

Candlewood Ridge – Carriage Wood Homeowners' Association

Minutes of the Meeting November 18th, 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, Valerie Frazier and John Utz.

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

This monthly meeting was called to order at 7:03 pm. at the King County Sheriff's Office – Fairwood Storefront.

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

The president mentioned there was a vandalism problem in Candlewood Ridge Park. Among other things, Mutt Mitt posts were damaged. 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 October board meeting minutes as written. It was seconded and passed. Signing of the minutes took place by the board.

Homeowner Concerns:

Concern was raised regarding a boat parking complaint.-Requested guidance regarding best way to park boat and utility trailer. A discussion followed of possible grace period for summer parking of recreational vehicles. Tabled for future consideration.

Treasurer's Report:

- Financial Statement Summary- Out total income for the year is about \$3000 over our projected budget. This is due to in large part because of the large amount of interest and fines collected. We do have about \$4500 in delinquent dues, which is about normal for this time of year.
- A 2009 budget has been prepared for the Board to 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 HOA's. It is recommended the 2009 budget be approved for submittal to the homeowners.
- One of our priorities for the next year is to purchase new financial and HOA management software. The products currently in use are not maintainable and need to be replaced. Our 2009 budget includes monies to purchase and transition to the new products.

- We have been having some technical problems with the phone service. It is recommended that we shift to service like Vonage which can send voice mail via email. The utilities line of our budget should be sufficient to handle the additional costs of approximately \$480.00 a year.
- Thirty two hours of random King County Sheriff's patrols were provided during the month of October. Approximately 16 hours are projected for November and December. A new memorandum of understanding for the next year has been prepared and recommended for approval.

Complaints Negotiations Report:

- There are currently 28 open active complaints
- 8 are in the fine stage: 4 for fines that continue to accrue, 4 for fines that are unpaid but non-compliance issue is resolved
- 12 have received their 1st non-compliance letter
- 4 have received their 2nd non-compliance letter
- 4 have received the 3rd and final non-compliance letter
- 6 complaints were closed since the last meeting.
- Approximately 60 letters were sent to homeowners reminding them that their garbage and recycle containers need to be screened from public view.

Committee Reports:

Common Areas Maintenance Report:

- Area by CW retention pond still not done – Canber will be contacted.
- Vandalism continues at CR Park. One of the Mutt Mitt posts was pushed completely over and the garbage can was dumped on the ground. I was able to dig out the hole and put it back in. However, I think we will need to dig the hole deeper and put in more cement as this post has been pushed over three times now.
- Islands in Cul De Sac's-trees have been removed-work on sewer and manhole cover to start this week. Notice was received from Soos Creek Water and Sewer that they will plant three bushes when they are done. They wish to remind us that planting withing 5 feet of manhole covers is not allowed. There must be access to the cover. Also, trees must not be allowed to grow more than 10ft tall- on all cul de sac's.
- Discussion of who should remove large pieces of garbage that gets left in the park. Contacting Canber.

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.
- Animals must be leashed and owners are responsible for cleaning up after their Animals.

Architectural Report:

- Six ACC requests were submitted since the last meeting. Two for painting, one for a shed, two for window replacement and one for a new front door.
- 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@crcwhoa.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.**

Legal and Insurance Report:

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

The HOA has successfully recovered the costs associated with the settlement of the encroachment issue at CW park.

Rental Home / Change of Address Committee

Nothing to new to report.

Capital Improvement Committee – Nothing new to report-if you have any suggestions please e-mail them.

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

Old Business:

On January 27th the HOA will be hosting the Annual Meeting in the Parlor of Fairwood

Community United Methodist Church at 7:00 pm.

Quote on outsourcing complaints processing and identification has been received. It will cost approximately \$1500 per month for basic administration and \$2800 a month if accounting is included. Issue tabled for further consideration.

New Business:

- Motion that the 2009 budget be submitted to the Homeowners at the annual meeting in January. Seconded and Approved.
- Motion to authorized expenditure of \$50.00 a month and up to \$500.00 for initial hookup of new HOA phone service. Seconded and Approved. Jerry Woolett and Shena Kelly will research and make the purchase.
- Motion to reallocate 1720.62 to the legal fund -from the general fund-which was received from the settlement of sale of encroached property. Second and Approved.
- Motion to approve 2009 Memorandum of Understanding with the King County Sheriff's Department. Seconded and Approved.
- Nominations for open Board positions welcome from the floor at the Annual Meeting on January 27th.
- 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.

A motion was made to adjourn the meeting at 8:42 pm.

Next Board Meetings:

- December 16, 2008 at Sheriff's Office
- January 20,2009 at Sheriff's Office
- Annual Homeowners' Meeting January 27th 2009 at Fairwood Community United Methodist Church 7:00 pm, in the parlor.

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.