

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

March 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, Curt Whitaker and Sondra Woolett.

Others Present: Carmen Duppenhaler – Recording Secretary and 9 Homeowners.

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

Homeowner Concerns:

- Three homeowners that live on a cul-de-sac in Candlewood Ridge say they maintain their homes nicely but two other homes are junkyards. Several cars are parked in the cul-de-sac restricting traffic. The board asked them to send in a written complaint explaining each of the problem areas and the Complaints Committee would act accordingly.
- A homeowner commented on an abandoned van on SE 179th St. in Candlewood Ridge.
- A homeowner that is working with six surrounding neighbors to replace his fence asked a question regarding approval. The ACC Committee stated that even though he plans to replace the exact same fence, an ACC form is still required prior to replacement. It should, however, be approved with no problem.
- A homeowner submitted an ACC request for a new roof.
- A real estate flyer for a house that is currently for sale in Candlewood Ridge was presented to the board by a homeowner. The house has been painted a bright green color that does not fit into the color scheme of the neighborhood and the homeowner wondered if it was approved by the HOA. The ACC committee said they were unaware of the house color and would look into it.
- A homeowner asked for the status on the downed fence along the retention pond in Carriage Wood. The county has been in contact with the HOA and is looking into material and fees associated with replacing the fence. It's not likely to be replaced with another cedar fence but possibly chain link.

Fire Department Report: Fire District Representative, Stan Moe was present to give a report. During February, Fire District 40 responded to 148 EMS/Rescue calls and 5 Fire Calls. It's National Poison Prevention Month! Be prepared with these items in your first aid kit and never hesitate to call the Poison Control Center with questions at 1-800-222-1222.

In case of poisoning, have these items in your first aid kit:

- *Saline Eye Wash
- *Benadryl Type Antihistamine
- *Aloe Vera Gel
- *Hydrocortisone Topical Cream
- *Antibacterial Soap
- *Syrup of Ipecac (one bottle per child in home)
- *Poison Center Phone Number 1-800-222-1222
- *Store medicines and household products carefully where children cannot reach them
- *Use child-resistant packaging
- *Clean out old medicine regularly and flush them down the drain

*Put Mr. Yuk stickers on poisonous products in your home

For more poison prevention information log on to: www.wapc.org/safety.htm.

Police Report: Officer Sam Shirley was present to give a report. He stated several speeding complaints had been received. Vandals used spray paint along the path in Candlewood Ridge Park. A homeowner asked about officers seen in Carriage Wood on SE 181st St. at approximately 4:00 am with a canine and carrying flashlights. Officer Shirley stated he was unaware of the occurrence and it was possibly a training exercise. A board member asked about police activity at a home in Fairwood Greens near the Fairwood Methodist Church. Officer Shirley said it was drug related.

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

Old Business:

- Garage Sale – CR/CW Annual Neighborhood Garage Sale is scheduled for Friday and Saturday, May 4th & 5th from 9-5 pm.
- The CR/CW HOA Easter Egg Hunt has been cancelled this year due to a lack of volunteers.
- The board continues to research fees associated with having a reserves analysis done, as well as, moving HOA reserves to an online bank for higher returns.
- A suit has been filed by the Prosecuting Attorneys Office for vandalism that occurred to the slide in Candlewood Ridge Park. The suspect will likely be performing community service hours to pay back the fine of replacing the slide.

New Business:

- Mark your calendar and plan to attend the **CR/CW Summer Picnic**. Join your neighbors on Saturday, August 11th from Noon to 4:00 pm for an afternoon of fun activities. Contact Joelle Hinterberger at 425-765-5469 or via email at treasurer@crcwhoa.org if interested in helping to organize this fun family event!
- HOA emails were briefly discussed. It was agreed that a record of all board members passwords should be kept on file.

Common Areas Report:

- The grass is beginning to come up in the top-dressed areas of the grass field at Carriage Wood Park. Sport activities are not allowed in the park until the grass has had a chance to set up. It is unknown at this time how long that may take.
- The electrical controller for the water system had to be replaced in Carriage Wood Park.
- Canber was given the approval 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. (all but the removal of the concrete pad had been completed)
 - Add larger barrier rocks along Candlewood Ridge Park to prevent cars from entering the park.
- Canber has removed the downed tree limbs along grass of Carriage Wood Park.
- Authorization was recommended to have Canber re-bark borders of our common areas and entrances in accordance with their proposal. A motion was made to accept Canber's proposal and authorize the re-barking of our common areas and entrances, not to exceed \$2,600. The board passed the motion.
- A new Private Property Sign has been obtained to replace the damaged one in Carriage Wood

Park. Installation is expected to occur within the next two weeks.

Architectural Report: 7 new ACC applications were received since last months meeting as follows:

- 2 Fences
- 1 House Painting
- 1 Roof
- 2 Sheds
- 1 House Siding

A discussion took place regarding a vinyl siding request submitted by a homeowner. Pictures were reviewed of homes in another area that have vinyl siding installed. The ACC Committee is researching manufacturers and vinyl siding materials currently on the market. Vinyl siding requests will be approved on a case-by-case basis and require an ACC approval form be submitted prior to commencing work.

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. Fences are approved on a case-by-case basis.

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, 10 new complaints were received that included:

- 2 for Portable Basketball Hoops left on sidewalks
- 1 for Christmas Lights still on exterior of home
- 3 for Yard Maintenance
- 2 vehicles parked improperly
- 2 garbage cans stored improperly
- 1 House Paint complaint
- 15 additional complaints are pending and in the complaints process.

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: 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. Letters to be mailed soon. A request has been made to Kent Youth Soccer Association to have proof of insurance liability forms sent to the HOA to keep on file and satisfy requirements. A new Rules and Regulations Committee is being formed to discuss amending the Bylaws, create a Rule and Regulation for Renters, common fine schedule, revisions to ACC R&R and Park Usage R&R, Basketball Hoop and Trash Receptacles issues, standards for replacing Mailboxes, as well as possibly more.

Treasurer's Report: The February Budget Comparison and Capital Improvement Fund reports were presented and briefly discussed. It was said the HOA is in good shape financially for the beginning of the year and just the usual expenses occurred.

Committee Reports:

Park Usage Committee – No report this month.

Capital Improvement Committee – Sitelines has been authorized to begin the planned projects in Candlewood Ridge and Carriage Wood Parks. Installation is expected to begin within the next month.

The Welcoming Committee – 15 packets were delivered to new homeowners 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 9:14 p.m.

Next Board Meetings:

- April 17, 2007
- May 15, 2007
- June 19, 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

***CR/CW Annual Neighborhood Garage Sale** – is scheduled for Friday and Saturday, May 4th & 5th from 9-5 pm. Remember to place sidewalk signs directing people to your sale.

***CR/CW Summer Picnic!** Mark your calendar and plan to join your neighbors on Saturday, August 11th from Noon – 4:00 pm at Carriage Wood Park. A fun afternoon of games and activities is now being planned. Volunteers are needed! Please contact Joelle Hinterberger if you'd like to help organize this event at 425-765-5469 or via email at treasurer@crcwhoa.org.

***Easter Egg Hunt** – the CR/CW HOA Easter Egg Hunt was cancelled this year due to a lack of volunteers. Future Easter events are possible if volunteers are obtained.

*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.