

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

October 16, 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, Lloyd Mantilla and John Utz.

Others Present: Shena Kelly – Administrator/Bookkeeper, Carmen Duppenhaler – Recording Secretary and 2 Homeowners.

This monthly meeting was called to order at 7:03 p.m. at the King County Sheriff's Office – Fairwood Storefront.

Homeowner Concerns:

- A Boy Scout attended the meeting and gave a presentation for his Eagle Scout Project. He would like to install a bench in Candlewood Ridge (CR) Park and several signs identifying the park as a designated wetlands area. His troop would also like to schedule a day to clean up the garbage around the stream and wooded area of the park. A motion was made to approve the Scouts Eagle Project. The board passed the motion. The Common Areas Chairman will meet with the Scout at CR Park to determine sign placement.
- Several residents of Carriage Wood have observed individuals dragging trash cans, yard debris and recycle bins around the neighborhood in the early morning hours before trash pickup. To help protect against identity theft, homeowners are encouraged to shred their personal information. The board would also 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.

Fire Department Report: Not present at meeting.

Police Report: Officer Sam Shirley was present to give a report. In September, he performed numerous area checks at our parks and issued 14 trespassing warnings to violators that were in our parks after dark. Approximately 30 parking violations were issued. Most were to vehicles parked on the sidewalk. 20 stops were made as speeding enforcement. A discussion took place regarding the dangers at the traffic light at 151st Ave. SE & Petrovitsky entrance to Carriage Wood. Due to the long wait, motorists often run the red light and cars traveling east/west on Petrovitsky travel at a high speed through the intersection. Officer Shirley said he noted the light was long and would look into having it adjusted.

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

Old Business: Nothing to report.

New Business:

3. Visit the HOA website www.crcwhoa.org and check out the new additions. Read messages on the new Bulletin Board and take a poll regarding limiting the number of rental homes in our association.
4. Mark your calendar and plan to attend the Annual Meeting of the Candlewood Ridge and

Carriage Wood Homeowners Association on Tuesday, January 29th 2008 at 7:00 pm at the Fairwood United Methodist Church. Three board positions will be open.

Common Areas Report:

- The retention pond located along SE 184th St. in CW was cleaned up by King County and installation of a black chain link fence is almost completed. The board is considering some new plantings along the street.
- Canber (our landscape maintenance company) has provided a proposal to remove the 9 cherry trees, rootballs and ground root systems located on both sides of the 151st entrance to Carriage Wood. Topsoil would be added and lawn planted at a cost of approximately \$2400.
- Canber's new three-year maintenance contract is now in place. It will carry the HOA through 2010.
- A tree fell blocking the sidewalk and part of the street just south of the northern most playground of Candlewood Ridge Park. The tree was subsequently cut and removed.

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

4 House Paint
2 Roofs
1 House Gutters

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.

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: Since last meeting, 7 new complaints were received. 38 additional complaints are pending and are in the complaints process. 16 complaints were closed and thank you/closure letters were sent out.

Types of ongoing complaints for October 2007 are:

9 – House
18 – Yard
1 – Home Business
9 – Vehicles
2 - Animals

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: Clean up of an encroached area in Carriage Wood Park was accomplished in September by Canber, the HOA's landscape maintenance company. A bill has been provided to the homeowner for restoration of the area. A lengthy discussion took place regarding the current legal process in regards to liens and delinquent dues. The HOA bookkeeper explained the process for handling these types of issues. The HOA lawyer has been contacted for advice. A motion was made to increase the delinquent account processing fee to \$150.00. The board passed the motion.

Treasurer's Report: The September Budget Comparison and Capital Improvement Fund reports were presented and reviewed. Overall our financial statements indicate the HOA is in good shape. We are slightly over budget in some areas, such as postage and legal, and under budget in others such as CAM and repairs. The projected expenses for the rest of the year are anticipated to be much less than the \$20,564.64 remaining in this year's budget. In September 36 hours of patrolling services were provided by King County. By the end of October approximately \$7300 will have been committed for the patrolling services. The 2008 HOA budget will be prepared and provided for Board consideration at the November board meeting and a finalized budget report will be approved by the board at the December board meeting, for presentation at the 2008 annual meeting in January.

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 completed work on repairing several additional segments of the asphalt path in Candlewood Ridge Park. This will complete capital improvements for this year and put the HOA approximately \$4000 under the total 2007 capital improvement budget. It was noted, the capital improvement envision in the original 5-year Capital Improvement Plan have been completed.

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 9:16 p.m.

Next Board Meetings:

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

- *January 29, 2008 – ANNUAL MEETING at Fairwood United Methodist Church, 7pm*
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

*Please clean the leaves and debris from the street drains in front of your home and at the end of your block.

* Mark your calendar and plan to attend the **Annual Meeting** of the Candlewood Ridge and Carriage Wood Homeowners Association on Tuesday, January 29th 2008 at 7:00 pm at the Fairwood United Methodist Church. Three board positions will be open.

* 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.

*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!

*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.