

Carriage Park Condominium Association
Minutes from the Board of Directors Meeting
Thursday, January 19, 2023

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

1. The meeting was called to order at 4:02 p.m.
2. Approval of the Agenda – accepted as written. Mtn: Pat, 2d: Trudy Approved
3. Approval of the Minutes from November 15, 2022 – accepted as written. Mtn: Mike 2d: Nancy Approved (there was no December meeting)
4. Officer Reports, and Parameters for a new Grounds Committee (Mike)
Pat (President) no report
Trudy (Vice President) no report
Nancy (Treasurer) summary: Cash reserves down \$6,254, Accounts Payables \$28,000, Serene Surroundings fall clean up \$5,925, and water bills over budget \$8,990
Sheryl (Secretary) no report
Mike (Member at Large) Grounds Committee report: (sent email to board members, committee organization purpose and scope, outlined recommendations and procedures for the new committee, meetings attended by Mike, Tammy Rupp, and Sheryl.
5. Delinquent List
[Redacted] – Balance \$1,098.50 - a 14-day letter has been sent to [Redacted]
[Redacted] - Balance \$494.50 - a check has been sent to the attorney
[Redacted] – Balance \$957.50 – compliant with arranged repayment program
Mike asks – did [Redacted] make payment of \$600? The current balance is under \$1,000.
6. Approval of the November and December 2022 Operating Reports. Mtn: Trudy 2d Nancy Approved
7. Board and Management actions since the last regular board meeting on November 15, 2022
 - a. November 30, 2022: Approved by email the McCredie property insurance quote (our current company). The building limit increased from \$27,850,000 to \$32,450,000 (16.5%), with the annual premium for the package going from \$24,342 to \$25,866 (6.2%). This was the lowest of 6 bids.
 - b. December 2, 2022: Approved by email Armstrong Masonry Repair estimate K13144 to seal the brick on Building 8, at \$3,695.
 - c. December 12, 2022: Approved by email revised payment plan for [Redacted] for three equal payments of the arrearage to be current by the first week of January 2023. Sheryl asks – Why is [Redacted] not current on the payment plan? Dawn to review and advise board on [Redacted] payment plan.
 - d. December 30, 2022: Approved by email the attorney letter to [Redacted] regarding future extermination efforts.

- e. January 5, 2023: Management notified the Board by email of tree removal behind 45089 Horseshoe Cir, where a partial tree came down on the utility boxes. Three bids were received to cut up and remove: C.O.S.M was selected at \$975.00, the lowest and within Management cost threshold.

8. Management Report

a. Legal

Attorney letter was mailed and emailed to [Redacted]; no response to the letter.
[Redacted] hired a vent cleaning company for vent cleaning and critter inspection.
Abell Pest Control Co. is continuing to spray outside of the units for bugs and pests.
[Redacted] - Dawn to review the payment plan and report back to the board.
[Redacted] - sent her final payment to the attorney; will show zero balance by month's end
[Redacted] - is in arrears in the amount of \$1,073.50 and will receive a 14-day letter.

- b. Management drive-through and site status – Dawn drove through the complex 1/11/2023. Alan picked up trash and broken glass in the complex 1/19/2023. Dawn to notify Canton about the recycle pickup leaving broken glass in the streets.

- c. Board Notified of Partial Tree Removal. Half of a tree came down on the utility boxes behind 45089 Horseshoe Cir. C.O.S.M. hired to remove half of the tree. Branches are currently over the fence line and will need to be looked at in the spring walk through.

d. Bidding on New Services:

1. Pest Control responses are still pending from: Michigan Pest Control, Bugmarx, Canton Mice and Bat, and Pro Action Pest
Dawn stated that she is anticipating a 7% increase in cost from Abell Pest Control Co. (our current company)
2. Roof Work responses are still pending from: Northgate Construction, and Weatherguard Roofing
All Renovations Co - Inspected all 17 buildings on 11/3/2022 – Sent photos and proposal of \$4,280.00 for scope of work. Existing condition of the shingles are in good condition and recommended some necessary repairs. All Renovations is currently the company that we use to paint/gutter the buildings and repair the privacy fences.
Dawn wants to get more quotes for the February meeting.
3. Tree Care - C.O.S.M. – \$10,875.00, PPM - \$14,000.00, Arbor Tree - \$12,205.00
Dawn to get further clarification on the list from C.O.S.M. as to the 45 items listed on the quote. Pat asks about getting additional information on planting more trees in the complex.
4. Lawn Service: Brightview - \$26,543.00, Serene Surroundings-bid expected soon
Management provided Mike Moyer's email address to several companies: Landforms, Alliance Lawn Care, and All In One – No response
Dawn to contact Mike on Friday 1/20/2023 to go over new parameters for landscaping contract considerations.

e. Miscellaneous Updates:

1. [Redacted] the unit is completed, and the dues are current.
2. [Redacted] – Bats in the attic – on hold until the summer.
3. Privacy Fences – Calling Miss Dig to have utilities marked. Dawn to arrange for the fence locations to be marked. More information to be given at the February meeting.
4. [Redacted] the roof vent repair has been completed.

9. Old Business

1. Approved Redacted (names and addresses removed) meeting minutes will be posted on the Leadership Management website. The November minutes will be posted by the end of next week.
Leadership Management is updating their website – it will be available soon.
2. Trudy asks to review the bylaws regarding the upkeep of back patios and what should be allowed. The board to review during the February meeting.
3. Grounds Committee – Mike welcomes others to attend the grounds committee meetings. Mike suggested a non-business meeting to discuss when the information is ready from the landscapers. Mike to resend the emailed information to the board members. Pat to mention the special committee in the upcoming co-owner meeting at 6 p.m. tonight.
4. New owner welcome letter – Dawn to provide the draft by the end of next week for the board to review.

10. The co-owner meeting will be at 6 p.m. this evening. Pat to include the income statement ending 12/31/2022. Dawn to highlight the cost changes for items over \$1,000.

The next board meeting will be Tuesday, February 28, 2023, at 4 p.m.

The meeting adjourned at 5:16 p.m.

Sheryl Vanden Berg
Sheryl Vanden Berg, Secretary