

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

February 20, 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, Joelle Hinterberger, Curt Whitaker and Sondra Woolett.

Others Present: Carmen Duppenhaler – Recording Secretary and 3 Homeowners.

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

Homeowner Concerns: None.

Fire Department Report: Not present at the meeting.

Police Report: Officer Sam Shirley was present to give a report. He stated 10 vehicle thefts and 7 burglaries, which is up from 3, had occurred last month. He gave a reminder to all homeowners to keep doors and windows locked and use alarms if you have them. A homeowner asked a question about an incident seen at the 151st Ave. SE Carriage Wood entrance. Officer Shirley stated a woman was seen shoplifting a large amount of coffee from the Fairwood QFC. Police followed the woman and pulled her over at the CW entrance. She was taken into custody. A board member stated our HOA has received several complaints regarding portable basketball hoops being left on the sidewalks in our neighborhood and asked Officer Shirley about the pedestrian safety hazard it imposes. Officer Shirley stated that nothing is allowed to block the sidewalk. That includes basketball hoops, garbage cans and vehicles. The police handle this type of complaint on a case-by-case basis.

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

Old Business:

- **Board of Director Assignments** – A motion was made to elect:
 - George McGill – President
 - Curt Whitaker – Vice President
 - Joelle Hinterberger – Treasurer
 - Jerry Woolett – Common Area Maintenance
 - Sondra Woolett – Architectural Control
 - Lloyd Mantilla – Complaints Negotiation
 - Legal & Insurance – John Utz
 - Carmen Duppenhaler – Recording Secretary

The motion was seconded and passed unanimously by the board.

- **Easter Egg Hunt** – The CR/CW HOA Easter Egg Hunt will be cancelled if a volunteer to coordinate the event is not obtained by March 1st. Please send an email to info@crcwhoa.org if interested in volunteering.

New Business:

- Garage Sale – Mark your calendar for the CR/CW Annual Neighborhood Garage Sale! It's scheduled for Friday and Saturday, May 4th & 5th from 9-5 pm.
- The board is researching fees associated with having a reserves analysis done, as well as, moving HOA reserves to an online bank for higher returns.

Common Areas Report:

- Top-dressing of the north half of the grass field at Carriage Wood Park has been completed. Water was turned on to locate sprinkler heads and will be turned off until needed this summer.
- The electrical controller for the water system had to be replaced in Carriage Wood Park.
- Canber has provided proposals to:
 - Remove merry-go-round, pea gravel, railroad ties and concrete pad at old big toy site of Candlewood Ridge Park and reseed the area. A motion was made to authorize the removal of the equipment and restore the area as suggested, not to exceed \$4,000. The board passed the motion.
 - Re-bark edges of common areas and entrances.
 - Improve barrier rocks along Candlewood Ridge Park to prevent cars from entering the park. A motion was made to approve the installation of additional barrier rocks in CR Park as suggested, not to exceed \$1,000. The board passed the motion.
- Canber has been asked to remove the downed tree limbs along grass of Carriage Wood Park.
- A new Private Property Sign was ordered for Carriage Wood Park to replace one that was damaged/vandalized. Additional wording will include no golf and no fireworks on the sign.

A question was asked regarding our entrance signs and if they were cleaned annually. Currently, they have moss on them and appear to be in need of cleaning. The CAM Chairman said last year a youth group cleaned them. It was explained that due to unavailability of water at our entrances, the signs are difficult to clean. The HOA will solicit for a youth or scouting group to volunteer to clean the signs.

Architectural Report: 4 new ACC applications were received since last months meeting as follows:

1 Fence
1 New Garage Door
1 Shed
1 Hot Tub and Gazebo

Due to recent windstorms and the age of most cedar fences in our HOA, many fences need to be replaced. A discussion took place regarding alternate fencing materials that are now available. The ACC committee will research new fencing materials on the market and establish new fencing guidelines in the future. Homeowners planning to replace their fence must first submit an ACC approval form as required.

As a reminder, it is the homeowner's responsibility, not the contractor, to insure an ACC request signed by the homeowner 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 last meeting, 7 new complaints were received that included 2

barking dogs, 1 boat, 2 vehicles parked improperly and 2 garbage cans stored improperly. 11 additional complaints are pending and 2 are now closed.

A new complaints committee member has been obtained. The complaints committee now consists of 3 volunteer members. When complaints are received, 2-3 of the committee members visually verifies the complaint to be valid, rather than just one person in years past.

Several complaints have been received regarding basketball hoops, both permanent and portable. Basketball hoops are not to be left on the sidewalk due to the pedestrian safety hazard they impose. Homeowners are reminded to store portable basketball hoops away from the sidewalk when not in use. The board is working to establish a new rule and regulation regarding basketball hoops.

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: The board is researching the option of establishing a new rule and regulation for rental/leasing of homes in our HOA. A document, provided by the HOA lawyer, describing a neighboring homeowner association's R&R for rentals/leasing, was reviewed. The document explains the homeowner's responsibility in notifying renters of our HOA rules, regulations and CC&R's. The board will review the document thoroughly and a vote will take place at the next board meeting. A letter has been drafted to send out to all homeowners that border CW Park about property lines and not encroaching on HOA common area property. A brief discussion took place regarding amending the HOA Bylaws. A motion was made to nominate John Utz as head of the HOA Nominating Committee. The board passed the motion.

Treasurer's Report: The January Budget Comparison and Capital Improvement Fund reports were presented and briefly discussed. Just the usual expenses for January occurred.

Committee Reports:

Park Usage Committee – No report this month.

Capital Improvement Committee – Revised proposals were received from Sitelines for the proposed improvement projects in Candlewood Ridge and Carriage Wood Parks. The Sky Runner was chosen over a merry-go-round to be installed in CR Park. A motion was made to approve the new big toy equipment as planned for Candlewood Ridge Park, not to exceed \$27,000. The board passed the motion. A motion was made to approve the proposed new toys for Carriage Wood Park, not to exceed \$7,000. The board passed the motion.

The Welcoming Committee – Committee preparing several packets for delivery in March. 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 9:19 p.m.

Next Board Meetings:

- March 20, 2007
- April 17, 2007
- May 15, 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

***Easter Egg Hunt** – The CR/CW HOA Easter Egg Hunt will be cancelled if a volunteer to coordinate the event is not obtained by March 1st. Please send an email to info@crcwhoa.org if interested in volunteering

*The HOA is looking for a group interested in performing a **Community Service Project** to clean the moss from our entrance signs. For more information, send an email inquiry to info@crcwhoa.org. Thank you!

*The HOA would like to remind homeowners to please **call 911** if you witness anyone vandalizing or doing graffiti in our neighborhood or around the Fairwood area. Please do not assume someone else will call. The more calls reported to 911 the better chance of catching the suspects.

*Due to recent windstorms, several neighborhood **Fences** have sustained damage and are in need of replacement. An ACC approval form is required prior to replacing your fence. Approval forms can be found in the Fairwood Flyer or on the HOA website at www.crcwhoa.org.

*The board would like to remind all homeowners in Candlewood Ridge and Carriage Wood that **Garbage Cans and Trash Receptacles** are to be properly stored behind a fence or inside the garage where they are not visible from the street. Now that garbage collection is back on regular schedule, remember to remove your garbage containers from the curb and properly store them, no later than the following day. Thank you for your cooperation regarding this matter.

***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.