

## **Candlewood Ridge – Carriage Wood Homeowners' Association**

### **Minutes of the Meeting November 20, 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:** 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, who is working on his Eagle Scout Project, attended the meeting to give an update. He is planning to install a bench in Candlewood Ridge (CR) Park and several signs identifying the park as a designated wetlands area. He recently met with board members at the park to determine sign placement and presented a sign at tonight's meeting that states "Wetland Sensitive Area". His troop is scheduled to clean up garbage and debris from the park on December 15<sup>th</sup>.

**Fire Department Report:** Not present at meeting.

**Police Report:** Not present at meeting.

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

#### **Old Business:**

- Visit the HOA website [www.crcwhoa.org](http://www.crcwhoa.org) and read messages from the HOA board on our new Bulletin Board. You can also take a poll regarding limiting the number of rental homes in our association.

#### **New Business:**

- Mark your calendar and plan to attend the Annual Meeting of the Candlewood Ridge and Carriage Wood Homeowners Association on Tuesday, January 29<sup>th</sup> 2008 at 7:00 pm at the Fairwood United Methodist Church. Three board positions are expiring and one will be open.
- All HOA committees are preparing for the annual meeting in January. The President is busy preparing a letter to be mailed out to all homeowners.
- A discussion took place regarding the renewal of the Memorandum of Understanding (MOU) between the CR/CW HOA and the Fairwood Branch of the King County Sheriff's Office for 2008. The MOU was presented and reviewed. A motion was made to extend the MOU as edited for 2008. It was seconded and passed by the board.

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

- Installation of a black chain link fence for the retention pond located along SE 184<sup>th</sup>

- St. in CW has been completed.
- CAM Chairman met with a Boy Scout to discuss and agree upon potential locations for the wetland signs in support of proposed Eagle Scout project.

**Architectural Report:** 12 new ACC request forms were received since last months meeting as follows:

1 House Addition  
4 Roofs  
1 Fence  
1 for Gutters  
1 for Windows  
1 Gazebo  
1 Deck  
1 Driveway Addition  
1 House Paint

Two of the four roofs were installed prior to submitting an ACC request form and receiving approval for the projects. Reminder/warning letters were sent to both. Failure to submit an ACC request form before beginning a project can be costly and may result in a \$100 non-recurring fine and subsequent recurring fines.

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](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. 28 additional complaints are pending and are in the complaints process. 2 complaint reply letters were sent out.

Types of ongoing complaints for November 2007 are:

9 – House  
16 – Yard  
1 – Home Business  
9 – Vehicles  
1 - Animal

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:** A brief discussion took place of the current lien process and collection of fees.

**Treasurer's Report:** Overall our financial statements indicate the HOA is in good shape. We are slightly

over budget in some areas and under budget in others. Based upon projected expenses for the rest of the year, it is expected the HOA will be under budget by about \$6300. Dues income continues to come in, but is somewhat less than that collected at this same time last year. In October 36 hours of patrolling services were provided by King County. Currently patrolling is being limited to 18 hours per month for November and December. The proposed budget for 2008 was presented and reviewed. It was decided that no increase in dues is needed to meet the 2008 projected budget. A motion was made to accept the proposed budget as written and presented for 2008. It was seconded and passed by the board. The 2008 budget report will be presented to homeowners at the annual meeting in January.

### **Committee Reports:**

**Rules & Regulation (R&R) Committee** – A discussion on gathering and keeping information on rental houses / leases took place. Per our Rental R&R, homeowners are asked to submit information regarding rental/lease of their property to the HOA to be kept on file.

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

**Capital Improvement Committee** – For all practical purposes, the capital improvement envisions in the original 5-year Capital Improvement Plan have been completed. It was recommended about \$5000 in additional asphalt path repairs be accomplished in CR Park in 2008. Based on the results of a completed internal reserve analysis, a Capital Replacement Reserve Fund needs to be established and a minimum of \$13005 should be placed in it yearly to plan for future expenditures.

**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 9:15 p.m.

### **Next Board Meetings:**

- December 18, 2007
- January 15, 2008
- *January 29, 2008 – ANNUAL MEETING at Fairwood United Methodist Church, 7pm*
- February 19, 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**

\*Please clean 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 29<sup>th</sup> 2008 at 7:00 pm at the Fairwood United Methodist Church. Three board positions are expiring.

\* 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](mailto: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.