

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

### **Board Meeting Summary December 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, Joelle Hinterberger and Sondra Woolett.  
**Others Present:** Carmen Duppenthaler – Recording Secretary and 1 Homeowner.

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 asked about a new roof recently installed in Carriage Wood and stated the roof aesthetics did not look good. The ACC Chairperson said the roof was built with approved roofing material however; the ACC has no control over the installation. The HOA plans to contact the homeowner of the roof in question and suggest they contact the installers for repairs.

**Fire Department Report:** Fire District 40 representative Stan Moe was present to give a report. During November, Fire District 40 responded to 195 EMS/rescue calls and 14 fire calls. Fire District 40 is once again partnering 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. Schools have identified the families that will receive help and with the generous donations provided by the community, predict another successful program this year. Each year fires occurring during the holiday season injure 2,600 individuals and cause over \$930 million in damage. Please take precautionary measures to reduce your chances of becoming a holiday fire casualty. The recent windstorms were a wake up call for the residents of Fairwood. It was suggested homeowners get prepared for the next natural disaster by creating a disaster preparedness kit and stocking up on batteries, candles, firewood and propane. For more information log on to: [www.govlink.org/storm](http://www.govlink.org/storm).

**Police Report:** No report this month.

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

#### **Old Business:**

- Two signs have been purchased to place near our entrances that will state CR/CW is a HOA community, our web address and no soliciting is allowed. The signs are due in 4-5 days.
- 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 and will be finalized at the January board meeting.
- HOA business cards were purchased and distributed to board members. They will be used for handing out and leaving notes for homeowners.

**New Business:** None.

**Common Areas Report:**

- Restoration of the Carriage Wood entrance signs at 160<sup>th</sup> Ave SE has now been completed.
- The City of Seattle has been contacted about a leaning evergreen tree along the pipeline in CR between SE 179<sup>th</sup> St. and Petrovitsky Rd, which could destroy the power lines and some homeowner's property.
- Some minor tree damage has occurred in our parks as a result of the high winds. Canber will be cleaning up the park areas.
- Several sections of the wooden fencing around the retention pond in Carriage Wood were flattened by recent high winds. King County has been notified of the damage.

**Architectural Report:** No report this month.

As a reminder, 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).

**Complaints Negotiations Report:** Not present at the meeting.

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.

**Treasurer's Report:** The November and estimated December Budget Comparison reports were presented and discussed. The proposed budget for 2007, which includes a 3% dues increase, was discussed in detail. Two new line items to the budget for 2007 include King County Sheriff Patrol and projector and screen for future use. A motion was made to move \$10,000 into the General Reserve and Legal Reserve Funds and \$13,000 into the Capital Expense Funds. The board passed the motion. A motion was made to approve the 2007 Proposed Budget as written to present at the annual meeting. The board passed the motion. The budget will be mailed out to all homeowners for review prior to the January 30<sup>th</sup> annual meeting.

**Committee Reports:**

**Park Usage Committee** – Committee to meet one more time to finalize wording and refine the park usage policy. It was decided that golf and fireworks will be banned from our parks and no deposits will be collected from organized groups due to the nonprofit status of the HOA organization.

**Capital Improvement Committee** – The barrier rock project along the sidewalk of Carriage Wood Park was completed.

**The Welcoming Committee** – Committee preparing 14 packets for delivery after the holidays. 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 8:07 p.m.

**Next Board Meetings:**

- January 16, 2007
- January 30, 2007 – Annual Meeting at Fairwood Methodist Church
- February 20, 2007
- March 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 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.