committee to research options and types of plantings for our entrances, please contact the HOA via email at info@crcwhoa.org.

Common Areas Report:

- Restoration of the Carriage Wood entrance sign at 160th Ave SE is still not complete. The words “Carriage Wood” still need to be added. The word portion of the sign has now been completed and is ready to be picked up by the contractor.
- A vehicle hit the other entrance sign at 160th Ave. SE on the 10th of October. Only the word portion of the sign was damaged. The new word portion of the sign has been constructed and installed. The HOA has received no word on whether the hit and run driver has been found.
- Materials to add a new Mutt Mitt dispenser and garbage can at the south end of Candlewood Ridge Park have been received. They will be installed as weather and schedules permit.
- A representative from Sitalines looked at the Buck-A-Bout in Carriage Wood Park on November 7th. He believes the toy can be made to operate better but didn’t have time to repair it. He promised to come back out or send another person from the company to repair the toy soon.
- Some minor tree damage has occurred in our parks as a result of the recent rain and windstorms. Canber has been cleaning up the damaged trees.

Architectural Report: 13 new ACC applications were received since last months meeting as follows:

2 Painting Requests
6 New Roofs
2 Fences
1 Shed
1 Window
1 Front Door

Six of the above projects were started before an ACC request was submitted or an approval was received. Follow up of these 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 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.

Complaints Negotiations Report: The Complaints Chairman stated that 7 new complaints were received, 32 complaints are pending and 3 are now closed. 3 homes are accruing fines and pending legal

action due to non-compliance.

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.crewhoa.org.

Legal and Insurance Report: Four board members recently met with the HOA lawyer to discuss several items. A review of the meeting will be given at the December board meeting after all paperwork is reviewed.

Treasurer's Report: The October Budget Comparison report was presented and briefly discussed. Just the usual expenses for the month occurred. The proposed budget for 2007, which includes a 3% dues increase, was discussed. A motion was made to approve a 3% HOA dues increase beginning January 2007. The board passed the motion. A secondary meeting is scheduled for the board to discuss the 2007 budget in preparation for the annual meeting. A discussion took place about updating the bookkeepers accounting software. The current software is said to be very old and outdated. A motion was made to authorize the purchase of new Account Edge accounting software by MYOB for the bookkeepers use. The board passed the motion. A yearly maintenance fee of \$250 will be required for updates.

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. The proposal was accepted by the HOA. 135 2-man rocks at 4-foot spacing are required (approx 90 tons). The work's expected to be completed by the end of the year.
- A meeting of the Capital Improvement Committee was held on November 2nd. It was decided the first priority would be to place new big toy equipment on the grassy area at the south end of Candlewood Ridge Park. Sitelines was contacted and came out to survey the site. They have provided a proposal and drawing of the site for equipment placement. The proposal is a little less than \$27,000. More information will be presented at the annual meeting.

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@crewhoa.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 8:53 p.m.

Next Board Meetings:

- December 19, 2006
- January 16, 2007
- January 30, 2007 – Annual Meeting at Fairwood Methodist Church
- February 20, 2007

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 30th, 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

***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.