

# **Candlewood Ridge – Carriage Wood Homeowners’ Association**

## **Minutes of the Meeting April 21, 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, Valerie Frazier, John Newcome, Curt Whitaker, and John Utz.

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

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

### **Homeowner Concerns:**

Unauthorized use of the parks discussed. Question regarding stickers are available to identify homeowners. Stickers are not currently in use. If you notice any activity in the park which is of concern please contact 911 . Case # 07-250561 should be cited when making such calls.

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

### **Police Report:**

Officer Shirley reports working with problem parkers and has seen improvement. Concerns expressed by board member about continued parking of non functioning vehicles.

Officer facilitated movement of an abandoned trailer.

Purses have been snatched out of shopping carts. Warning to all to attend to their belongings while grocery shopping. Incidents have occurred at Safeway and Albertsons. There are several reports of attempted purse snatchings in stores.

Dogs off leash seen more frequently with the warmer weather. Please observe the leash laws and park policies and put your dogs on a leash.

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

### **Old Business:**

Easter Event went well despite rain and the volunteers received many thanks. The board would like to acknowledge all the volunteers as well, and to thank especially the volunteer who brought all the stuffed animals.

### **New Business:**

Attempts to contact Fire Department for reports has been unsuccessful thus far. Efforts will

continue to be made.

Money is available for a Summer Event. If you'd like to volunteer to help with this event please contact [generalinquiry@crewhoa.org](mailto:generalinquiry@crewhoa.org) or call 425-738-8611.

Community Garage Sale is currently in planning. The date will be announced via the website as soon as it is determined.

Motion to accept Canber Bid of 2480.18 on interlocking bricks to replace rotted railroad ties at the Candlewood Ridge entrance. Motion passed.

Motion to accept Canber Bid of \$3848.00 to re bark CR&CW properties. Motion Passed.

Motion to accept Canber bid of \$1242.83 to re-landscape area by retention pond in CW. Motion Passed.

### **Treasurer's Report:**

#### Treasurer Report

##### 1. March 09 Financial Statement Summary Facts:

\* 80% of our budgeted annual income has been received.

\* Expenses are about as expected.

\* Our reserves currently are as follows:

1. Capital Fund \$36,695.53

2. Legal \$20,000.00

3. General \$25,000.00

\* We are in good financial shape at this time.

2. The new financial and management software was used to generate billing statements for non-delinquent 2nd quarter dues. A couple of recommendations have been submitted to improve them.

3. As of the first week in April we had 75 homeowners who were delinquent in paying their dues. 23 are behind a year or more and all have had liens filed against their property in accordance with our delinquent dues policy. We have 10 homeowners who owe the Association more than \$500 for delinquent dues. It is recommended we get our attorney's help for these accounts.

4. We know of at least 6 homes in the Association that are in foreclosure and one of these homeowners has filed for a Chapter 13 bankruptcy. It is recommended we get advice from our attorney as to what this means to the Association with regard to collection of delinquent dues and fines.

5. 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. We are willing to work with these homeowners but we cannot waive dues.

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

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

### **Committee Reports:**

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

- 1: Now that winter is over Canber has been mowing the grass again. They put on fertilizer and moss treatment at all Common Areas (not the pipeline)
- 2: No Vandalism to report this month – please keep eyes open for any suspicious activity
- 3: Replaced gravel on the edge of blacktop path at North end of CR Park that was washed away when a hard rain storm washed it all away because the street drain was full of debris.
- 4: Replaced the much vandalized Mutt Mitt post and one Wetland sign and post near the creek. A Homeowner volunteered and was a great help, thank you Trev. We put the post in deeper this time and used 3 bags of cement.
- 5: George met with Bryan from Canber and walked through CW to cover everything that is and is not in our contract. I showed him the area in front of the new fence that we want something done with. They have submitted a bid for that work.
- 6: Canber also submitted bids for barking all common areas and also for replacing rotting Railroad timbers at the CR entrance.
- 7: I asked Bryan to be sure all grass clippings were picked up at CW Park and if they could pick up the litter in the wooded area for the Easter Event. They did an excellent job. As I said before they have also been clearing all the street drains by the Common Areas. All in all Canber has been doing a great job and has been very cooperative.
8. Dead Tree brought to the attention of the HOA located on the edge of the woods-will ask Canber to investigate.
9. Discussed cutting of lower branches on trees which kids are climbing to very high heights.
10. Homeowners are encouraged to call 911 when unlawful or unauthorized activities are observed in our parks. Case # 07-250561 should be cited when making such calls.

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 to minimize liability and maintenance costs:

Park Hours: 9:00 am to Dusk.

No smoking, alcohol, drugs, loud music, golfing, motorized vehicles or Fireworks allowed. Animals must be leashed and owners are responsible for cleaning up after their animals.

### **Architectural Report:**

1. Six ACC requests were submitted since the last meeting. Two for new roofs, three for paint and one for fence replacement.
2. 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. 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.
3. Reminder - modifications to mailbox stands require an ACC request and approval prior to beginning work.
4. Please remember we do not accept ACC request forms via email. Please mail them to CR/CW HOA, PO Box 58397, Renton, WA 98058.
5. Discussion of tagged fences in the neighborhood-the HOA expresses sympathy to homeowners whose houses and/or fences have been tagged/vandalized. However, homeowners must repair the damage or it may be subject to the complaint process as an aesthetic violation.

### **Complaints Negotiations Report:**

1. There are currently 19 open active complaints
1. 2 are in the fine stage
2. 7 have received their 1st non-compliance letter
3. 5 have received their 2nd certified non-compliance letters
4. 5 have received the 3rd and final certified non-compliance letters, meaning fines are eminent.
2. Four non-compliance issues were closed since the last meeting.

### **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**

1. Valerie has been researching what other HOA's do in regards to rentals. A Crime Free Addendum is recommended to our HOA for adoption and/or recommendation to homeowners

renting properties. Background checks for renters is another requirement by some HOA's. Another idea is periodic mandatory owner inspections of the property. The CR/CW HOA will consider their options for improving rental situations in our HOA communities.

2. Work is still being done on collecting current data on which homes are rentals.

#### Changes of Address and Rentals

- Reminder – When HOA correspondence needs to be delivered to an address other than the HOA street address, your HOA needs to be notified in writing of the correct address to send the correspondence. This applies to absentee homeowners who are renting or leasing their homes, homes that are vacant, and homeowners who choose to receive their correspondence at a PO Box or alternate address. In addition homeowners who are renting or leasing are required to comply the provisions of the Leasing/Rental of Homes/Tenants Rules and Regulations.

**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 425-738-8611 and leave a voice message or send an email request to [info@crcwhoa.org](mailto:info@crcwhoa.org).

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

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

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

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

#### **Next Board Meetings:**

- May, 19th 2009
- June, 16th 2009

Meetings are usually held at **7:00 pm.** at the Sheriff's Office, Albertson's Shopping Center. All Homeowners are welcome to attend.

### **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](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 [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 [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 behind a fence or inside the garage where they are not visible from the street.