

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

### **Minutes of the Meeting**

**February 19, 2008**

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, Valerie Frazier and John Utz.

**Others Present:** Carmen Duppenthaler – Recording Secretary, Shena Kelly – Administrator/Bookkeeper and 5 Homeowners.

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

#### **Homeowner Concerns:**

- A homeowner that received a complaint came to the meeting to tell the board they were currently in a property line dispute with a neighbor. A discussion followed.
- A Boy Scout, who is working on his Eagle Scout Project, attended the meeting to give an update. In December, his troop cleaned up garbage and debris in Candlewood Ridge (CR) Park. A sign that will be installed in several areas of CR Park was presented for review. The sign identifies the park as a designated wetlands area. The scout stated he received gift cards from Home Depot and Lowe's home improvement stores to help purchase supplies for his project. The Southcenter Lowe's also donated a bench for the park. Installation of the wetland signs will occur the first part of March.

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

**Police Report:** Officer Sam Shirley was present to give a report. He stated a 911 call had come in about some kids hanging around the retention pond on SE 184<sup>th</sup> St. in Carriage Wood, late at night making noise. He was out to investigate within minutes of the call but found nothing there. Several parking citations were issued last month, mostly for cars parked up on the sidewalk. A homeowner wished to thank the Sheriff's office for helping to remove some junk cars from the street he lives on.

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

#### **Old Business:**

- Easter Egg Hunt - Candlewood Ridge and Carriage Wood families are invited to attend this year's Easter Egg Hunt at Carriage Wood Park! The event will take place on Saturday, March 22<sup>nd</sup> (the day before Easter) at 11:00 am at Carriage Wood Park. There will be a large egg hunt with lots of prizes for kids 12 years of age or younger. Remember to bring your Easter Baskets for the egg hunt and camera for photos with the Easter Bunny!
- Garage Sale – Mark your calendar for the CR/CW annual neighborhood Garage Sale! It's scheduled for Friday and Saturday, May 16-17 from 9-5pm.

#### **New Business:**

- Nominating Committee Chairperson – A motion was made to elect John Utz as the Chairperson of the Nominating Committee. It was seconded as passed by the board.
- Board of Director Assignments - A motion was made to elect:
  - George McGill – President
  - Curt Whitaker – Vice President
  - Jerry Woolett – Treasurer
  - Jerry Woolett – Common Area Maintenance
  - Sondra Woolett – Architectural Control
  - Lloyd Mantilla – Complaints Negotiation
  - John Utz – Legal & Insurance
  - Valerie Frazier – Board Member at Large

The motion was seconded and passed unanimously by the board.

- Rental Homes - A new committee is forming to discuss ways to enforce the new Rental / Leasing Rule & Regulation. Approximately 37 homeowners have responded to our online poll in favor of limiting the number of rentals within our neighborhood. This will be a topic of discussion at the April 15<sup>th</sup> board meeting. Homeowners are encouraged to attend the meeting to discuss this topic and volunteer for the new committee.
- Mailbox Stands - A discussion took place regarding the conformity of mailbox stands in our neighborhood. A committee will be forming to further discuss this matter. If you have interest in standardizing mailboxes within our neighborhood, please volunteer for this committee.
- Trash Receptacles - Another area the board looks to enforce this year is the garbage can and trash receptacle provision of the Aesthetics Rule and Regulation.

**Treasurer’s Report:** A summary of the financial statement was given. We are early in the fiscal year so there is nothing of significance to report. Remember, the first quarter of HOA dues/assessments were delinquent as of January 31, 2008 and accrue interest if not paid within 30 days of the due date. The HOA needs to update/revise the dues collection and delinquent dues collection policies. Proposed changes have been provided to the Board for their review and consideration. A subcommittee meeting will follow to further discuss.

King County Sheriff Patrol – 16 hours of patrolling services were provided in January 2008.

**Committee Reports:**

**Common Areas Report:**

- 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. The tree is actually a split trunk tree. There are two main trunks beginning at ground level with the dangerous trunk splitting about 15’ up. The dangerous trunk was cut down on February 14<sup>th</sup>. There is some discussion as to whether the other trunk should be cut down.
- During the snowstorm on December 1, 2007, a vehicle slid through the SE 151<sup>st</sup> Ave. entrance of Carriage Wood and destroyed the entrance sign on the east side. The driver’s insurance will pay for the damage. Restoration of the brick monument part of the sign has been completed. The signage should be installed by February 20<sup>th</sup>. Canber, the HOA maintenance contractor, will then do the landscaping and at the

same time would like to have the cherry trees and surface roots removed along both sides of the entrance. A motion was made to contract Canber to remove the cherry trees and roots for an amount not to exceed \$2,500. It was seconded and passed by the board.

- A homeowner contacted the HOA with concerns about the slippery surface of the bridge deck in Candlewood Ridge Park. The Common Areas committee will investigate potential methods to fix that situation. As an interim measure, sand was spread over the bridge deck.

**Architectural Report:** 9 new ACC requests were submitted since last month's meeting as follows:

- 3 – Roofs
- 3 – Windows
- 1 - Paint
- 1 – Shed
- 1 - Landscaping

An appeal hearing was conducted on February 5, 2008 for a homeowner who installed a new roof that does not meet HOA standards and who did not submit an ACC request before the installation. Although replacing the roof will be a financial burden to this owner, the Review Board has informed the homeowner that the roof in question must be replaced in a reasonable amount of time.

The HOA CC&Rs and Rule and Regulation documents clearly state that exterior projects such as roofs, painting, fencing, decks and patios require the submission and approval of an ACC request before commencing the project. Please remember, 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, 5 new complaints were received. 13 additional complaints are pending and are in the complaints process. 6 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 February 2008 are:

- 8 – House
- 4 – Yard
- 1 – Home Business
- 4 – Vehicles
- 1 – Animal

A discussion took place regarding a rental house in Candlewood Ridge that is aesthetically in bad condition. The HOA has had no luck contacting the property owner or renters living in the home. The committee will continue to address this issue.

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 be found on the HOA website at

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

**Legal and Insurance Report:** A brief discussion took place regarding the encroachment issue with a homeowner at CW Park. The HOA continues to pursue collection of fines associated with restoration of that area. A hearing date has been set for a homeowner who received a complaint regarding a home business.

**Capital Improvement Committee** – Nothing new to report.

**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 9:01 p.m.

**Next Board Meetings:**

- March 18, 2008
- April 15, 2008
- May 20, 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](mailto:info@crcwhoa.org).

**\*Easter Egg Hunt** - Candlewood Ridge and Carriage Wood families are invited to attend this year's Easter Egg Hunt at Carriage Wood Park! The event is scheduled to take place on Saturday, March 22<sup>nd</sup> (the day before Easter) at 11:00 am at Carriage Wood Park. There will be a large egg hunt with lots of prizes for kids 12 years of age or younger. Remember to bring your Easter Baskets for the egg hunt and camera to take photos with the Easter Bunny!

**\*Garage Sale** – Mark your calendar for the CR/CW annual neighborhood Garage Sale! It's scheduled for Friday and Saturday, May 16-17 from 9-5pm.

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

**\*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!

**\*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.

\*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.