

Candlewood Ridge – Carriage Wood Homeowners' Association

Minutes of the Meeting

May 20, 2008

The following is a summary of the meeting minutes and is not yet approved by the board.

Board Members Present: George McGill, Lloyd Mantilla, Curt Whitaker, Jerry Woolett, Sondra Woolett, Valerie Frazier and John Utz.

Others Present: Carmen Duppenthaler – Recording Secretary and 5 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 homeowner asked the board to consider approving the installation of solar panels on roofs. The board is interested in soliciting information and researching data associated with solar panels. An ACC request form is required for approval prior to installation.
- A homeowner receiving a letter from the HOA regarding his home being a potential rental property stated he was not renting his property. The Treasurer said he would discuss the matter with him following the meeting.
- A homeowner recommended a tree stump near the Candlewood Ridge main entrance be removed.
- A comment was made that several intersections in CR do not have stop signs. It was suggested he contact King County.
- A homeowner asked a question about a large green utility box on the corner of her yard. She wanted to know what it was for and who to contact about having it removed or downsized.
- A question was asked regarding how quickly homeowner phone calls are being responded to. The board will talk to the Bookkeeper about response time.

Fire Department Report: Not present at meeting.

Police Report: Officer Sam Shirley was present to give a report. In April, 18 traffic contacts and 14 parking violations (for vehicles parked on the sidewalk) were made. A couple reports came in of cars being spray-painted and several fences that were hit with graffiti. Near Candlewood Ridge (CR) Park, a suspicious vehicle with four occupants from out of the area were contacted and sent on their way. Officer Shirley also did some foot patrol in CR Park after hours. He stated the park was very dark.

It was said that someone tried to start a fire at Ridgewood Elementary School. Homeowners living near the school are advised to keep a lookout and report anything suspicious by calling 911.

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

Old Business:

- HOA Website - Recently, the HOA website has received minimum updates due to a lack of volunteers. A homeowner has volunteered to help maintain the HOA website and will soon begin updating information on the site.
- Garage Sale – Many homeowners participated in this year's annual neighborhood Garage

Sale that took place on May 16 & 17. A volunteer is needed to coordinate next year's sale. Please email the HOA at info@crcwhoa.org if interested.

- Summer Event – Due to a lack of volunteers, the 2008 Summer Picnic has been officially cancelled. The HOA has money in the budget to cover expenses for future events but volunteers are needed to coordinate them. If you would like to see more fun neighborhood events and can help plan them, please email the HOA at info@crcwhoa.org.

New Business:

- The HOA Recording Secretary submitted her resignation. An individual is needed to fill this position. Interested applicants should send a letter of interest to info@crcwhoa.org.

Treasurer's Report: Financial statements were reviewed. Total income and expenses are normal for this time of year. It was recommended the HOA transfer funds from the legal reserve fund to cover higher than expected legal expenses that have incurred because two homeowners engaged attorneys to fight board decisions, which required extensive advice from the HOA's attorneys. A motion was made to transfer \$4,500 from the legal reserve fund to the current operating budget. It was seconded and passed by the Board.

As reported, the Association is in need of a new computer and accounting software. They are in the process of looking for and evaluating software to handle the HOA accounting and management needs. Currently, the bookkeeper is using her personal MAC computer to manage HOA business and the software is very old and not supported anymore. A computer has been selected and the Treasurer recommends it be purchased for use by the bookkeeper. A motion was made to purchase the HOA a new computer to be used for bookkeeping functions, not to exceed \$1,200. It was seconded and passed by the Board.

This year the cost per hour for King County patrolling services has gone up from \$39.14/hr to \$40.71. Sixteen hours of random patrols have been provided for each of the first 4 months of 2008. In March 14 traffic contacts and 9 parking violation notices were made. A small group of teens were asked to leave the park after hours and one 911 call was responded to concerning a disturbance near SE 179th St. and 154th Ave. SE. For the April report, see the Police Report above.

