

Carriage Park Condominium Association
Minutes from the Board of Directors Meeting
Wednesday May 24, 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 4:00 p.m.
2. Approval of the Agenda – Mtn: Nancy, 2d: Trudy Approved
3. Approval of the Minutes from April 25, 2023 – accepted as written. Mtn: Trudy 2d: Nancy Approved
4. Approval of the April Operating Report-Mtn: Nancy 2d: Pat Approved
5. Officer Reports and Grounds Committee Report
Pat (President) no report
Trudy (Vice President) no report
Nancy (Treasurer) no report
Sheryl (Secretary) no report
Mike (Member at Large) Grounds Committee report: Mike emailed the Board members the Grounds Committee recommendations/report. Some of the Board members did not receive it. Mike will resend the email. The Grounds Committee would like to meet with the Board members to go over the recommendations. The request was to meet on May 30th or 31st. Several board members are not available to meet on that date. There was a suggestion to meet on June 12th at 6 pm to discuss the recommendations/report.
6. Grounds Committee Report
Written summaries of meetings and recommendations to date. Mike to resend the email to the board with the recommendations/report.
7. Delinquent List:
[Redacted] has sent in a check.
8. Board and management actions since the last regular Board meeting on April 25, 2023
 - a. Paint contract signed and returned to All Renovations
 - b. Special Board meeting on May 3rd to review changes to Board Rules (action item in 10.h. below).
9. Management Report
 - a. Legal – [Redacted] is in collections and the payments are being sent to the attorney. The payment is called a decision check which will need to be verified and approved. This process takes longer to process the check. One check was lost in the mail and needed to be resent. The co-owner is currently up to date. Dawn to monitor the account. Mike asked about co-owner [Redacted]-the co-owner is currently one month behind and will incur late fees.
 - b. Financial - Community Financial Credit Union Account (Reserves Account)
The statements are going to Leadership Management, Dawn's name is not on the account. Leadership Management recommends closing the Community Financial account and

moving it into reserves at CIT. The association's other accounts are with CIT.

Mike asks – is there a penalty to withdraw money out of the account. There is no penalty and there are various funds that the money can be invested into.

Mtn: Mike 2d: Nancy Approved

Pat to go to Community Financial and move the money over to CIT.

c. Management drive-through and site status.

Alan was on site on May 16th and 23rd.

d. Photos of lilies and hosta plants were sent to the Board for review and approval for donation. Alan planted the day lilies on the berm along Canton Center Road. The plants are very drought resistant and are good for areas that do not have irrigation. Some of the day lilies will also be planted in the swale area on Coachman Court. Dawn has more lilies and Alan will be planting more on his next visit.

Mike asks-where will the flats of flowers be planted. Brightview will be planting the flats in the 1st and 2nd entry island. Trudy asks-Will Alan be cutting the tree down that is laying against the outside wall of a condo which was caused by the ice storm. Alan will be onsite next week to cut the tree down.

e. Miscellaneous Updates/Requests:

1. Request from [Redacted] for window glass replacement. Canton Glass to quote the cost.
2. Request from [Redacted] for attic inspection due to rippling in the wall they were told could be caused by moisture in the attic space.
3. Request from [Redacted] for inspection of crack in basement wall. This is a pre-listing inspection request.

10. Old Business

a. Roof Work

1. All Renovations: Photos and determination were attached \$4,280.00

2. BHI-Dawn spoke with them about one of the units that has a roof issue. Steve from BHI will be out in the next couple of weeks.

3. Rapid Roofing – will be getting a quote from them.

b. Tree Care – Mike asks – Will Gray's Tree Service be giving us a new quote for tree trimming. They will not be able to quote due to their staff size. Grays would be able to do the work on the storm damage but not work on the entire complex. Arbor Tree was to give a new quote, but we have not received it yet. They will be out in the next several weeks. Grays and Arbor will come out and give recommendations for types of new trees to plant.

c. Boring at front entry. Dawn talked to Bob, and we should have the quote from them on Tuesday. Dawn to email the quote to the Board for decision.

d. Concrete – Troy from Armstrong Masonry is scheduled to come here to requote (the last quote was in 2021). Tuck point work around some of the porches for Building 9 will also be included. 4 concrete patios will also be included in the quote.

e. Privacy Fence installations – the fences are scheduled to be installed this week. Dawn will email the Board with the update tomorrow.

f. Tree Planting Request – [Redacted] co-owner has requested permission to purchase and plant a tree behind their unit. Pat suggested that the co-owner get a proposal for the type of tree that she would like to plant and notify the board.

Mtn: Trudy, 2d: Pat Approved - for co-owner to move ahead to pick out a tree and notify the board on what they are planning. A modification request form will need to be completed. Dawn to call the co-owner with the steps to move ahead.

g. Irrigation – Ed was on the property twice this season. Ed talked to Dawn on Tuesday of this week to give her an update. He is still checking the lines and zones and the sprinkler

turn on is still pending. Dawn talked to Brightview Landscaping about pushing back the date for the flower planting until the sprinklers are operating. Sheryl asked Dawn to notify the Board when the sprinklers are operational.

- h. Revised Board Rules – The Board’s revised rules were finalized in a separate board meeting on May 3, 2023. Mtn: Mike 2d: Trudy Approved
Dawn to mail the revised rules to the co-owners which will take effect 30 days or later after they are mailed (Effective July 1). The revised rules will also be emailed to the co-owners. Dawn let the Board know that she has spoken to a webmaster who is updating the Leadership Management website and that it is in process.
- i. Gutter Cleaning – the contract was approved and signed. Work is pending the end of the spring tree shedding probably mid to late June.
- j. Partial House Numbers on the rear of the units. Alan is finishing various work orders (reattaching siding on the building) and the installation should start in July.
- k. Lease Agreement for Individual Landlords – Final draft provided March 21, 2023 with no further comments or objections from the Board members.
Mtn: Pat 2d: Mike Approved
If the co-owner (landlord) fails to pay the association dues, legal action is available.

11. New Business

- a. FHA certification – The current FHA certification ends in February 2024. The State of Michigan allows an FHA mortgage to fund in an association without the project having to obtain FHA Certification (spot buys). If the Board wants to keep the FHA Certification, we need to decide by October 2023.
- b. Spring Site Walk Punch List – The lists were combined into one list. Courtesy letters have been mailed to co-owners with items on the list.
- c. Canton Township Building Permit – In 2022, Canton made changes to its residential permitting process and no longer requires HOA approval prior to issuing any permits from its Building and Inspections Services Division. Dawn previously emailed information to the Board for information only.
- d. Modification Request for Landscaping – [Redacted]. Co-owner is requesting to add landscaping patio pavers and perennial plants to the area behind the unit.
Mtn: Mike 2d: Trudy Approved
- e. Trimming of trees along the road between Waltonwood and Carriage Park Condos. Trees are blocking visibility for oncoming drivers. Mike asked if Alan could trim the lower branches of the trees to allow for more visibility. Dawn to make this a priority.
- f. Street light poles and mailbox bases have peeling paint. The paint has been purchased and this will be added to the work orders. The package box for buildings 8 & 9 needs a new lock. The lock is not maintained by the post office. Dawn is looking for a new locksmith who will be approved by the postal service as a federal vendor.

12. Next Meeting-the next board meeting will be Wednesday, June 28, at 4 p.m.

The meeting adjourned at 5:09 p.m.

Sheryl Vanden Berg
Sheryl Vanden Berg, Secretary