

Candlewood Ridge – Carriage Wood Homeowners' Association

Minutes of the Meeting

June 17, 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 7 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 inquired about rules pertaining to political signs. See New Business for further information.
- Two CW Homeowners expressed concern regarding a neighboring rental property. It was said that 4 younger aged individuals recently moved in and there is concern about excessive cars and traffic at the home. They asked if the HOA has a limit on the number of tenants that can reside in rental homes. The Board will consult with the HOA attorney regarding federal laws and possibly revising the Leasing/Rental of Homes Rules and Regulations document.
- A CR Homeowner said a neighbor is not properly maintaining their yard and blackberry bushes are now coming into her yard. She was asked to submit a written complaint and the Complaints Committee will look into the issue.

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 May board meeting minutes as written. It was seconded and passed. Signing of the minutes took place by the board.

Old Business:

- HOA Website – The new HOA Webmaster has been busy updating and implementing our website using Google Docs. Our website will soon have a new look and will be easier for Board members to update and maintain than the current site. Our website address will remain the same at www.crcwhoa.org.

New Business:

- HOA Secretary - An introduction and vote took place on hiring the new HOA Recording Secretary. A motion was made to elect and hire Elmira Utz as new HOA Recording Secretary. It was seconded and passed by the Board. President George McGill thanked outgoing Secretary Carmen Duppenthaler for 4 ½ years of service to our HOA.
- Political Signs – A discussion took place regarding political signs and establishing a policy prior to the upcoming elections. A document outlining the Signs Policy was distributed and reviewed. A motion was made to approve the document as written. It was seconded and passed by the Board. The Signs Policy will be published on the HOA Website and in

the Fairwood Flyer.

- HOA Document Reproduction Fees – The Board talked about charging a fee when homeowners request additional copies of documents such as CC&R's and Rules and Regulations (R&R) that have already been provided to them. Copies of all HOA documents are available for viewing and printing on our website at www.crcwhoa.org.

Treasurer's Report: Financial statements were reviewed. For this time of year, the HOA's total income and expenses are about what is expected. The approved transfer of \$4,500 from the legal reserve fund to cover higher than expected legal expenses will be accomplished prior to the next months meeting.

Sixteen hours of random King County Sheriff's patrols were provided during the month of May.

Committee Reports:

Common Areas Report:

- Canber, the HOA maintenance contractor, removed two broken trees along the east side of Carriage Wood Park. The remaining trunks still need to be cut down.
- The merry-go-round in Carriage Wood Park was repaired. The defective base was replaced.
- Two tree service companies have provided proposals for grinding down two tree stumps located in the Candlewood Ridge main entrance and two stumps at the south end of CR Park. Bids include the removal of wood chips. The two bids are within \$25 of each other. It was recommended the work be given to the lowest bidder. A motion was made to have four tree stumps removed by the lowest bidder, not to exceed \$800. It was seconded and passed by the Board.
- Vandals have been at work in our parks. Many signs have been covered with graffiti, a bench was damaged and a couple of signs knocked down. As planned, more random Sheriff's patrols are now being conducted throughout the summer months. Homeowners are encouraged to call 911 when unlawful or unauthorized activities are observed in our parks. Case #07-250561 should be cited when making such calls.
- A dead tree that's located near the playground equipment in Carriage Wood Park needs to be removed. Estimates for removal will be obtained.
- **Reminder** – A policy has been established to maximum safety, minimize liability and maintenance costs, while allowing homeowners of the association to enjoy our parks. Rules to accomplish this include:

1. Park hours: 9:00 am until dusk
2. No smoking, alcohol, drugs, loud music, golf, motorized vehicles or fireworks are allowed
3. Animals must be leashed and owners are responsible for cleaning up after their animals

Architectural Report: 11 new ACC requests were submitted since last month's meeting as follows:

- 3 – Roofs
- 5 – Paint
- 1 – Greenhouse
- 2 – Landscaping

One warning/reminder letter was delivered to a homeowner who began painting their home without submitting an ACC request from and getting approval prior to commencing the work.

Reminder - The HOA CC&Rs and Rules and Regulations 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. 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.

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.

Complaints Negotiations Report: Since last meeting, 1 new complaint was received. 41 additional complaints are pending and are in the complaints process. 3 complaints were closed. 4 closure/thank you letters were mailed out. 10 residents are currently accruing fines for being non-compliant.

Types of ongoing complaints for June 2008 are:

- 16 – House
- 29 – Yard
- 1 – Home Business
- 12 – Vehicles

The Complaints Chairman submitted his resignation. The Board thanked Lloyd Mantilla for his years of service to the HOA. A replacement will be voted in at next months meeting.

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: The ACC Reinstatement Policy was sent to the HOA lawyer for review. 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 Committee – In an effort to determine which homes within the HOA are rented out and had not complied with Rules and Regulations concerning rentals, 94 letters were sent to homeowners at addresses other than a HOA street address. A response was received from the majority of these homeowners. Seventeen have chosen not to respond and require follow up action. Many were not renting or leasing but chose 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.

Board Member at Large, Valerie Frazier has volunteered as the Rental/Leasing of Homes Committee Chairperson. This committee will work to identify rental homes in our association and enforce the Rental/Leasing of Homes Rules and Regulations. Currently, rental properties stand out due to a lack of home and yard maintenance and many renters are unaware they are living in an HOA community. Homeowners interested in helping on the committee are encouraged to contact the HOA via email at info@crcwhoa.org.

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 8:42 p.m.

Next Board Meetings:

- July 15, 2008
- August 19, 2008
- September 16, 2008
- October 21, 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

***ACC Requests** - The HOA CC&Rs and Rules and Regulations 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. 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.*

***Carriage Wood and Candlewood Ridge Parks** – A policy has been established to maximum safety, minimize liability and maintenance costs, while allowing homeowners of the association to enjoy our parks. Rules to accomplish this include:

1. Park hours: 9:00 am until dusk
2. No smoking, alcohol, drugs, loud music, golf, motorized vehicles or fireworks are allowed
3. Animals must be leashed and owners are responsible for cleaning up after their

animals

***HOA Website** - Visit the CR/CW HOA website at www.crcwhoa.org to read messages on our Bulletin Board, monthly meeting Minutes, Rules and Regulations documents and much more!

***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.