

Candlewood Ridge – Carriage Wood Homeowners' Association
Minutes of the Meeting
March 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, John Newcome and John Utz.

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

This monthly meeting was called to order at 7:04 pm. at the King County Sheriff's Office – Fairwood Storefront.

Fire Department Report: Not present at meeting.

Police Report:

Not present at the meeting

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

Homeowner Concerns:

Homeowner discussed block watch and possibly working with the HOA to support its return to the neighborhood. Home owner was advised to contact Officer Sam Shirley for more information.

Homeowner requested return of the Fire Department reports and reported that the fire dept. is under obligation to provide a report. The HOA will continue to follow up on this information.

Homeowner reported that path in CR is being graffitied. Plantings suggested-such as thorned bushes along fence lines, or contacting homeowners to ask that they remove the graffiti. Painting and power washing by the HOA was also suggested.

Homeowner requested more trespass citations be levied against unauthorized individuals who are in our parks after hours. Concerns were expressed by some HOA and other homeowners about being too strict with residents who might not mean to cause disruption (ie. walking dogs after dark). Concerns were also expressed about the number of youth using the parks for illicit activities after hours and how to curb the problem. Discussed the clearing under brush in park to mitigate the problem. Discussed when random patrols should be done.

Treasurer's Report:

1. January Financial Statement Summary Facts:

- 65% of our budgeted annual dues have been received.
- Expenses are about as expected.

- We have moved our budgeted capital funding from the operating account to the capital reserve fund. Our reserves currently are as follows:
 - i. Capital fund \$36,695.53
 - ii. Legal \$20,000.00
 - iii. General \$25,000.00
- We are in good financial shape.

2. Because we had approximately 150 homeowners who did not pay their first quarter 2009 dues by 28 February, mid-quarter statements were generated and sent out. Remember that the payment due date is printed on your statement and is usually due at the end of the month the statement was sent out. Payments received after the due date, are considered delinquent.

3. We are receiving reports that because of financial hardships caused by layoffs, some homeowners feel they cannot pay their dues anytime soon. While we empathize with these type problems, we need to follow our procedures concerning delinquent dues.

4. 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. As authorized by the Board, \$500 was paid to have the data transferred. Because two accounting systems must be maintained for several quarters and the new system requires substantial learning, it is recommended we pay our bookkeeper \$1000 (one month's pay) for accomplishing this additional work.

5. Sixteen hours of random King County Sheriff's patrols were provided during the month of February 2009.

6. Note: The HOA has a new phone number 425-738-8611. Voice messages received are forwarded to the officer selected as email attachments.

Complaints Negotiations Report:

1. There are currently 17 open active complaints
 1. 3 are in the fine stage
 2. 8 have received their 1st non-compliance letter
 3. 2 have received their 2nd certified non-compliance letters
 4. 4 have received the 3rd and final certified non-compliance letters, meaning fines are eminent.
2. Nineteen non-compliance issues were closed since the last meeting.

3. We are still receiving reports of mail theft in the neighborhood. If you are a victim, the theft should be reported to the Post Office and the Sheriff's office. We recommend homeowners' purchase heavy duty individual lockable mailboxes or go in with your neighbors to obtain a locked cluster mailbox. Replacing mailboxes is the responsibility of individual homeowners.

Committee Reports:

Common Areas Maintenance Report:

1. 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.

2. Vandalism was not too bad last month. Homeowners at the west entrance to CR Park were asked if they would be okay with placing the vandalized Mutt Mitt post/station along the path near their homes. The homeowners didn't want it near their homes, so we will install it in the same spot one more time – if pushed Over again we will remove it for good.

3. Chain link fence / gate at King County retention pond in CR at SE 176th Pl. needs to be repaired – hinges have been pushed down. Left message no response yet.

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:

1. Seven ACC requests were submitted since the last meeting. One for a satellite dish, three for paint, one for window replacement, and two for fence replacements.

2. Non ACC approved paint color situation in process. Phone contact has been attempted. Please contact ACC-note that when any home owner attempts to contact a board member it is best to leave a call back time. Board members do not leave their home telephone numbers and must call you back if you do not answer. Email is preferred.

3. 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@crwhoa.org or by leaving a voice message at 425-738-8611. For emergency type repairs notify the ACC Chairman as indicated above and mention that it is an emergency type situation. Please do not contact the ACC chairman 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.

Rental Home / Change of Address Committee

Valerie Frazier will still be the point of contact on this committee. The committee is watching or cataloging vacant houses in the neighborhood with the intention of researching owner status. The hope is to be of more help in the future-should another house have an emergency and need the owners contacted. For example, a vacant home in the neighborhood had a burst water main during a freeze and there wasn't contact information on file with the HOA-so we couldn't assist.

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@crwhoa.org.

Special Topics: Visit our Website and contact the HOA via Email at:
Web – www.crwhoa.org Email – info@crwhoa.org

Old Business:

Roster Sheet-Final check and handout-was not done as document was not present.
Easter Event Status-April 11th at 11:00 am to 1:00 pm in the Carriage Wood Park. Families should arrive on time as the egg hunt and activities will begin sharply at 11
Discuss and approve job description for Bookkeeper and Recording Secretary-Motion to adopt job descriptions as written-motion passed.

New Business:

HOA position on CERT container request. Research is going to be done to see if it can be placed at the local fire department because of concerns regarding liability, vandalism and aesthetics. CERT training will be available in April-3 hours each Tuesday and Thursday for 4 weeks. More information is available on the City of Renton's website.

Motion made to make supplemental \$1000.00 payment to bookkeeper to learn new bookkeeping system while maintaining old system still in place. Passed.

A motion was made to adjourn the meeting at 9:04 pm.

Next Board Meetings:

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

May 19, 2009 at the King County Sheriff's Office, 7:00pm

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.