

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

April 17, 2007

The following is a summary of the meeting minutes and is not yet approved by the board.

Board Members Present: Jerry Woolett, Lloyd Mantilla, Curt Whitaker and Sondra Woolett.

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

This monthly meeting was called to order at 7:02 p.m. at the King County Sheriff's Office – Fairwood Storefront.

Homeowner Concerns: None.

Fire Department Report: Fire District Representative, Jerry Johnson was present to give a report. During March, Fire District 40 responded to 184 EMS/Rescue calls and 10 Fire Calls. The new fire station on Benson Road will open in fall of 2007. Pictures of the progress can be viewed on the districts website at www.fd40.com. Community members will be invited to an open house to tour the fire station sometime in early fall 2007. Information will be posted in the Fairwood Flyer and on their website. CPR classes are offered the first Tuesday of each month at the fire station from 6:00 – 9:00, call 425-255-0931 to register. A reminder to every bicycle rider that bicycle helmets are required and are a very important safety item to have. It is important your helmet fits properly. Valley Medical Center offers Bicycle Helmet fittings in the Children's Therapy Department, located off the main hospital campus. Bike helmet fittings take place on the first Monday of each month. There is no fee for measurement and helmets are available for purchase for only \$8 each. For more information call the Bike Helmet Hotline at 425-656-5577.

Police Report: King County Sheriff's Office Volunteer, Greg Carras, was present to give a report. March brought an increase in burglaries, ID theft, vehicle prowls and larceny. Auto thefts increased to 8 from 5. Most of the burglaries occurred in apartment complexes. ID theft is up, protect yourself by shredding documents before you discard them and check your mail promptly every day. Neighbors are encouraged to look out for one another and to report any suspicious activity seen in the neighborhood.

Parking Laws – Parking is prohibited in the following areas:

- On any sidewalk or planter strip
- Within the boundaries of a crosswalk
- In front of any public or private driveway
- Within 15 feet of a hydrant
- Within 20 feet of a crosswalk
- Within 30 feet of a stop sign
- You must park with your right wheels to the curb (within 12")

The most common parking complaint in Fairwood is vehicles parked on the sidewalk. Please do not park on the sidewalk. When you do it forces pedestrians out into the street. It also makes the street seem wider which leads to increased vehicle speed. Please stay off the sidewalk; it will make it safer for pedestrians and slow traffic down at the same time.

Approval of Last Month's Minutes: A motion was made to approve the March 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 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.

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!

Common Areas Report:

- Canber (our landscape maintenance company):
 - Removed the merry-go-round, pea gravel, railroad ties and concrete pad at old big toy site of Candlewood Ridge Park and reseeded the area.
 - Replaced barrier rocks along northern end of Candlewood Ridge Park with larger rocks to prevent cars from entering the park.
- Canber has re-barked the borders of our common areas and the CR main entrance in accordance with their proposal. They will bark the CW entrances when road construction subsides.
- The following items have been installed in CW and CR:
 - New private property sign in CW Park, which notifies users of the park that golfing and fireworks are not permitted. This sign replaces one damaged by vandals.
 - A new Mutt Mitt station at the southern end of CR Park.
 - Two small “Welcome to CR/CW HOA” signs – one at the main entrance of CR and one at 151st street entrance of CW. It was agreed the signs are too small to be effective at our entrances but will be relocated to other areas of the neighborhood and larger signs will be ordered.
 - Mutt Mitt sign removed by vandals at station located near west entrance of CR Park.
 - The county has been working on the sidewalks of the two eastern most entrances of CW to install wheelchair ramps. In the process, grass and water pipes with sprinkler heads have been removed. Progress is being monitored.
 - The county contacted the HOA on April 9th concerning repairs/replacement of the fence around the retention pond located along SE 184th St. in CW. They still haven’t decided what needs to be done or how they will pay for it. They would prefer to just remove the fence but are not sure it would meet safety regulations. The county conducted a survey of the area on April 17th. It is apparent the actual work will not begin for an extended period of time. Homeowners whose yards adjoin the retention pond may want to consider putting up their own fences. The neighborhood developers installed the original fence and King County agreed to take over the maintenance and repair of the fence.
 - A contractor has been contacted to provide an estimate for replacing the basketball court in CW Park. Conceptually two basketball hoops would be installed in the middle of the court, back-to-back, providing two half-court areas.

