

Carriage Park Condominium Association
Minutes from the Board of Directors Meeting
Wednesday, July 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 4:04 p.m.
2. Approval of the Agenda – As amended:
10 Old Business Arbor Tree Quote 10142022
11 New Business Gazebo request and loose dog complaint
Mtn: Nancy, 2d: Mike Approved
3. Approval of the Minutes from June 28, 2023 – accepted as written.
Mtn: Trudy 2d: Nancy Approved
4. Approval of the June Operating Report
Mtn: Nancy 2d: Mike Approved
5. Officer Reports and Grounds Committee Report
Pat (President)
Proposal to use the first election provisions of Bylaw X.2 (terms of office) to determine which board members are up for election in September, and in the future should any election not be held due to the lack of quorum. The 3 candidates with the highest votes serve 2-year terms, the remaining 2 serve a 1-year term. Pat and Sheryl's board positions would be up for election for a 2-year term rather than the whole board based on the 2022 annual meeting votes:

<u>2-year term (vote total)</u>	<u>1-year term (vote total)</u>
Nancy Amato (16)	Pat Streeter (13)
Mike Moyer (16)	Sheryl VandenBerg (11)
Trudy Radiwon (15)	

Mtn: Pat 2d: Mike Approved

33 co-owners are currently needed to meet the quorum. A suggestion was made to possibly change the bylaws to lower the number needed for the quorum. This will be put on the August 30th agenda for discussion.

Trudy (Vice President) no report

Nancy (Treasurer) no report

Sheryl (Secretary) no report

Mike (Member at Large) Grounds Committee

Mike gave an updated report regarding Brightview Landscaping. Brightview has not been weeding the flower beds according to the contract. Dawn reached out to them, but they have not responded back. According to the current landscaping contract, Brightview should be weeding every 2 weeks. They are also to pick up any fallen tree limbs and trash.

Mike thanked Alan and Mark for straightening the parking blocks. Alan to look at the boulders near Canton Center Road on his next site visit to see if any have fallen off the berm.

6. Delinquent List:

[Redacted]-requested a new payment plan. They are asking for 2 payments to be paid by August 1 and then 2 payments per month. The board discussed having 2 payments paid by August 1 and 2 payments paid by September 1. Then one more payment by October 30. If this is not followed, the co-owner will be sent back to the attorney. Late fees will accrue if this is not followed.

[Redacted] Estate-Trudy to forward [Redacted] (executor) contact information to Dawn for follow-up.

7. Board and Management actions since the last regular board meeting on June 28, 2023
No new additions.

8. Management Report

a. Legal – Nothing pending

b. Financial – Management budget overview on funds for upcoming project decisions.

Dawn provided a list of current projects:

Fences \$14,000 – the fences are ready to be put in.

Paint - \$40,750 Wood replacement to be determined after power washing of buildings 12 & 13.

Tree Work - \$5,630

Concrete - \$74,815 (recommended \$35,000)

Asphalt - \$25,000 (asphalt without filling cracks) \$17,000

c. Drive-through and site status – Alan and Mark were onsite July 6th and 11th. The numbers were put on the backs of the buildings. The project is not completed due to more supplies needed.

9. Miscellaneous Updates/Requests

a. [Redacted] residence requested an inspection of the attic due to what they were told was rippling in the wall and could be moisture in the attic space. Alan and Mark inspected the attic and determined there were no leaks and found it to be normal settling of the unit and not a structural issue.

b. [Redacted] is requesting a sliding door. They held off purchasing their own because it is the association's responsibility. Alan to review the current list of units that need a new sliding door. The discussion is postponed until the August meeting. [Redacted] contacted Dawn regarding their sliding patio door. The co-owner and daughter replaced the sliding door, and it is not properly installed and not functioning properly. They are requesting that the association replace the door. Dawn to send a letter to inform them that since they did not have the association replace the door, they must now correct the issue.

10. Old Business

a. Roof work-Have received bids from All Renovations \$4,280, Al's Roofing \$5,100, and Rapid Roofing \$171,087.60. Al's Roofing is in agreement with All Renovations regarding the type of roof repair needed. Discussion followed regarding having All Renovations complete the needed repairs to the roofs. Mtn: Nancy 2d: Pat Approved

b. Tree Care – Dawn provided building #s on the Arbor Tree quote which was approved in the July meeting. Arbor Tree quote 10142022 \$12,205 which was delayed from the October 2022 board meeting. Dawn to check with Arbor Tree on the status of this quote.

c. Privacy Fence Installation-Alan has the addresses and will be marking the site for the installation.

d. Painting of buildings 12 and 13 – The work started July 19th.

- e. Concrete – Quote K13430 dated 6/7/2023 - Armstrong Concrete - \$74,815. Dawn provided a shortened list of needed concrete replacement \$34,905 to be considered this year due to the cost. Mtn: Mike 2d: Pat Approved
- f. Asphalt/Road work-Received bids from Great Lakes Concrete and Paving \$24,100 and Spartan Paving \$49,045. The suggestion was made to wait on having the cracks filled which would lower the Great Lakes quote to \$17,000. Mtn: Nancy 2d: Pat Approved

11. New Business

- a. Posting the financial statements on the website. It was decided that the last 4 pages of the board pack will be posted online. Dawn to post the information monthly.
- b. [Redacted] – Co-owner has requested permission to install a 10 x 10 steel patio gazebo. The board has requested Dawn to notify the co-owner that the gazebo must be bolted to the concrete patio and that the canopy be removed in the winter.
Mtn: Mike 2d: Trudy Approved
- c. Mike mentioned a co-owner's loose dog – Dawn to follow up.
- d. White paint has stained the asphalt in front of building 10 on Horseshoe Circle.
Discussion about a co-owner who might have had some interior painting done and that the roller/brushes were washed out in the street. Alan to look at the roadway to see if it should be removed. Dawn to follow up with the co-owner about this.

12. Next Board Meetings – Wednesday, August 30 at 4 p.m.
Annual Meeting Wednesday, September 20th
6 – 6:30 p.m. sign in
6:30 p.m. meeting

The meeting adjourned at 5:40 p.m.

Sheryl Vanden Berg
Sheryl Vanden Berg, Secretary