

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

January 16, 2007

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, Shena Kelly - Administrator/Bookkeeper and 4 Homeowners.

This monthly meeting was called to order at 7:01 p.m. at the King County Sheriff's Office – Fairwood Storefront.

Homeowner Concerns:

- A homeowner asked a question about liens and fines and wanted to know how much money the HOA collected last year from noncompliant homeowners. The bookkeeper stated the HOA had collected \$1000 from one homeowner who was noncompliant.
- A homeowner said he previously received a complaint regarding his boat, which was stored near his driveway. Since then, he has moved the boat to a storage unit. He asked about other boats seen in the neighborhood and if they were in the HOA complaint process. The complaints chairman explained the complaint process and encouraged all homeowners to send in complaint letters when you see issues of noncompliance, such as boats stored improperly, so they can be addresses.

Fire Department Report: Fire District 40 representative Stan Moe was present to give a report. He stated it had been a busy month due to severe windstorms and power outages. They received several weather related calls such as sledding and falling accidents. Broken water pipes are common in the cold temperatures and it was suggested to wrap pipes and leave inside faucets dripping at night. The new Benson fire station is running behind schedule due to the weather but should be completed by June 2007.

Police Report: Not present at the meeting.

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

Old Business:

- Board members were reminded to check their HOA emails every other day or so.
- Two signs have been purchased to place near our entrances that state CR/CW is a HOA community, our web address and no soliciting is allowed. The signs were reviewed at the meeting. A spelling error was discovered and will be corrected before signs are placed.
- 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. Planning of the annual meeting took place.

New Business: None.

Common Areas Report:

- The leaning evergreen tree along the pipeline in CR between SE 179th St. and Petrovitsky Rd,

which could destroy the power lines and some homeowner's property, was removed by the City of Seattle.

- A vehicle was observed running up and down the pipeline right-of-way at CR Park. License number was taken and reported to the sheriff's office. There was no apparent damage to the park.
- Several sections of the wooden fencing around the retention pond in Carriage Wood were flattened by the high winds in December. King County was notified of the damage and has responded, but no repair action has occurred.

Architectural Report: 6 new ACC applications were received since last month's meeting as follows:

2 Windows

1 Fence

1 Deck

2 Miscellaneous

The ACC Committee presented a letter draft for the board's review. The letter will be submitted to homeowners who begin and/or complete projects without first requesting and receiving required ACC approval. The board made a couple revisions to the letter.

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 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: Since the November board meeting, 6 new complaints were received that included a barking dog, 2 boats and 2 vehicles stored improperly and a house maintenance issue. 8 additional complaints are pending and 12 are now closed.

A discussion took place about a potential daycare being run in CW and two encroachment issues at CW Park. The committee will continue working with these homeowners through the complaint process. An informational letter will be drafted and sent out to all homeowners that border CW Park about property lines and not encroaching on HOA common area property. A proposal has been obtained for surveying the eastern boundary of CW Park. Additional proposals were recommended due to the high surveying fees.

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.

Legal and Insurance Report: Nothing new to report.

Treasurer's Report: The bookkeeper presented several reports for review. The December Budget Comparison and Capital Improvement Fund reports were presented and briefly discussed. The proposed 2007 budget report, as mailed out to homeowners, was then reviewed. Finally, two Treasurer reports that are to be presented at the annual meeting were reviewed. It was said the HOA is in good shape

financially.

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 – Revised proposals were received from Sitelines for the proposed improvement projects in Candlewood Ridge and Carriage Wood Parks. This will be a topic of discussion at the annual meeting and pictures will be presented for review.

The Welcoming Committee – Committee preparing several packets for delivery in February. 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 8:55 p.m.

Next Board Meetings:

- January 30, 2007 – Annual Meeting at Fairwood Methodist Church
- February 20, 2007
- March 20, 2007
- April 17, 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 HOA is in need of **Volunteers** for the following CR/CW HOA neighborhood community events:

- **Easter Egg Hunt** - would take place on Saturday April 7th at 11:00 am and consist of a large Easter Egg Hunt for kids 12 and under with 3,000 filled eggs and a prize table.
- **Summer Picnic** - would have jumping toys, raffle, relay races, games, etc and can be scheduled for summer time when the weather is nice.

In order for these fun family events to take place, volunteers are needed to coordinate them. Please contact the volunteer coordinator at info@crcwhoa.org for more information.

***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.