

## Candlewood Ridge – Carriage Wood Homeowners' Association

### Board Meeting Summary

August 21, 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, Sondra Woolett, Lloyd Mantilla, Curt Whitaker, and John Utz.

**Others Present:** Carmen Duppenhaler – Recording Secretary and 10 Homeowners.

This monthly meeting was called to order at 7:00 p.m. at the King County Sheriff's Office – Fairwood Storefront.

#### **Homeowner Concerns:**

- Several homeowners that live near the new play structure at Candlewood Ridge Park came to the meeting again to express their concerns. The homeowners say kids are still trespassing in the park after dark and making excessive noise on a regular basis. They claim the police have provided little to no response. A discussion took place with Officer Shirley about having the police issue trespassing citations to individuals who are in the park after dusk. Officer Shirley has now set up a problem-solving project titled "Trespassing" with a case number. He is putting the word out to other officers to patrol the park and issue trespassing warnings to anyone in the park after dusk. As a reminder, our parks are private property and exist for the use of CR/CW residents and their accompanying guests only, between the hours of 9:00 am until dusk. Residents are asked to please adhere to the HOA guidelines and to be considerate of the neighbors that adjoin our common areas.

**Fire Department Report:** During June, Fire District 40 responded to 188 EMS/Rescue calls and 18 Fire calls. Progress continues on the new fire station and the projected date of completion is now late summer. A community open house is being planned and will be held in late September or early October. Watch the progress and visit their website at [www.fd40.com](http://www.fd40.com). A reminder was given to stay hydrated during the hot summer days by drinking plenty of pure water. Milk is also a good choice. The warm weather brings risks of young children falling from open windows. Be sure to keep windows closed in rooms where children play. If you do open windows, only open them 4 inches or less. Move beds, cribs, chairs and other furniture away from windows and never rely on window screens to prevent children from falling out.

**Police Report:** Officer Sam Shirley was present to give a report. He reviewed information from the latest Fairwood Community Crime Watch Newsletter. Residents can read the Sheriff's monthly newsletters in the Fairwood Flyer or on our HOA website at [www.crcwhoa.org](http://www.crcwhoa.org) by clicking on Crime Watch Report.

The HOA board approved \$10,000 for Sheriff Patrol in this year's budget to help decrease crime and vandalism in our neighborhood. Random patrolling have began in both the CR and CW neighborhoods. Officer Shirley stated that things had been pretty quiet in our neighborhood but a few parking citations and speeding warnings had been issued. Also, graffiti has been seen on garage doors and speed limit signs within our neighborhood. These activities usually slow down when school starts.

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

**Old Business:**

- The first CR/CW community summer picnic was held Saturday August 11<sup>th</sup>, 2007 from Noon to 4:00 pm in Carriage Wood Park. Your Board of Directors organized and did the work involved to conduct the event. Approximately 150 to 200 residents attended. Two large blow-up toys, BBQ hotdogs, chips and drinks were provided. This event provided the opportunity to meet neighbors and ask questions to members of the Board of Directors. Many favorable comments were received. Approximately \$1100 was spent to support the picnic. The board would like to make the Summer Picnic and Easter Egg Hunt annual events, but volunteers are needed to organize and conduct them. If coordinated next year, the summer picnic could be held at Candlewood Ridge Park. A big THANK YOU goes out to Jerry & Sondra Woolett and the entire Board of Directors for donating their time to coordinate this year's fun summer picnic event!
- Two signs that state "Welcome to CR/CW HOA" and "No Soliciting" were recently installed – one at the main entrance of CR and one at the 151<sup>st</sup> street entrance of CW. Positive feedback was received. The board would like to add 4 additional signs (2 for CR and 2 for CW) at our other entrances. A motion was made to order 4 more signs, posts and concrete, not to exceed \$350. The board passed the motion.

#### **New Business:**

- A discussion took place regarding the interest in our HOA to investigate limiting the percent of rental houses in our association. It was decided a letter and poll would be mailed out to all homeowners in the next billing cycle.

