

Candlewood Ridge – Carriage Wood Homeowners' Association

Minutes of the Meeting
December 16th, 2008

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

Board Members Present: Jerry Woolett, Sondra Woolett, Curt Whitaker, and John Utz.

Others Present: Elmira Utz – Recording Secretary, Officer Sam Shirley, and three homeowners.

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:

20 Traffic Contacts
14 Parking violations,
1 Trespassing in parks
1 Abandoned Vehicle complaints

A few burglaries were reported- 6 in the area total and 3 specific to our neighborhood. Make sure to answer your doors during the day. Burglars often check to see if you are home-don't give them the impression you are not there. Also keep doors locked. Do not leave vehicles running unattended.

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

Homeowner Concerns:

None raised.

Treasurer's Report:

- Financial Statement Summary- Our 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 \$3100 in delinquent dues, which is about normal for this time of year.
- A 2009 budget has been approved by the Board for submittal to homeowners and approval at our annual meeting in January.
- One of our priorities has been to find and purchase new financial and HOA management software. A product that meets our requirements was found. It is the TOPSv3.2.1 basic financial management software. The Board unanimously approved a motion to purchase

this software at a cost not to exceed \$2400 and authorized one year of maintenance support at \$69.95/month. The cost of the software is to be paid from our Capital Fund. An additional amount not to exceed \$500.00 was authorized to transfer data from the old software to the new software. \$2020.00 was paid for the new software. Data input has begun. Our goal is to have the data in place in time to generate the January 2009 dues statements.

- The HOA has shifted its phone service from Qwest to a global service provider by the name of Ring Central which provides us with a virtual PBX system. The current and hopefully temporary phone number is 425-738-8611. We are attempting to port our old telephone number over this account. As before the phone will generally be unmanned but calls can be directed to the bookkeeper, complaints, ACC, President, or treasurer. The calls will be received directly by those officials of the HOA as emails with voice attachments. This should help speed up the process of responding to calls.
- 16 hours of random King County Sheriff's patrols were provided during the month of November.

Complaints Negotiations Report:

- There are currently 38 open active complaints
- 8 are in the fine stage: 2 for fines that continue to accrue, 6 for fines that are unpaid but non-compliance issue is resolved
- 25 have received their 1st non-compliance letter
- 4 have received their 2nd non-compliance letter
- 1 has received the 3rd and final non-compliance letter
- 8 complaints were closed since the last meeting.
- Unscreened garbage and recycle containers is one of our most frequent non-compliance issues. A few homeowners have questioned the meaning of "screened from Public View". Our aesthetics R&R does not use the words "partially screened". Therefore the words "screened from public view" means the containers must be totally concealed or made invisible from public view. As often mentioned in our minutes, a couple of acceptable ways to accomplish this is to place the containers behind a fence or in the garage. **If you wish to build a fence you must submit the plan to the ACC for approval.**

Committee Reports:

Common Areas Maintenance Report:

- Clean up of the area by CW retention pond completed.
- Vandalism continues at CR Park however not nearly as much. The same Mutt Mitt pole as last month was pushed half way over- the person doing it may have been interrupted. When the weather is better we need to add more cement to this post.
- Islands in cul-de-sac's- all work has been completed. Soos Creek has replanted three small bushes. Notice from Soos Creek Water and Sewer: do not plant anything within 5 feet of the manhole covers and there must be clear access to the cover. Also trees which will grow

over 10 feet should not be planted.

- CAM Chairperson took several large pieces of trash that were discarded in CR park to the dump.

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:

- Four ACC requests were submitted since the last meeting. One for painting, one for window replacement and two for landscaping.
- 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) 738-8611 . **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.

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) 738-8611 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.

New Business:

- Reminder that sidewalks and easements are the responsibility of homeowners to clear. Please clear them for the safety of others.
- Motion to authorize not more than \$2000.00 for our attorneys to resolve a long term complaint issue. Seconded and approved.

A motion was made to adjourn the meeting at 7:44 pm.

Next Board Meetings:

- January 20 2009 at the King County Sheriff's Office, 7:00 pm.
- January 27 2009 annual meeting at Fairwood Community United Methodist Church 7:00 pm, in the parlor.

Monthly meetings are usually held at **7:00 pm.** at the Sheriff's Office, Albertson's Shopping Center.

All Homeowners are welcome to attend. (425) 738-8611

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 and screened so they are not visible from the street.