

**Candlewood Ridge – Carriage Wood Homeowners' Association**  
**Minutes of the Meeting**  
**February 17th, 2009**

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 one home owner.

This monthly meeting was called to order at 7:06 pm. at the King County Sheriff's Office – Fairwood Storefront.

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

**Police Report:**

18 Traffic Contacts

12 Parking violations,

2 Trespassing in parks

7 24 hour Impound Warnings

Burglaries are still up in the neighborhood. Make sure to always answer your door during the day as these burglars are checking to see if anyone is home before breaking into the back door or slider. The police have caught 3-4 in progress. Most common time is mid day.

There have been several Coyote sightings in the greenbelt of CW-so please be sure to keep pets indoors and exercise caution in the area.

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

**Homeowner Concerns:**

Homeowner expressed concern regarding the lifting of a lien against her property-since her fines have been paid. It was explained that the lien had indeed been released but that processing of them is done in batches so there may be a delay.

**Treasurer's Report:**

January Financial Statement Summary Facts: Over half of our projected annual income was received in January. Expenses are about as expected.

We have revised one of the reports we generate each month to a standard balance sheet format which our new software can generate automatically for us. It replaces the multi-year type balance sheet we used before.

An updated reserve analysis has been completed. Additional capital assets which have been identified added approximately \$78000 to our total assets. Since the life of these assets is projected to be approximately 40 years, the amount we project that needs to be set aside each year remains at approximately \$13000. The last two years we have budgeted slightly more than the minimum amount required.

A significant number of homeowners with delinquent accounts have settled their accounts since

the beginning of January. As a result we have been able to release approximately 18 liens. Most of the HOA's financial data has been transferred over to the new financial and management software. It is our intention to generate billing data using both the old and new software for the next couple of quarters to insure that the new software functions correctly.

The audit of our 2007 finances and a review of our 2008 finances have been completed by Cox and Gracia, our independent auditors. The auditors concluded that our financial statements were in conformity with accounting principles generally accepted in the United States of America.

### **Complaints Negotiations Report:**

There are currently 36 open active complaints

- a. 1 is in the fine stage
- b. 22 have received their 1<sup>st</sup> non-compliance letter
- c. 6 have received their 2<sup>nd</sup> certified non-compliance letters
- d. 7 have received their 3<sup>rd</sup> and final certified non-compliance letters, meaning fines are eminent.

Six non-compliance issues were closed since the last meeting.

Remember our rules and regulations require Christmas lights and other Holiday displays to be removed from view within 30 days following the date of the holiday. Several homes are not in compliance and non-compliance letters are being sent out as they are reported.

We are still receiving reports of mail theft in the neighborhood. If you are a victim, the theft should be reported to both the Post Office and Sheriff's Department. We recommend that homeowners invest in heavy duty individual locking mailboxes or go in with neighbors to obtain locked cluster mailboxes. Replacing mailboxes is the responsibility of individual homeowners.

### **Committee Reports:**

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

Canber has been cleaning street drains and sidewalks on streets by the parks since they were not able to do the grass because of the snow and ice. Reminder to all Homeowners to keep the street drains clear on their streets.

Vandalism has not been too bad last month. However the Mutt Mitt post in CR (the one on the pipeline) was pushed over again – we are thinking of moving it up by the street where it is in plain sight.

Large Cyprus bush (CR) that was leaning onto HO's driveway was replanted and staked by Camber – they think it will survive. They also trimmed bushes and trees on this entry path as I requested.

Chain link fence / gate at King County retention pond in CR at SE 176th Pl. needs to be repaired – hinges have been pushed 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 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:**

Eight ACC requests were submitted since the last meeting. One for room addition, one for landscaping, one for paint, three for window replacement and two for roofs.

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](mailto: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 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 HYPERLINK "mailto:info@crcwhoa.org"[info@crcwhoa.org](mailto:info@crcwhoa.org).

**Special Topics:** Visit our Website and contact the HOA via Email at:

Web – HYPERLINK "http://www.crcwhoa.org/"[www.crcwhoa.org](http://www.crcwhoa.org/)

Email – HYPERLINK "mailto:info@crcwhoa.org"[info@crcwhoa.org](mailto:info@crcwhoa.org)

### **Old Business:**

### **New Business:**

Discussion of what to do about repeatedly uprooted mutt mit post in Candlewood Ridge park. 3 options offered-removed it permanently, move it to end of walkway where it will be more visible or make a bigger hole with cement to secure it. It was decided to move it to the end of the walkway as a first trial.

Discussion of taking an inventory of mailbox stands and of adopting standardized stands as an improvement project for the neighborhood.

Motion made for George McGill to be the new President-seconded and unanimously approved.

Motion made for Curt Whitaker to be Vice President-seconded and unanimously approved.

Motion made for Sandra Woolett to be the ACC chairperson-seconded and unanimously approved.

Motion made for George McGill to be CAM chairperson-seconded and unanimously approved.

Motion made for Jerry Woolett to be Treasurer-seconded and unanimously approved.

Motion made for John Utz to be the Legal and Insurance chairperson-seconded and unanimously approved.

Motion made for Valerie Frazier to be Member at Large-seconded and unanimously approved.

Motion made for John Newcome to be Member at Large-seconded and unanimously approved.

Motion made for Jerry Woolett to be the Complaints Chairperson-seconded and unanimously approved.

A motion was made to adjourn the meeting at 8:20 pm.

### **Next Board Meetings:**

March 16, 2009 at the King County Sheriff's Office, 7:00 pm.

April 21, 2009 at the King County Sheriff's Office, 7:00 pm.

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 [HYPERLINK "mailto:architecture@crcwhoa.org"](mailto:architecture@crcwhoa.org) [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 [HYPERLINK "http://www.crcwhoa.org/"](http://www.crcwhoa.org) [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 [HYPERLINK](#)

"<http://www.crcwhoa.org/>"[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 and screened so they are not visible from the street.