#### **Common Areas Report:**

- The board continues to carry on a dialogue with the county concerning repairs/replacement of the fence around the retention pond located along SE 184<sup>th</sup> St. in CW. They have indicated a new fence will be installed, but haven't said when. It is expected to be a chain link style fence.
- Canber (our landscape maintenance company) has been asked to clean up the area along the edge of the retention pond located in the northeastern corner of Candlewood Ridge.
- One homeowner requested that the island planter in their cul-de-sac be cleaned up by the HOA. The board responded that clean up was the responsibility of the surrounding homeowners, but it was the practice of the HOA to provide up to \$100/year toward cleanup expenses. Canber was asked to provide an estimate for the cleanup. The homeowner agreed to pay all but \$100 of the cost to have the work done. Canber has been authorized to do the work.
- Canber has been asked to provide a proposal for a new three-year maintenance contract.

#### **Architectural Report:** 30 new ACC request forms were received since last months meeting as follows:

4 Fences  
 11 House Paint  
 1 Window  
 7 Roofs  
 1 Shed  
 4 Garage Doors  
 2 Extensions

Eleven warning/reminder letters were submitted to homeowners who began projects without first

submitting an ACC Request Form and receiving approval for their projects. Failure to submit the form can result in a \$100 non-recurring fine.

A new CR/CW HOA Architectural Control Request Form is now available for homeowner use on our website at [www.crcwhoa.org](http://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](mailto: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](http://www.crcwhoa.org). *Please do not contact the ACC Chairperson via a home phone number.* Thank you.

**Complaints Negotiations Report:** Since last meeting, 3 new complaints were received. 43 additional complaints are pending and are in the complaints process. 5 complaints were closed. 1 home started accruing fines for being non-compliant. 5 closure letters were sent out thanking homeowners who resolved their complaints.

The types of ongoing complaints for July 2007 are:

- 9 – House
- 30 – Yard
- 9 – Vehicles

A homeowner said they were awoken at 4:00 am by a group of teens that were driving a pickup truck and dragging peoples recycle and yard debris containers down the road. This occurred several days after garbage collection. The board would like to remind all homeowners 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.

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](http://www.crcwhoa.org).

**Legal and Insurance Report:** Briefly discussed current procedure of fine enactment and the possibility of refining/revising it.

**Treasurer's Report:** The July Budget Comparison and Capital Improvement Fund reports were presented and reviewed. Overall our financial statements indicate our HOA is in good shape. We are slightly over budget in some areas, such as postage and legal, and slightly under budget in other areas. The association has about \$17,000 remaining in the Capital Expense budget for the year. The HOA received financial statements completed by our CPA firm for the calendar years 2005 and 2006. These reports indicate the HOA has been following good financial practices.

## **Committee Reports:**

### **Rules & Regulation (R&R) Committee** –

- The enacted Leasing/Rental of Homes R&R and amended Bylaws should be mailed out to all homeowners and residents soon.
- The need to consider having our amended Bylaws restated and recorded with the county was discussed. The HOA attorney can have this done for about \$500. The Board of Directors would sign the restated Bylaws.
- A review of the Animals R&R with regards to noise took place. A letter was received from a homeowner expressing concern. It was said the Animals R&R was written and enacted in 2004 to address excessive barking as an alternative to using Animal Control.

### **Park Usage Committee** – No report this month.

**Capital Improvement Committee** – A proposal has been received for repaving most of the remaining asphalt path in Candlewood Ridge Park. All remaining work would cost about \$30,000, but the work has been broken down into segments. The HOA has approximately \$17,000 remaining in our Capital Improvement Fund for this year. It was recommended to spend it repairing several additional segments of the asphalt path. A motion was made to contract with Plano Bros. to do the repairs, not to exceed \$16,000. The board passed the motion.

**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](mailto: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 Website and contact the HOA via Email at:  
Web - [www.crcwhoa.org](http://www.crcwhoa.org)  
Email – [info@crcwhoa.org](mailto:info@crcwhoa.org)

A motion was made to adjourn the meeting at 9:03 p.m.

### **Next Board Meetings:**

- September 18, 2007
- October 16, 2007
- November 20, 2007
- December 18, 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**

\* As a reminder, our parks are private property and exist for the use of CR/CW residents and their accompanying guests only, between the hours of **9:00 am until dusk**. Residents are asked to please adhere to the HOA guidelines and to be considerate of the neighbors that adjoin our common areas.

\* The board would like to remind all homeowners 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.

\*The HOA is still 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](mailto:info@crcwhoa.org). Thank you!

\***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](mailto: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.