

**Carriage Park Condominium Association**  
**Board of Directors Meeting**  
Wednesday, October 18, 2023

Attendees: Pat Streeter, Trudy Radiwon, Nancy Amato, Mike Moyer, Tammy Rupp, and Dawn Bowman of Leadership Management

1. The meeting was called to order at 5:01pm.
2. Approval of the Agenda – As amended:  
Additional topics:
  - Homeowner inquired via email to Leadership suggestion a communication occur with the neighbor from Embassy Square behind Building 8, where our tree limb was extending over the fence on the neighbor's yard at the Southeast property fence line.
  - Discuss the remaining tree work and stump removal due to the storm.Mtn: Mike, 2d: Trudy - Approved
3. Approval of the Minutes from August 30, 2023 and September 25, 2023.  
(Note: the Annual Meeting was September 20, 2023, with no quorum).  
Mtn: Nancy, 2d; Pat - Approved
4. Approval of the September Operating Report
  - Nancy inquired on the payment to All Renovations and note about the gutters not completed. Dawn noted that this was a mistake by the vendor and that this language was not to be on the invoice as the work was completed.Mtn: Pat, 2d: Nancy - Approved
5. Delinquent List: Included
6. Board and Management actions since the last board meeting (September 25, 2023):
  - Request by [Redacted] for window repair was approved by email vote on 10/16/23. Dawn clarified that this was an original window.
7. Management Report
  - a. Legal
    - [Redacted] Payment made of \$680.00 balance is \$1,140.00.
    - [Redacted] \$1,435.00 owed, 14-day letter sent.
    - Other – Discussed rental properties. We don't have language in our by-laws to limit the # of rental units. Dawn will research what is required for the Board to further explore setting limits.
    - Small claims case for renter's towed vehicle (not registered with Association)  
Dawn explained the response from our lawyer recommending that we settle vs taking this to court. The car had expired plates and the vehicle was not registered with the association. Dawn will share the homeowner's contact information. Leadership will proceed with paying the settlement. Discussed the requirements for homeowners to provide a copy of leases. Dawn will follow-up on the lease in question. Tammy suggested that we utilize the Canton Public Safety Ordinance Unit where violations

also violate Canton Township ordinances. Dawn will contact the Canton ordinance officer to gain some guidance and we will table the use of ordinance officers for the next meeting.

b. Management drive-through and site status

Alan was on site on September 5, 12, 19, 26, October 2, 5, 10.

Dawn was on site on September 13, 21, October 11.

- Observations – Need additional cleanup from the storm. There was some trash.
- Mike brought up the issue that Alan identified about the tunnels where groundhogs are living at [Redacted] and [Redacted] unit. Dawn will follow-up with the animal control company for traps and subsequently have Alan follow-up to fill in the tunnels with pea gravel. This is believed to have contributed to water in the basement with the August storms.
- Trudy noted that [Redacted] has a similar issue. Dawn will add [Redacted] unit to the list.

c. Storm damage

Repairs have been approved by the insurance adjuster to be done by All Renovations. The 2 fire panels are also covered.

- The work on building repairs will begin next week.
- Dawn explained the differences in the quotes for building repairs.
- Checks have been issued for the deductibles, totaling \$5,000.
- Alan come onsite and inspect the work being done.
- Our insurance rates will be increasing. Dawn will ensure the increase is inserted into the 2024 budget.
- Tree stumps – Dawn is working with the vendor to schedule time for a walkthrough. We are targeting within the next couple weeks. We should have a quote to review before the November meeting.

d. Alarm panels have been replaced in Buildings 15, 16, 8. Building 9 is on order. Testing on panels in Buildings 15, 16 and 17 will be done in November.

- Discussed the issue where homeowners don't comply with making their units available on the dates of inspection. Homeowners are informed in the notification letter on the inspection schedule of the financial penalty involved by not making their unit available, per our by-laws.

e. Concrete - Concrete is on schedule with special note of Nancy's driveway and garage floor.

- Work is in progress.

f. Asphalt/Road Work: Great Lakes will start work on the paving project 10/23/23.

g. Mums were planted in front entrance at no charge to the association.

8. Old Business

Grounds Committee update (Mike)

- Mike discussed the review of the trees from our walkthrough following the storm and the trees are the major issue.
- Mike suggested that the Grounds Committee complete another walkthrough and provide recommendations for next year. Mike suggested that we categorize the tree

work by: removal, trimming, new trees and discuss recommendations as part of the 2024 budget plan.

- Discussed the tree behind Building 8 that with the large limb hanging over the homeowner's fence. The request was for the HOA to contact the homeowner to discuss the responsibilities to address the potential issue. Mike will respond to [Redacted] and let him know that the HOA will not contact the homeowner.
- Grounds Committee members are planning to do a walkthrough to identify the trees with damaged limbs to be removed, along with the corresponding address, and provide the list to Dawn. Alan can then take care of limbs up to a specific height.

## 9. New Business

- a. Landscape Quotes (in meeting materials)
  - Abraham (Canton) \$34,868
  - Brightview (Canton) \$36,573. Contract for 2023 was \$34,830.
  - Some displeasure was noted on Brightview's performance. The primary issue was the lack of weeding, along with the flower planting. The Board discussed the option to have a separate company maintain the beds and noted that it would require additional contracting and vendor management. The Board agreed to continue with Brightview for another year, along with the \$2,000 increase in fees. Discussed using a different type of flower next year, perhaps sunpatients or begonias. Tammy and Mike will be additional points of contact with Brightview. Tammy will be the lead on beds and Mike on the lawn.

Mtn: Mike, 2d: Trudy - Approved
- b. 2024 Draft Budget – A separate meeting will be scheduled the 2024 budget
- c. Roofing plans (Nancy)
  - Dawn had the roofs inspected and the reported noted that our roofs have a 5-7 year life remaining.
  - Pat suggested that we work with a company that can provide a phased plan.
  - We still owe 6-7 years on the loan for the new street lights.
  - Dawn suggested that we can reduce the concrete expense in future years based on all of the work that has been done in the past several years.
  - A rough estimate on roof replacement could be approximately \$50k+ per building, based on work done at another property.
  - Pat suggested that we create a separate line in the budget to begin saving for future roofing projects.
  - We will discuss further at the November budget meeting.
- d. Dawn will have Nicole add the increased landscaping expense into the 2024 budget. Dawn suggested that we consider putting some of our funds into an investment account for improved interest. Nicole will provide additional information and we will discuss further at a future meeting.
- e. Trudy asked what she should do with the ballots. The Board agreed that the ballots can be destroyed. Dawn will seek legal input on the by-law language on use of ballots to count towards of a quorum based on the question raised by Tammy. The Board discussed opportunities to try and influence homeowners to increase participation in the annual meeting participation and voting next year.

Next Meetings:

- Budget meeting on 11/13 at 5pm.
- Board meeting on 11/30 at 5pm.

Adjourn at: Pat adjourned the meeting at 6:34pm.

Sincerely,

*Tammy Rupp*  
Secretary