

Carriage Park Condominium Association  
Minutes from the Board of Directors Meeting  
Tuesday, February 28, 2023

Attendees: Board Members Pat Streeter, Trudy Radiwon, Nancy Amato, Mike Moyer, Sheryl Vanden Berg; Dawn Bowman of Leadership Management

4:01 – 4:06 pm Meeting guest co-owner [Redacted] – [Redacted], let the board know that she had damage to an empty flowerpot on the driveway perhaps caused by snow removal. This will be included in section 9 - Miscellaneous Updates 6.2.

1. The meeting was called to order at 4:07 p.m.

2. Approval of the Agenda – Sheryl asked to add to old business the rental agreement for [Redacted], Mtn: Mike, 2d: Nancy Approved

3. Approval of the Minutes from January 19, 2023 – accepted as written. Mtn: Mike 2d: Trudy Approved

4. Officer and Grounds Committee Reports

Pat (President) no report

Trudy (Vice President) no report

Nancy (Treasurer) no report

Sheryl (Secretary) no report

Mike (Member at Large) Grounds Committee report: The committee has not met since the last January meeting. Co-owners interested in being on the committee: Mike Moyer, Tammy Rupp, Sheryl Vanden Berg, Nekecha McKee, Tim Siedlaczek, and Jeanne Martin. Discussion - Monthly dues status will not prohibit a co-owner from being on the committee. Next committee meeting is Sunday, March 12<sup>th</sup>.

5. Delinquent List

[Redacted] – asked to extend agreement for payment plan. \$800 to be paid and balance of \$97.50 due at the end of March. Board approved to extend payment plan.

Several other co-owners will be receiving a 14 - day late letter.

6. Approval of the January 2023 Operating Report. Mtn: Nancy, 2d: Trudy Approved

7. Board Activities and Actions taken since last regular board meeting on January 19, 2023:

On February 13, 2023, a revised welcome letter to new owners was approved with board member input.

8. Management Report

a. Legal

1. [Redacted] has requested new terms of \$800 to be paid now and the balance plus March's payment by March 31, 2023 (see #5 Delinquent List)

2. [Redacted] is paid in full

3. [Redacted] is paid in full

b. Management drive-through and site status.

January 25<sup>th</sup> site visit by Leadership Maintenance. Trash picked up, lights turned off,

and outdoor light fixtures at [Redacted] unit were checked for malfunction and is needing replacement. Dawn suggested purchasing several light fixtures (\$119.98/each) to have as replacement. The cost will be out of the Building Maintenance budget. Approved

Alan to install the new light fixture at the [Redacted] unit and the extra fixtures will be kept in the Leadership Management office for future need.

February 8<sup>th</sup> Leadership Management drive thru – it was a trash day, so several trash containers were out and noted the damage from the snow plows. Serene Landscape is aware of the issues and will address them.

c. Board notified of partial tree removal on January 5, 2023. Half of a tree come down on the utility boxes behind 45089 Horseshoe Cir.

d. Bidding on New Services

1. Bugmarx – Dawn spoke to the owner, and he is working on getting us a quote

2. Roof work –

2.1 All Renovations: \$4,280 Previously sent photos and proposal for scope of work.

2.2 Weatherguard Roofing – response still pending - will be doing a walk through to survey of all the roofs sometime in mid to late March.

3. Tree Care

3.1 C.O.S.M. \$10,875.00 Working on the revision to the quote to specify which are the 45 trees referenced in the quote. They would also like to walk the property with the grounds committee to look over the property.

3.2 PPM \$14,000.00

3.3 Arbor Tree \$12,205.00 They would also like to walk the property with the grounds committee to look over the property.

4. Lawn Service

4.1 Brightview - \$34,830.00

4.2 Serene Surroundings - \$56,115.00

Motion to hire Brightview as the 2023 lawn service Mtn: Mike, 2d: Pat  
Approved

5. TriCounty Irrigation for 2023 – Spring startup \$510, Fall winterization \$540

They are the current company for our lawn irrigation.

Mtn: Nancy, 2d: Mike Approved

Last year there were major repairs when the water was moved over to our property.

9. Miscellaneous Updates

6.1 [Redacted] – requested to be allowed to purchase and plant a tree behind her unit. The board will wait until the tree walk through is complete. This will be included next month.

6.2 [Redacted] – [Redacted], attended the beginning of the board meeting. She let the board know that she had damage to an empty flowerpot on the driveway perhaps caused by snow removal. She asked the board to replace the flowerpot. She did receive the by-laws stating that all seasonal items be removed from the limited common elements and stored when not in use.

6.3 All Renovations – Jeff is out of the country and will update Dawn on his return regarding the painting/gutters/fencing.

10. Old Business

7.1 Grounds Committee

Mike to update a complete list of committee members in March.

7.2 New co-owner welcome letter is ready to be sent out to new co-owners.

7.3 Rental agreement for [Redacted]. Dawn has requested updated lease agreement – she has one that she can send out to the co-owner. Pat to work with Dawn on the lease agreement.

7.4 Trudy asked about the lights in the front entry island. We are waiting to get an estimate on boring to replace some of the wiring. This will be in March after the ground has thawed. The lights possibly went out when the Christmas lights were turned on. The front island control sensor is behind Building 1. Dawn to check on having the sensor reset. There seems to be an underground wiring issue.

11. Next Meeting – the next board meeting will be Wednesday, March 22, 4 p.m.

Mike asked about the increases to the cost of the front entrance. Dawn indicated that they are passed on to Singh/Waltonwood.

The meeting adjourned at 4:55 p.m.

*Sheryl Vanden Berg*  
Sheryl Vanden Berg, Secretary