

Candlewood Ridge – Carriage Wood Homeowners' Association

**Minutes of the Meeting
October 21st, 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, Curt Whitaker and John Utz.

Others Present: Elmira Utz – Recording Secretary, Officer Sam Shirley, and two home owners.

This monthly meeting was called to order at 7:02 p.m. at the King County Sheriff's Office – Fairwood Storefront.

Homeowner Concerns:

A concern was raised about people ignoring stops signs-especially when children are present. A reminder was made for all home owners to please observe all stop signs.

Fire Department Report: Not present at meeting.

Police Report:

32 Hours of Random Patrols for the month.

41 Traffic Contacts

23 Parking violations,

8 Trespassing in parks

Discussed shots fired in neighborhood, 17300 block of 159th ave.-source not identified. Petty vandalism reported in parks. Please call 911 to report all suspicious activity in our neighborhood-including vandalism and fireworks in the park.

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

Old Business:

Preliminary research into outsourcing complaint processing continues.

New Business:

- Annual Meeting tentatively scheduled in Parlor of Fairwood Community United Methodist Church for January 27th 2009 at 7:00 pm. Discussion followed on need for a projector for use at meeting. A quote for the purchase of one will be obtained.
- Strong reminder to all homeowners to NOT call board members on personal phones. Please use the e-mail contacts on the website or leave a voice message at 425-227-4227.

Messages left on personal phone numbers regarding HOA business will not be returned.

- Please report unauthorized activity in the parks. Call 911 if you notice any suspicious activity-such as vandalism, malicious mischief or park activity after dusk.
- Discussion of dogs leaving messes in neighbor's yards and in the park. All dogs must be leashed in our neighborhood at all times. Please pick up after your dog.

Treasurer's Report:

- Financial Statement Summary – Our total income for the year is within \$1300 of our projected budget. This is due in large part because of the large amount of interest and fines collected. However we have about \$8600 in delinquent dues which is more than usual for this time of year. Twenty-four liens had to be filed against homeowners who were at least a year behind in paying their HOA dues.
- A 2009 budget has been prepared for Board review. It includes a 3% increase in dues to cover increases in many of our expenses. With this increase our homeowners are paying less than \$12/month in dues, which is one of the lowest assessments in the area for HOAs.
- A new computer (laptop) and Office suite software has been purchased for use by our bookkeeper. She has been using her own equipment in the past. One of our priorities for next year is to purchase new financial and HOA management software. The products currently in use are no longer maintainable and need to be replaced. Our budget includes monies to purchase and transition to the new products.
- Thirty-two hours of random King County Sheriff's patrols were provided during the month of September. Approximately the same hours are projected for October. A new memorandum of understanding for next year has been prepared and is recommended for approval.

Committee Reports:

Common Areas Maintenance Report:

- Area by CW retention pond still not done – Canber will be contacted.
- Sprinklers have been turned off and lines blown out for winter.
- New Mutt Mitt dispenser installed at CR Park – replaced damaged one.
- Lots of petty vandalism lately at CR Park – dumping over garbage cans and throwing garbage and things into creek. Also several spots where fires have been started.
- Sheriff patrols for Nov. and Dec. 16 hrs month
- Islands in Cul-de-Sac's – work to be done – findings on ownership and maintenance.

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 to dusk
- No Smoking, alcohol, drugs, loud music, golfing, motorized vehicles or fireworks are allowed.
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- Animals must be leashed and owners are responsible for cleaning up after their animals.

Architectural Report:

- Ten ACC requests were submitted since the last meeting. One for a new roofs, Five for painting, one for a fence, one for satellite dish, one for window replacements, and one for landscaping. One warning/reminder letter was delivered to a homeowner who used a product that was not approved. This resulted in the unapproved product being removed and an approved product being installed.
- 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 or by leaving a voice message at 425-227-4227. **Please do not contact the ACC chairman OR ANY BOARD MEMBER via a home phone number.**

Complaints Negotiations Report:

Discussion of garbage cans not being placed behind screens was repeated. There is a large complaint currently being processed regarding many homeowners who are not properly storing their garbage/recycling containers out of sight. The HOA reminds all homeowners that garbage cans should be stored out of site after garbage pickup is finished. Please be sure your containers are stored properly or you may be in danger of receiving a complaint notice.

- There are currently 21 open active complaints
- 9 are in the fine stage:
 - 3 for fines that continue to accrue
 - 6 for fines that are unpaid but non-compliance issue is resolved
 - 2 have received their 1st non-compliance letter
 - 6 have received their 2nd non-compliance letter
 - 4 have received the 3rd and final non-compliance letter
- 15 complaints were closed since the last meeting.
- One homeowner submitted a letter with multiple complaints that are waiting processing.

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 Committee

Committee chair was not present

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 pm.

Next Board Meetings:

- November 18, 2008
- December 17, 2008
- January 20, 2009
- January 27th 2009 Annual Meeting at Fairwood Community United Methodist Church 7:00 pm (tentative)

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 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:

- 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 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.