

Carriage Park Condominium Association
Board of Directors Meeting
Thursday November 30, 2023
5:00 p.m. to 6:00 p.m.

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

1. The meeting was called to order by Pat Streeter at 5:03pm.
2. Approval of the Agenda
Mike motioned to approve the agenda with amendments; 2d: Trudy - Approved
3. Approval of the Minutes from October, 2023
Nancy motioned to approve the minutes; 2d: Pat – Approved
4. Officer Reports, and Grounds Committee (Mike)
Grounds Committee: Tammy walked the property to inventory the tree stumps for Dawn to use for quoting the tree stump removal with tree companies, which totaled 27.
Tammy completed a previous walkthrough after the trees were removed from the storm damage and provided a detailed document to this group to use as a starting point for tree work in 2024.
5. Delinquent List: Reviewed the delinquent list and Balance sheet that was included in the meeting packet.
6. Board and Management actions since the last regular board meeting on October 18, 2023
 - 6.1 Approval of 2024 budget.
 - 6.2 Approval of quote from Ashton Tree for stump grinding. \$2,900.00
 - 6.3 [Redacted] window was approved. The issue was low e-glass. Confirmed that it was an exact replacement and with no added charge.
 - 6.4 Fees for leasing – The Board discussed allowing Leadership to charge an annual \$75 lease admin fee directly to the owner of all rental units due to the additional admin required to work with these units. Mike motioned to approve the annual lease admin fee that will be collected by Leadership with a 50/50 split with HOA; 2d Nancy - Approved
7. Management Report
 - 7.1 Legal:
 - 7.1.1 [Redacted]: Payment default. \$1,190.00 owed as of 11/27/2023.
 - 7.1.2 [Redacted]: sent 14-day letter.
Received a check from [Redacted] for \$1,000
A final demand letter was sent to [Redacted]. If no payment is received within 30 days, a lien will be placed his property. The Board is considering no longer extending and payment plan due to the owner’s history.
 - 7.1.3 [Redacted] is experiencing issues with mice and believes they may be entering through [Redacted] unit. Leadership is having an exterminator come onsite and traps will be put in place.

- 7.1.4 The new owner of [Redacted] unit is doing updates at the unit and has been in conversation with Leadership to learn the rules, trash disposal, etc. This unit will become a rental.
- 7.1.5 [Redacted] is experiencing personal illness issues. The Board agreed to work with her on her account issues as she is concerned about keeping up for an interim period. Pat motioned; 2d Nancy - Approved

8. Management drive-through and site status.

Alan was on site on October 24th and November 21st.

Dawn was on site on November 8th

New fire panels have been installed and tested.

9. Miscellaneous Updates/Requests:

The two large cement blocks used to anchor poles behind Bldg. 9 were left behind by All Renovations. Dawn will contact them to return and remove the blocks.

Nancy noted that we have not yet been billed for the privacy fences. We will be billed shortly and the owners will be invoiced based on the payment plans offered.

10. Old Business

10.1 Regarding tree behind [Redacted] unit and the neighbor over the fence line.

The owner contacted Leadership Management and shared that if we don't take care of the branch over the fence line, he will initiate a lawsuit. Given that the Canton Township Ordinance officer determined that per the ordinance rules, our neighbor is responsible, not Carriage Park. Mike made a motion that we do not begin a precedence of removing limbs from neighbor property as outlined by Canton Township Ordinance; 2d Nancy – Approved. Dawn will contact the neighbor and relay this direction.

10.2 Brightview Update – The Board discussed Brightview's request to remove the 10% holdback of payments. Brightview will be returning to pull the mums. Tammy made the motion to approve the redlined changes to remove the 10% holdback on our payments; 2d: Pat - Approved

11. New Business:

11.1 Insurance renewal - McCredie provided the most favorable renewal quote, even with an anticipated increase. Pat made the motion to approve renewing the insurance with McCredie. 2d: Trudy - Approved

11.2 Insurance payments from the insurance claims will be applied to the Reserves accounts to offset storm related expenses. All Renovations is nearly complete with their repairs. Fire panels were replaced where needed. Cintas identified that there some issues with some heat sensors in some units and they are being replaced. Mike asked if Leadership has an idea of the expense our HOA is being incurred beyond what is covered by insurance. Dawn will ask Nicole to summarize the overage amounts. Pat suggested that we share this information with the homeowners for them to have an awareness of the additional expenses we are managing without raising the assessments.

11.3 [Redacted] request to join the Board meeting. The Board is supportive and Pat previously provided suggested language to be communicated with [Redacted].

11.4 Deck Repairs - Trudy suggested that at the spring walkthrough we identify the decks that need repairs so that we can communicate with the homeowners the need to repair/replace the decks. If they determine to remove the deck, they will be responsible to replace the concrete patio to the original state per the HOA specifications.

11.5 We will add a tree report to the next meeting agenda.

11.6 The Board will have an informal meeting at Rose's on 12/11 at 6pm

Next Meeting: January 17th at 5pm

Pat adjourned the meeting at 6:14pm

Sincerely,

Tammy Rupp
Secretary