

Candlewood Ridge – Carriage Wood Homeowners' Association

Minutes of the Meeting December 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, Lloyd Mantilla and John Utz.
Others Present: Carmen Duppenthaler – Recording Secretary and 3 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 Boy Scout, who is working on his Eagle Scout Project, attended the meeting to give another update. On December 15th, his Boy Scout troop cleaned up garbage and debris in Candlewood Ridge (CR) Park. They collected 2 truckloads of garbage to take to the dump and 3 bags of recyclable items that were donated to St. Stephan's Church. The board thanked the scout for the effort in cleaning up CR Park. He is also planning to - install a bench in Candlewood Ridge Park and several signs identifying the park as a designated wetlands area.

Fire Department Report: Not present at meeting.

Police Report: Officer Sam Shirley was present to give a report. He stated during the snowstorm on December 1st, a vehicle slid through the 151st Ave entrance of Carriage Wood and destroyed the brick entrance sign on the east side. No one was seriously injured.

CR/CW King County Sheriff's Report for November - 22 traffic stops for speeding, most on the north side of Petrovitsky Road. 2 informal type warnings for trespassing, both were next to CR Park (SE 179th) but not in it. Approximately 25 parking violations were issued, mostly for parking on the sidewalk.

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

Old Business:

- 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 are expiring.
- Visit the HOA website www.crcwhoa.org and read messages on our new Bulletin Board. You can also take a poll regarding limiting the number of rental homes in our association.
- The board received advice from King County on placement of the new "Welcome to CR/CW" entrance signs. The signs cannot be placed on any King County posts and they recommended placing them near our brick entrance signs.

New Business:

- The HOA is looking for a new Webmaster to maintain the Candlewood Ridge / Carriage Wood website. Please contact the HOA if you are interested in volunteering to be our new Webmaster by calling 425-227-4227 or emailing info@crcwhoa.org. Thank you to Amy &

Paul McElroy for their services of creating and maintaining our HOA website for the past couple years. The volunteer time they have donated has been greatly appreciated!

Common Areas Report:

- A treetop, which broke in a recent windstorm and was leaning against a fence of a homeowner bordering Carriage Wood Park, was removed. Several fencing slats were purchased and provided to the homeowner to repair their broken slats.
- A homeowner bordering Candlewood Ridge Park contacted the HOA about a potentially dangerous tree along their property line. After measuring the area, it was determined the tree is partially on the homeowners and HOA property. The homeowner has agreed to pay half the cost of removing the tree. Estimates are being sought.

Architectural Report: No new ACC requests were submitted since last month's meeting.

One warning letter was sent out to a homeowner in Candlewood Ridge for an unapproved roof.

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, 2 new complaints were received. 28 additional complaints are pending and are in the complaints process. 15 complaints were closed and closure/thank you letters were mailed out. 8 residents are currently accruing fines for being non-compliant.

Types of ongoing complaints for December 2007 are:

- 5 – House
- 5 – Yard
- 1 – Home Business
- 5 – Vehicles
- 1 – Animal

It was noted, 28 different homeowners originated the 86 complaints that were submitted in 2007.

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 brief update was given regarding the encroachment issue of a bordering homeowner at Carriage Wood Park. The HOA legal department continues to move forward with collecting fees associated with restoration of the effected area.

Treasurer's Report: A summary of the financial statement was given. While we have gone over budget in some categories we are 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 \$6000. Slightly over \$4600 of the projected dues income has not been received as of the end of November. However, over \$1000 of this amount has subsequently been received and deposited. Overall the HOA should have a small surplus in our general operating budget for 2007.

An invoice has not yet been received for Sheriff's patrol for the month of November. Currently patrolling is being limited to 18 hours per month.

Due to an unexpected increase in providing the Fairwood Flyer to all homeowners and residents, the projected budget for 2008 has been revised to reflect this change. A motion was made to approve the revised 2008 budget as presented. It was seconded and passed by the board. The 2008 budget will be presented at the annual meeting in January.

The HOA Treasurer is currently working on a HOA financial policy guideline document and a revised delinquent dues collection policy to aid the HOA in being consistent in our financial responsibilities. When completed, the documents will be provided for board's review. There are currently 40 homeowners that are delinquent in paying their HOA homeowner dues and are now accruing interest on the unpaid balances. In addition, liens have been filed when appropriate and as required by our CC&R's.

Committee Reports:

Rules & Regulation (R&R) Committee – Nothing new to report.

Park Usage Committee – No report this month.

Capital Improvement Committee – Nothing new to report.

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@crewhoa.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.crewhoa.org

Email – info@crewhoa.org

A motion was made to adjourn the meeting at 8:19 p.m.

Next Board Meetings:

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

***NEW WEBMASTER** - The HOA is looking for a new Website Administrator to maintain the Candlewood Ridge / Carriage Wood website. If you'd like to update the monthly minutes, board meeting dates, etc., please contact the HOA by calling 425-227-4227 or email at info@crcwhoa.org.

***Holiday Decorations** – Per our “Aesthetics R&R”, Christmas lights and other holiday displays must be removed from view within thirty (30) days following the date of the holiday. Thank you!

***Annual Meeting** - 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 are expiring.

***Garbage Can and Trash Receptacles** - 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.

***Community Service Project** - The CR/CW 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!

*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.