Committee Reports:

Common Areas Report:

- Canber, the HOA maintenance contractor, has been contacted to remove a broken tree along the east side of Carriage Wood Park.
- Sitelines has been contacted about the slowing down of the merry-go-round in Carriage Wood Park. They have been very slow in fixing the problem but did say they are planning to replace the base and gave a quote for \$544.50 to install it. The new base is being provided free under warranty but the HOA has to pay for labor. A motion was made to fix the merry-go-round as suggested. It was seconded and passed by the Board.
- Qwest is installing fiber optics cable in our area. They tore up the east side of the 151st Ave. SE entrance to CW in conjunction with this work. They are trying to restore the lawn area by adding new topsoil and reseeding. A layer of hay was added to keep in moisture and aid in seed germination.
- Vandals destroyed the new park bench installed as part of an Eagle Scout project in Candlewood Ridge Park. The May issue of the Fairwood Flyer reported on the installation and vandalism of the bench. The seat of the bench has been removed

eliminating the biggest safety factor concern. The bench frame was also broken making repair difficult.

Architectural Report: 15 new ACC requests were submitted since last month's meeting as follows:

- 2 – Roofs
- 4 – Paint
- 1 – Fence
- 1 – Gutters
- 2 – Windows
- 2 – Decks
- 1 – Siding
- 2 – Landscaping

The Architectural Control Committee has put together a notebook of paint chip samples from most of the major paint manufacturers that conform to the Association guidelines that require the main body of homes to be painted in natural or earth tone colors with contrasting colors limited to doors and trim. The notebook is available for review upon request to the ACC email address at architecture@crcwhoa.org.

Reminder - 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 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, 22 new complaints were received. 21 additional complaints are pending and are in the complaints process. 1 complaint was closed. 2 closure/thank you letters were mailed out. 11 residents are currently accruing fines for being non-compliant.

Types of ongoing complaints for May 2008 are:

- 18 – House
- 35 – Yard
- 10 – Vehicles

As a reminder, all complaints must be received in writing and signed by the Home Owner. 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.

Legal and Insurance Report: Communication continues with the HOA attorney regarding the complaint made by a homeowner against the Association and individual Board Members.

Rental Home / Change of Address Issues – There are many homeowners who have rented or leased their homes in CR/CW without notifying the Homeowners Association. The only clues the HOA has are dues payments coming from addresses other than the address within our neighborhood or dues statements and other correspondence being returned as non deliverable. The HOA realizes there are valid reasons

why dues check addresses and return addresses might be different, but doesn't have the resources to investigate them each on an individual basis. In an effort to sort this out, 94 letters were sent to homeowners at addresses other than a HOA street address. A response has been received from over 50% of these homeowners. Many are not renting or leasing but have chosen to use an address other than their HOA street address for HOA correspondence. The Board would like to thank everyone who has replied to date.

Reminder – When HOA correspondence needs to be delivered to an address other than your HOA street address, homeowners need to notify the HOA in writing. This applies to absentee homeowners who are renting or leasing their homes, homes that are vacant, and homeowners who choose to receive their correspondence at a PO Box or alternate address. In addition, homeowners who are renting or leasing are required to comply with the provisions of the Leasing/Rental of Homes/Tenants Rules and Regulations.

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.

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 8:32 p.m.

Next Board Meetings:

- June 17, 2008
- July 15, 2008
- August 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

***Recording Secretary** - The HOA has an immediate opening for Recording Secretary. In this administrative position, the contractor receives a nominal fee, attends monthly board meetings and types meeting minutes for publication in the Fairwood Flyer. This is a non-board member position and has no rights to vote on matters of the Board. Interested applicants can send a letter of interest to info@crcwhoa.org.

***Outdoor Burning** – A reminder that outdoor burning is not allowed in this area of King County. Per Fire District 40 - please do not burn debris in your backyard or you may be issued a fine.

***HOA Website** - Visit the HOA website at www.crcwhoa.org to read messages on our Bulletin Board. You can also take a poll regarding rental homes in our association.

***Trash and Recycle Receptacles** – A friendly reminder to homeowners that Garbage Cans, Recycle and Yard Waste Receptacles are to be properly stored behind a fence or inside the garage where they are not visible from the street.