Architectural Report: 11 new ACC applications were received since last months meeting as follows:

5 Fences

1 House Painting

2 Roofs
2 Sheds
1 Deck

One warning letter was hand delivered to a homeowner who began a project before submitting an ACC request form and getting the required approval.

The ACC Committee is in the process of revising the ACC request form on our HOA website.

One local roofing contractor has been promising homeowner's that they will submit and get approval from the HOA for installing new roofs. They often fail to follow through, putting the homeowner in jeopardy of incurring a \$100 fine for not submitting and receiving approval prior to commencing work. Additional fines are possible if the ACC Committee does not approve the product installed. It is the homeowner's responsibility to see that the request is submitted and approval is received.

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, 5 new complaints were received that included:

- 1 unapproved exterior house paint
- 1 for Yard Maintenance
- 2 vehicles parked/stored improperly
- 1 garbage/trash receptacles stored improperly

2 complaints were closed prior to HOA action. 21 additional complaints are pending and are in the complaints process.

A homeowner commented on several rental properties in Candlewood Ridge that are being neglected and the need for regular maintenance by property owners. A reminder that renters must abide by the HOA rules and regulations and rental properties must be properly maintained to the HOA standards.

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 March Budget Comparison and Capital Improvement Fund reports were presented and briefly discussed. It was said the HOA is in good shape financially and just the usual expenses for the month occurred. A bill for capital expenses that has occurred in our parks, for the new play equipment, is expected to arrive soon. A homeowner asked about the line item on the budget for King County Sheriff Patrol. It was said the board approved \$10,000 for Sheriff Patrol and plans to hire an

officer to begin random patrolling in the CR & CW neighborhoods this spring.

Committee Reports:

Rules & Regulation Committee –

- The R&R Committee met on March 29th. The following documents were reviewed:
 - Park Usage Policy – formalizes previous work done on this subject.
 - Common Fine Schedule R&R – provides a fine schedule for CC&R violations not specifically covered by other R&R's.
 - Revised Aesthetics/Yard & Building/Home Maintenance R&R – addresses the screening of garbage and recycle bins/cans from view, maintenance of adjacent sidewalks and recreational equipment including portable basketball hoops.
 - Leasing/Rental of Homes/Tenants R&R - formalizes responsibilities and requirements of homeowners and their tenants. Homes within the HOA are being rented/leased without the homeowner notifying the HOA and not notifying the tenant that the home they are renting is part of an HOA, which has rules that must be followed.
 - Bylaws Amendments – corrects mailing address, adds flexibility to days and times annual and regular meeting are to be held, amends some of the duties officers are to perform to correspond with what is being done and adds a section on enforcement/attorneys' fees.
 - The committee recommends the Park Usage Policy, the revised Aesthetics R&R and the Common Fine Schedule R&R be submitted to the homeowners for their review and comments. A motion was made to send the three recommended documents out to the homeowners for a review and comment period. The board passed the motion.
 - The Bylaw Amendments and Leasing/Rental of Homes R&R have been provided to the HOA attorney for his review and recommendations.

Park Usage Committee – No report this month.

Capital Improvement Committee – Sitelines has begun the planned projects in Candlewood Ridge and Carriage Wood Parks. Expect completion of the equipment installation by April 20th.

The Welcoming Committee – 24 packets were delivered to new homeowners in April. 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 8:41 p.m.

Next Board Meetings:

- May 15, 2007
- June 19, 2007
- July 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

***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, etc. 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.