

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

May 15, 2007

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

Board Members Present: George McGill, Jerry Woolett, Lloyd Mantilla, Curt Whitaker, John Utz and Sondra Woolett.

Others Present: Carmen Duppenhaler – Recording Secretary 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 in Carriage Wood inquired about extending the fence on the side of their home to provide more room to properly store their garbage and trash receptacles. The ACC chairperson asked the homeowner to fill out and submit an ACC Request Form and said as long as the fence does not extend beyond the front of the house it should be approved. ACC request forms can be found in the Fairwood Flyer or on the HOA website at www.crcwhoa.org.
- A new homeowner in Carriage Wood said their car was egged on Mother's Day. They also said a vacuum cleaner was found in their front yard shortly after they mowed the grass. They are concerned it may be harassment. They contacted the King County Sheriff's Office and an investigation of a potential hate crime is taking place.
- A homeowner came to the meeting with questions regarding the Park Usage Policy, the revised Aesthetics R&R and the Common Fine Schedule R&R that were recently mailed out to all homeowners.

Fire Department Report: Fire District Representative, Jerry Johnson was present to give a report. 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: Not present at the meeting.

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

Old Business:

- Two small "Welcome to CR/CW HOA" signs were recently installed – one at the main entrance of CR and one at the 151st street entrance of CW. It was agreed the signs are too small to be effective at our main entrances but will be relocated to other areas of the

neighborhood. Materials for a larger sign were reviewed and discussed. A motion was made to order 2 larger signs, posts and concrete, not to exceed \$100 per sign. The board passed the motion.

- 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:

- The HOA board approved \$10,000 for Sheriff Patrol in this year's budget to help decrease crime and vandalism and plans to hire an officer to begin random patrolling in the CR and CW neighborhoods. A Memorandum of Understanding (MOU) between the HOA and Fairwood Branch of the King County Sheriff's Office has been written. A motion was made to approve the MOU as written. The board passed the motion and the HOA President signed it.
- A new City of Fairwood Incorporation Group has formed. Several board members attended a recent public meeting. A recap of the meeting was given. The board is remaining neutral at this time.
- 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) agreed to plant bushes along the western border of the new playground area in CR Park, to act as a barrier to the steep banks going down toward the creek.
- Canber completed re-barking the borders of our common areas.
 - The county continues to work on the sidewalks of the two eastern most entrances of CW and the main entrance of CR to install wheelchair ramps. In the process, grass and water pipes with sprinkler heads have been removed. Progress is being monitored.
 - The board continues to carry on a dialogue with the county concerning repairs/replacement of the fence around the retention pond located along SE 184th St. in CW. They are aware the HOA would prefer to have a new fence installed and consider the lack of fence a safety hazard. They still haven't decided what they will do or how they will pay for it. The county would prefer to just remove the fence but are not sure it would meet county safety regulations. They have sought at least one bid to replace the fence. 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.
 - An Eagle Scout, who is a resident of our HOA, has indicated a desire to make the creek flowing through Candlewood Ridge Park his Eagle project. As part of that project he would clean out the manmade trash from the creek and post wetland signs. He has been asked to contact the Critical Area Ordinance at the King County Department of Development and Environmental Services before proceeding with this project.
 - The City of Seattle had one large tree and several smaller trees cut down along the west side of the pipeline right-of-way to prevent the trees from falling and damaging power lines.

Architectural Report: 16 new ACC applications were received since last months meeting as follows:

- 2 Fences
- 6 House Painting
- 2 Roofs
- 3 Windows
- 1 Shed
- 2 Decks/Patios

A homeowner in the process of re-landscaping their front yard asked about planting some Box Wood type plants along a patio to act as a barrier from the street. It was said as long as there is space between the plants and it does not grow into a solid hedge it would be fine.

A new CR/CW HOA Architectural Control Request Form is now available for homeowner use on our website at www.crcwhoa.org. All architectural Control Request Forms need to be signed and submitted by mailing to the HOA address at P.O. Box 58397, Renton, WA, 98058. Email request forms will not be processed.

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, 22 new complaints were received that included:

- 13 - Yard Maintenance
- 7 - House Maintenance
- 1 - Mailbox Stand in need of repair
- 1 - Animal

5 complaints were closed prior to HOA action. 26 additional complaints are pending and are in the complaints process.

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 homeowners that border CW Park about property lines and not encroaching on HOA common area property. Letters to be mailed soon.

Treasurer's Report: The April 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 the capital expenses that occurred in our parks, for the new play equipment, has been paid.

Committee Reports:

Rules & Regulation (R&R) Committee –

- The Park Usage Policy, Revised Aesthetics R&R and Common Fine Schedule R&R were submitted via mail to the homeowners for their review and comments. Several comments have been received and were reviewed at the meeting.
- The Bylaw Amendment and Leasing/Rental of Homes R&R were provided to the HOA attorney for his review and recommendations. That review has been completed and his comments have been incorporated. These documents are now considered ready to be submitted to the homeowners for their review and comment period. A motion was made to send the Bylaw Amendment document with Proxy Ballot Form by mail to the homeowners. The board passed the motion. A motion was made to send the Leasing/Rental of Homes R&R in a separate mailing to homeowners for their review & comments. The board passed the motion.
- King County Road Maintenance officials were contacted to determine who is responsible for repairing sidewalks adjacent to homeowner properties. They indicated the cause of the damage determines who is responsible. King County wants to be notified of tripping hazards caused by raised or buckled sidewalk panels by calling the 24 hour Roads Helpline at 206-296-8100. If such things as homeowner tree roots caused the damaged, the homeowner may be asked to repair the sidewalk or pay for repairs performed by the County. They are currently giving priority to installing wheelchair ramps at intersections along Petrovitsky Road.

Park Usage Committee – No report this month.

Capital Improvement Committee – Sitelines has completed the planned playground projects in Candlewood Ridge and Carriage Wood Parks. A discussion took place regarding the new Sky Runner in CR Park. Apparently, some children are climbing up and sitting on top of the Sky Runner, which is not what the toy is designed for. Parents are advised to supervise and encourage children to properly use the play equipment in our parks for their own safety.

The Welcoming Committee – 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 9:09 p.m.

Next Board Meetings:

- June 19, 2007
- July 17, 2007
- August 21, 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.

*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. Please 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.