

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

### **Minutes of the Meeting**

**July 15, 2008**

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

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

**Others Present:** Elmira Utz – Recording Secretary, Officer Sam Shirley and Webmaster Kevin Idzi.

This monthly meeting was called to order at 7:05 p.m. at the King County Sheriff's Office – Fairwood Storefront.

#### **Homeowner Concerns:**

No homeowner concerns were raised.

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

**Police Report:** Officer Sam Shirley reported that patrols of the parks during the 4<sup>th</sup> of July holiday were successful and that many groups were thwarted from setting off fireworks in our parks as a result.

Board members raised concern regarding fireworks debris and continued use of fireworks in the neighborhood, graffiti, abandoned cars and cars parked on lawns

Officer Shirley requested that homeowners report any fireworks related activity to 911. He reported resolving a previous abandoned car complaint and also requested homeowner's report any abandoned cars. Officer Shirley reported that graffiti will get more attention during the school year. Cars parked on lawns is legal in King County but is not permissible per the HOA's CC&Rs and Rules and Regulations.

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

#### **Old Business:** Website update and discussion:

- New pages in place on website. Old pages still up but not part of the main site anymore. Continuing with plan to switch to Google for hosting and e-mail.
- Discussion of cleaning up e-mail addresses to streamline points of contact and make for more efficient communication between board and homeowners.
- Search function on the site works for all but the documents-discussion of creating "key words" in documents for searching.
- Discussion of idea of putting Garage sale forms on the website to help homeowners publicize their garage sales.
- Block watch participants are encouraged to contact [webmaster@crcwhoa](mailto:webmaster@crcwhoa) as he is interested in

including more current information on the website.

#### Website statistics

There were 114 visits to the website in the last 30 days (June 16 to July 15) and 600 page views. There was 1 search for “Fireworks” around the 4<sup>th</sup> of July.

#### **New Business:**

- One Board position is open-6 months remaining. Decision to cover the duties of Complaints Chairman with existing Board members. Jerry Woolett will be taking over Complaints, George McGill will be taking on Common Area Maintenance. Curt Whitaker will continue his support of the complaints committee. All members will retain their official chair positions.
- Discussion and decision to have the President abstain from voting to avoid tied votes until Board position is filled.
- HOA ACC application fees and electronic notification – The Board talked about charging a fee for applications to the ACC to cover rising postage fees. For now it was decided to try offering electronic replies to applications instead. Please download forms from [www.crcwhoa.org](http://www.crcwhoa.org). The online ACC form will have a box to check for indicating the homeowner wishes to receive their reply via e-mail. If you wish to have an e-mail notification and you have a less current form, simply notate your e-mail address and indicate your desire to receive an e-mail notification of approval/disapproval.
- Motion made to remove 2 dead hemlocks in Carriagewood park area at a cost not to exceed \$700. Motion passed.
- Motion to authorize replacement of the Candlewood Ridge Park Usage sign not to exceed \$350.00. Motion passed.
- Motion made to purchase Microsoft office suite not to exceed \$150.00. Motion passed.

#### **Treasurer’s Report:**

- Financial Statement Summary – For this time of year our total income and expenses are about what we expected. The approved transfer of \$4500 from our legal reserve fund to cover higher than expected legal expenses was accomplished.
- We do have 21 accounts that are delinquent in paying their dues by 2 or more years. About 5 of these should be turned over to our attorney. In addition we had 8 July dues statements returned by the post office as undeliverable. Additional research will be required for these accounts. Three new liens were submitted for delinquent dues.

Twenty-four hours of random King County Sheriff’s patrols were provided during the month of June. During the month of May approx 38 contacts were made, 15 for traffic violations, 20 for parking violations and 3 for being in the parks after hours. During June 44 contacts were made, 26 for traffic violations, 11 for parking violations, 1 for an abandoned vehicle and 6 for being in our parks after hours. Patrolling was done the evening of the 4<sup>th</sup> of July. Many people had to be reminded that fireworks were not allowed in the parks and were asked to leave. Additional people were reminded that the fireworks debris that they left in the streets needed to be cleaned up.

#### **Committee Reports:**

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

- A swing seat in Carriage Wood Park was broken or cut. A replacement seat has been ordered.
- The Carriage Wood signage the west monument of the 151st Ave entrance has been removed and a new sign is being built. This is the first of several signage replacements that need to be done.

- Soos Creek has been contacted to turn on the water for our parks and the Candlewood Ridge Park. It is scheduled for 16 July.
- Canber has been contacted to look at the retaining timbers of the Candlewood Ridge entrance and provide suggestions on the best way to repair.
- Two tree stumps located in the Candlewood Ridge main entrance and two stumps at the south end of the park have been ground down and excess chips removed.
- We are in the process of trying to repair damage done by vandals in our parks. The damaged bench near the bridge in Candlewood Ridge Park has been removed and a replacement for the destroyed park usage sign is being manufactured. An attempt has been made to remove some of the graffiti on signs within the park as well. In many cases the paint of the signs comes off easier than the graffiti requiring the sign to be replaced. 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.
- We have two dead trees very near the playground equipment in Carriage Wood Park that need to be removed. An estimate has been obtained. Recommend the work be authorized with a cost not to exceed \$700. Since the trees are within the greenbelt, the trunk stumps will not need to be ground down.
- **Reminder:** Our parks are private parks which exist for the use and enjoyment of HOA residents, their families and guests. They are not public parks. Our park usage rules apply to everyone. Following are some of the rules that have been established to maximize safety, and minimize liability and maintenance costs:
  - Park hours: 9:00 am until dusk
  - No smoking, alcohol, drugs, loud music, golf, motorized vehicles or **fireworks** are allowed
  - Animals must be leashed and owners are responsible for cleaning up after their animals.

### Architectural Report:

- 15 Fifteen ACC requests were submitted since the last meeting.
  - 1 new roof
  - 8 painting
  - 1 fence
  - 5 landscaping
- Four warning/reminder letters were delivered to homeowners who began projects on their homes without submitting an ACC Request and getting approval prior to commencing the work.
- Reminder - Our CC&Rs and Rules and Regulations clearly state that exterior projects such as roofs, painting, fencing, decks, major landscaping 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 than that. It is recommended that if a response to an ACC request has not been received within two weeks, the homeowner should contact the ACC Chairman via email at [architecture@crewhoa.org](mailto:architecture@crewhoa.org) or by leaving a voice message at 425-227-4227. Please do not contact the ACC chairman via a home phone number.
- The Architectural Control Committee has put together a note book of paint chip samples from most of the major paint manufactures 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 at the email address above.

**Complaints Negotiations Report:**

Since the last meeting in June the Committee has received 18 new complaints.

1 complaint has been closed.

There are 39 complaints at various stages of the complaint process.

2 of these have been resolved but fines remain outstanding and

**5 of these have fines accruing.**

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](http://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**

**Meeting scheduled for Thursday July 24<sup>th</sup> at the Fairwood Library at 7 pm.**

In an effort to determine which homes within the HOA are rented out and had not complied with Rules and Regulations concerning rentals this committee was formed. Homeowners interested in helping on the committee are encouraged to contact the HOA via email at [info@crcwhoa.org](mailto: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](mailto:info@crcwhoa.org).

**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 8:42 pm.

**Next Board Meetings:**

- August 19, 2008
- September 16, 2008
- October 21, 2008
- November 18, 2008

Meetings are usually held at **7:00 pm.** 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](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.*

**\*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:

- Park hours: 9:00 am until dusk
- No smoking, alcohol, drugs, loud music, golf, motorized vehicles or fireworks are allowed
- 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](http://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.