

Candlewood Ridge – Carriage Wood Homeowners’ Association

**Minutes of the Meeting
November 17, 2009**

Do Not Contact Board Members at Their Home. Please use the contact information available on the HOA website only.

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: Chief Daniels of the Renton Fire Department, Karl Rufeuler Renton Fire Department, Two Homeowners, Elmira Utz – Recording Secretary,

This monthly meeting was called to order at 7:00 pm. at the King County Sheriff’s Office – Fairwood Storefront.

Fire Department Report:

The Renton Fire department is trying to make all HOA meetings unless there is an emergency. The goal is to have the Chief attend at least one meeting a year and a representative to attend the others.

The Medic 5 Advanced Life Support unit is now closer to our area. A map of stations is available on the Renton city Website under “Emergency Services”. Calls this year are on par with last year-indicating activity levels are not rising.

The Lake Desire Fire victim is recovering well.

The Renton Fire Department would like to remind everyone to observe fire safety during the holidays.

Holiday food drives are going on now via King County Emergency Food Services.

Police Report: Not present at meeting. 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.

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

Homeowner Concerns:

A homeowner brought up some concerns regarding the recent postcard mailing about screened

garbage can enforcement. The cost of the mailing was discussed-all materials were donated and the postage was inexpensive. The complaints generated regarding improperly screened or put away garbage cans are very numerous. The board hopes this mailing will help stem the tide of new complaints and resolve several pending ones. Please make sure your garbage cans are stored in a manner which screens them from public view and/or put away after your garbage has been picked up.

Committee Reports:

Treasurer's Report:

1. October 2009 Financial Statement Summary Facts:
 - * Over 100% of our budgeted annual income has been received.
 - * We are well within our expected budgeted expenses except for legal fees. Although we expect to recover some of expended legal expenses, we may need to consider transferring some funds from our legal reserve before the end of the year. That decision can be made based on next month's financial reports.
 - * Our reserves have not changed from last month.
 1. Capital Fund \$35,267.65
 2. Legal \$20,000.00
 3. General \$25,000.00
2. Two of our super delinquent accounts still remain unresolved. One homeowner claims to be protected by a Chapter 13 bankruptcy and another owner has ignored the letter from our attorney. We get getting advice from a bankruptcy attorney on the one and need to proceed with a default judgment motion with the one who has ignored the situation. It is recommended we do so.
3. A 2010 proposed Budget has been provided to the Board for review with two options, one includes a 3% dues increase and the other without an increase. The Board needs to approve one of the options for submittal to the homeowners and final approval at the member's annual meeting.
4. Treasurer wants to add a Reserve fund line to his reports in order to give a more accurate financial picture.

Architectural Report:

1. Six ACC requests were submitted since the last meeting. One for a fireplace chimney repair, one for garage doors, two for windows, one for a roof and one for a landscaping type project.
2. Reminder - Our CC&Rs and Rules and Regulations clearly state that exterior projects such as roofs, painting, fencing, decks, driveways, 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.
3. 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. Reminder to all Homeowners – It is our responsibility (Not King County's) to keep the Street drains clear. Please clear the debris and leaves from the drains by your house and at the ends of your street.

2. We have had 3 dead trees fall onto the paths at CR Park. Please contact me at president@crwhoa.org or call 425-738-8611 and leave a message if you notice any trees or branches at either park or any of the Common areas or entrances.

3. Be aware that the wooden bridge surface at CR Park, can be extremely slippery when the temperature gets near freezing. The board discussed options for addressing the slippery surface such as a freezing indicator or non skid options.

4. Please keep a watch for suspicious Activity and call 911 – we have a new case number to report any after hour 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 cost:

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.

Complaints Negotiations Report:

1. There are currently 15 open active complaints
 - a. 5 are in the fines stage – One has been turned over to attorney & 1 is in Chapter 13 bankruptcy
 - b. 4 have received their 1st non-compliance letter
 - c. 2 have received their 2nd certified non-compliance letters
 - d. 4 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. Reminder:

All complaints must be submitted in writing and signed by the author. We do not typically react to anonymous complaints submitted by letter, email or phone.

Legal and Insurance Report:

There is nothing new to report. The board is still awaiting a ruling on the recovery of attorney's fees.

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. Nothing to report this month.
2. Please send in suggestions for Capital Improvements.

Old Business:

Annual Meeting is set for January 26th at Fairwood Community United Methodist Church at 7:00 pm in the Multi Purpose Building. We are voting on one open board position.

We have not received an answer from King County about cleaning up the area around the Carriage Wood retention pond.

New Business:

Motion to obtain a default judgement against the party who has ignored the attorney's correspondence. Motion Passed.

Motion to adopt proposed budget without a dues increase. Motion Passed.

For graffiti removal on streets and street signs please call King County Roads at 206-296-8128

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.

Our welcoming committee chairman has resigned. We want to thank Elizabeth Pardo for her service as chairman of this committee. Valerie Frazier has agreed to take over the function temporarily if no one else volunteers.

A total of 37 welcoming packets have been delivered to new residents so far in 2009. Six of these were delivered in the month of November.

An Excel spread sheet has been created to record and track packets delivered. In addition 20 copies of all the HOA's rules and regulations, bylaws, and policies have been made by Costco and are available for inclusion in future packets.

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 8:15 pm.

Next Board Meetings:

- December 15, 2009
- January 19, 2009
- January 26, 2010 Annual Meeting at the Fairwood United Methodist Church 7:00 pm in the Multi-Purpose Building.

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.crewhoa.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.