

Candlewood Ridge – Carriage Wood Homeowners' Association

Minutes of the Meeting

May 19, 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, John Newcome, Curt Whitaker, and John Utz.

Others Present: Elmira Utz – Recording Secretary, Shena Kelly-Bookkeeper, Officer Sam Shirley and two homeowners

This monthly meeting was called to order at 7:05 pm. at the King County Sheriff's Office – Fairwood Storefront.

Fire Department Report: Not present at meeting.

Police Report:

Sheriff Rahr is holding an invitation only focus group on 6/9-from 6-8pm-Officer Shirley extended an invitation to two reps of the HOA. Trespass warnings are being issued in local parking lots when crowds do not disperse. Only two issues of reported mail theft in the past month.

16 hour of random patrols provided in April.

19 Parking contacts

11 Traffic contacts

4 Persons contacted after hours in the park (SE 177-159 SE)

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

Homeowner Concerns:

None presented

Treasurer's Report:

1. April 2009 Financial Statement Summary Facts:
 - * Over 80% of our budgeted annual income has been received.
 - * Expenses are about as expected.
 - * Our reserves remain as last month:
 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. Note: The HOA has a new phone number 425-738-8611. Voice messages received are forwarded to the officer selected as email attachments.

3. Sixteen hour of random sheriff's patrols were conducted in April.

Committee Reports:

Architectural Report:

1. Eighteen ACC requests were submitted since the last meeting. Five for new roofs, four for paint, three for landscaping, one for windows, one for a deck, one for a shed, and three 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 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. GAF and ELK roofing materials has merged. Their product line has changed-old names are now associated with new products which may NOT be approved by ACC. Always contact ACC for approval before purchasing materials and beginning a project.

Please remember we do not accept ACC request forms via email. Please mail them to CR/CW HOA, PO Box 58397, Renton, WA 98058.

Common Areas Maintenance Report:

1: Canber has applied bark to all the common areas.

2: Canber has started with the CR entrance – RR Ties have been removed.

3: We are putting the work by the retention pond fence on hold until we get approval from King County

4: Vandalism – please keep eyes open for any suspicious activity. Two weeks ago someone pushed one of the large “2 man” rocks and drove around the rock down into CR Park under the power lines and tore up the grass in about three spots – thankfully it wasn't too bad – suggest putting a cement base to each rock making them much harder to move. Also the retention pond fence in CR still has not been fixed and this weekend was completely down on the ground. The County will be notified.

5: Met with King County DDES about what we could do about cutting or trimming branches at CR Park where kids are hanging out.

6: One of the infant swing seats has torn and needs to be replaced.
I have received quote from Sitelines.

7: One small Alder tree fell in CR Park – it is at the north end on the grass clearing, not on the path or sidewalk. Requested Canber to cut and set back into the woods

8: Received a request for a girls Soccer team to practice on Thur. Nights in CR Park. They provided all the necessary P/W and insurance forms and are CR Residents, so it is approved.

9: 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:

1. Park Hours: 9:00 am to dusk.
2. No Smoking, alcohol, drugs, loud music, golfing, motorized vehicles or Fireworks are allowed.
3. Animals must be leashed and owners are responsible for cleaning up after their animals.

Complaints Negotiations Report:

1. There are currently 15 open active complaints
 1. 3 are in the fine stage
 2. 6 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. Seven non-compliance issues were closed since the last meeting.
3. Mail theft has been on the rise. The Carriage Wood postal carrier reported that the Cascade post office outside mail box was forced open the morning of May 18. Fortunately the thieves were caught. He also informed us a lot of mail boxes within the HOA have had mail stolen. In one instance a heavy duty locked mail box was tampered with and the lock had to be replaced. All the mail in the unlocked mail box next to it had been opened before the owners picked it up.

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

Not present at meeting

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:

1. Now that the weather is nicer replacement of the entrance signs that are in disrepair needs to begin.
2. Let us know of any other suggestions for Capital Improvements.

Old Business:

Fire District 40 continues to be unresponsive to numerous inquiries.
Community Garage Sale weekend is set for June 19, 20, and 21.

New Business:

Money is available for a Summer Event. If you'd like to volunteer to help with this event please contact generalinquiry@crcwhoa.org or call 425-738-8611.

Shena Kelly-Bookkeeper reported on the new fiscal software: She is working the 2 systems in parallel for this year. She hopes that with the help of the attorney she will be able to cycle through all old DQ accounts to clear them out. The new system can provide access reports to the Treasurer including a history of property and current and historical contact information. The new system allows for detailed notation. The Rental committee and the bookkeeper can coordinate to identify rental properties in the HOA neighborhood.

Motion made to replace broken infant swing in Candlewood Ridge Park. Motion passed.

Kevin Idzi reported on the website. Visits to the site are up. He is considering addition of new information such as community based programs such as CERT or a “map of your neighborhood” program.

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

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 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.