

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

September 18, 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, Curt Whitaker, and John Utz.
Others Present: Shena Kelly – Administrator/Bookkeeper, Carmen Duppenhaler – Recording Secretary and 4 Homeowners.

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

Homeowner Concerns:

- A homeowner that lives near the new play structure at Candlewood Ridge (CR) Park came to the meeting to give an update on the excessive noise and trespassing after dark issue that continues to occur in CR Park. The homeowner says things have improved since school started but would like police to continue to patrol the park. Officer Shirley was present and stated he had issued 10 trespassing warnings to kids that were in our parks after dusk. 7 trespassing warnings were issued in Candlewood Ridge Park and 3 warnings in Carriage Wood Park. Police will continue to patrol our parks and work on this issue. *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.
- One homeowner submitted a written complaint for committee review.

Fire Department Report: Progress continues on the new Renton fire station. A community open house is being planned and will be held November 16th and 17th at the new fire station. Watch the progress and visit their website at www.fd40.com. A reminder was given to have your chimneys cleaned now that cooler weather has arrived.

Police Report: Officer Sam Shirley was present to give a report. He talked about the trespassing issues occurring in our parks as stated in "Homeowner Concerns". He also stated that several parking warnings had been issued in our neighborhood to vehicles that were parked up on the sidewalk and one for having expired tabs. 4 speeding tickets were issued as well.

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

Old Business:

- A discussion took place regarding the interest in our HOA to investigate limiting the percent of rental houses in our association. This year several homeowners have expressed concern about rental homes not being properly maintained. In an effort to find out how much interest there is regarding this topic, the board discussed ideas such as mailing out a poll to homeowners in the next billing cycle or having our webmasters create an online poll on the HOA website.

New Business: Nothing to report.

Common Areas Report:

- The retention pond located along SE 184th St. in CW was cleaned up. The county has indicated a new fence will be installed, but haven't told the HOA when. The workers doing the pond cleanup did not know anything about putting up a new fence.
- Canber (our landscape maintenance company) has provided a proposal for a new three-year maintenance contract. There is an increase of \$1846.32 per year over the previous contract, however it is still considerably less than competing bids submitted three years ago. A motion was made to approve Canber's proposal as written. The board passed the motion.
- Vandals damaged 10 sprinklers along the street in Carriage Wood Park around the 27th of August. Canber has repaired the damage at a cost of \$418.00. The damage was reported to the Sheriff's department and a case number was assigned.
- At the HOA's request, Soos Creek has turned off the water in our common areas until next summer.
- Clean up of an encroached area in Carriage Wood Park was accomplished on September 18th. A bill will be provided to the homeowner who destroyed the greenbelt common area.

Architectural Report: 23 new ACC request forms were received since last months meeting as follows:

3 Fences
8 House Paint
2 Windows
3 Roofs
1 Shed
3 Garage Doors
1 Siding
1 Mailbox
1 for a date extension

One warning/reminder letter was submitted to a homeowner who began a project without first submitting an ACC Request Form and receiving approval for the project. 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. 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 form signed by the homeowner is submitted and approval received prior to commencing external home improvement projects. 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. *Please do not contact the ACC Chairperson via a home phone number.*
Thank you.

Complaints Negotiations Report: Complaints Chairperson not present at the meeting but a report was

submitted via email and reviewed at the meeting. Since last meeting, 2 new complaints were received. 38 additional complaints are pending and are in the complaints process.

The types of ongoing complaints for September 2007 are:

- 8 – House
- 28 – Yard
- 1 – Home Business
- 9 – Vehicles

The complaints committee is planning to meet this coming week. A homeowner commented that she had sent several emails to the complaints committee and would appreciate receiving a quicker response.

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: Brief discussion. A motion was made to transfer \$1720.62 from the legal reserve fund to the general operating fund to pay for the repairs of the infringing homeowner in Carriage Wood Park. The board passed the motion.

Treasurer's Report: The August 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 others such as Sheriff's patrol and utilities. In August 36 hours of patrolling services were provided by King County. At the end of August approximately \$4500 has been committed for the patrolling services and based on the limited feedback, it appears to be providing the desired affects. Recently emphasis has been placed on enforcing the HOA rules, which prohibit activities in our parks after dark. Patrolling will continue at about the same level in October.

Committee Reports:

Rules & Regulation (R&R) Committee – No report this month.

Park Usage Committee – No report this month.

Capital Improvement Committee – The Plano Bros have been contacted to begin work on repairing several additional segments of the asphalt path in Candlewood Ridge Park at a cost not to exceed \$16,000. A start date has not yet been provided.

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 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 8:16 p.m.

Next Board Meetings:

- October 16, 2007
- November 20, 2007
- December 18, 2007
- January 15, 2008

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. 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.

*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.