

Candlewood Ridge – Carriage Wood Homeowners’ Association

Minutes of the Meeting August 18, 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, John Utz

Others Present: Homeowner, Elmira Utz – Recording Secretary and Officer Sam Shirley

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:

4-6 cars parked along the park after hours where asked to explain their presence and to not park there in the future. 4 youth were asked to leave the park after hours-but did not appear to be engaging in any other misconduct. Officers are monitoring groups of youth in the area who have been conducting car prowls and shop lifting in the are. Be sure to call 911 if you witness any suspicious activity in our neighborhoods. The new case number to cite for park disturbances is 09-179682.

A question was raised by a HO regarding illegally posted signs- i.e. signs posted on county signs posts or at entrances of our neighborhoods. Home Owners should note that such signs can and will be collected and brought to the attention of King County Roads 206-296-8100.

Monthly patrol

Trespass in Parks -24

Vehicles asked to leave Park area -5

There were 32 hours of Random police patrols provided in the month of July.

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

Homeowner Concerns: None

Committee Reports:

Treasurer’s Report:

1. July 2009 Financial Statement Summary Facts:
 - * Over 90% of our budgeted annual income has been received.
 - * Expenses are about as expected.

* No change in reserves:

1. Capital Fund \$36,695.53
2. Legal \$20,000.00
3. General \$25,000.00

* We remain in good financial shape at this time.

2. Five of our most delinquent accounts were turned over to the HOA's attorney for aid in collecting the delinquent assessments. It should be noted that attorney's fees associated with the collection of delinquent dues can and will be added to the delinquent homeowner's billing statements.

3. Thirty-two hours of random sheriff's patrols were conducted in July.

4. King County has increased the cost of filing liens and subsequent releases by \$20 for each. Therefore a lien fee of \$150 will be assessed homeowners rather the \$100 assessed previously. The \$100 lien fee will no longer cover the costs associated with the filing and releasing of liens. This increase was approved by the Board during our October 2007 Board meeting.

5. On the advice of our HOA attorney, we plan on sending out a certified letter with a copy of the recorded lien attached to all homeowners with outstanding liens.

Architectural Report:

1. Ten ACC requests were submitted since the last meeting. Six for paint, one for a roof, one for windows, and two for fence replacement.

2. Two reminder/warning letters were submitted for a projects started without submittal of required ACC Request.

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@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.

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.

Common Areas Maintenance Report:

1. Confirmed with Soos Creek W & S regarding higher rates for turning water on at Parks and CR entrance. The old charge was \$5.00 per meter (we have 3) the new charge is \$28.00 per meter. There is no charge to turn off.

2. We are putting the work by the retention pond fence (CW) on hold until we get approval from King County – received email stating we will probably need permit.

3. King County has acknowledged that gate is down (retention pond in CR) and a Work order has been issued, however the gate is still down.

4. There has not been much vandalism at all – last month someone paintballed the three signs at the first CW Entrance. Thankfully it was water based and cleaned off fairly easy. Please keep a watch for suspicious Activity and call 911 – we have a new case number to use when reporting after hours or unruly activity in the parks = -09-179682.

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:

A. Park Hours: 9:00 am to dusk.

B. No Smoking, alcohol, drugs, loud music, golfing, motorized vehicles or Fireworks are allowed.

C. Animals must be leashed and owners are responsible for cleaning up after their animals.

Please report any suspicious activity in our parks by calling 911. Reference case #09-179682 when calling.

Complaints Negotiations Report:

1. There are currently 14 open active complaints
 1. 3 are in the fine stage
 2. 4 have received their 1st non-compliance letter
 3. 4 have received their 2nd certified non-compliance letters
 4. 3 have received the 3rd and final certified non-compliance letters, meaning fines are eminent.
2. Five non-compliance issues were closed since the last meeting.
3. Two appeal hearings were conducted and the issues resolved with the requesting homeowners.
4. One outstanding complaint has been turned over to our attorney for aid in resolving.
5. The following is a summary of our complaint process:

The established CR/CW HOA policy is to act on perceived violations of the HOA's CC&Rs and Rules and Regulations (R&Rs), submitted to the HOA by residents or homeowners. The complaint must be submitted in writing and signed by the author. Letters should be addressed to the Complaints Committee at the HOA's mailing address. Each written complaint should state the facts of the violation clearly and identify the location of the problem (including the exact address with house number and street). The author's name, address and phone number must be included so the Complaint Committee may ask for additional information if necessary and to notify the author of complaint disposition. The HOA will keep confidential, to the full extent of the law, all personal information that is submitted, including the complainant's name.

Regardless, of the source of the complaint, all complaints will be investigated by the

Complaint Committee and a determination made as to the validity of the complaint. If the complaint is determined to be valid, the Complaint Committee will typically pursue the problem following the enforcement guidelines established and approved by the Board of Directors. At this point, resolution of the complaint is the responsibility of the Complaint Committee and the Board of Directors.

Homeowner noncompliance in correcting a violation submitted to them by the Complaint Committee may result in fines being imposed and/or the matter being turned over to the Association's attorney. The Association's R&Rs provide for an Appeal Process whereby a homeowner may request a hearing to offer a defense or explanation to the imposition of a violation and/or fines.

The complaint process was put into place to identify and correct violations to the HOA's CC&Rs and R&Rs. These documents were established to set standards which when followed, will ensure all homes within the HOA will maintain their appearance and value. The HOA does not have the resources to hire a service to inspect for compliance. Therefore, we rely on each resident or homeowner to report violations in a timely manner when they are observed.

Legal and Insurance Report:

Communication continues with the HOA attorney regarding the complaint made by a homeowner against the Association and individual Board Members. The HOA will be returning to court in September where motions for summary judgment will be argued.

Attorney is working on a certification letter of bylaws previously amended.

Rental Home / Change of Address Committee

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. Slightly revised quote for new CR entrance signs.
2. Still waiting to hear from Camber on quote for block edging at CR side entrances
3. Let us know of any other suggestions for Capital Improvements.

Old Business: None

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.

Motion made to amend the allocated funds available for the purchase of new entry signs for Candlewood Ridge to \$1500 rather than the previously approved \$1400.00.

Discussion of ongoing distribution of minutes via the Fairwood Flyer and what might be done should there be another interruption in the Flyer's distribution in the future. Determined that for now we will continue using the Fairwood Flyer but will keep in mind ideas should it become unavailable in the future.

It's come to our attention that the HOA's phone number is not in the phone book. Investigation into how to become added to directories will be done.

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:

- September 15, 2009
- October 20, 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

Please report suspicious activity in the parks by calling 911. Reference case number 09-179682 when calling.

***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.