

**Carriage Park Condominium Association**  
**Board of Directors Meeting**  
Wednesday, March 20, 2024  
5:00 p.m. to 6:00 p.m.  
by Zoom

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**MINUTES**

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

1. Pat called the meeting to order at 5:01pm.
2. Approve the Agenda
  - a. Trudy moved to approve the agenda as amended; Mike 2D. Approved
3. Approve Board Minutes from Feb. 21, 2024 and Mar. 12, 2024; accept Grounds Committee Minutes from Feb. 19, 2024
  - a. Nancy moved to approve the minutes from both meetings; Trudy 2D. Approved
  - b. Mike moved to accept the Grounds Committee minutes; Nancy 2D. Approved
4. Approve Operating Reports for December 2023, January 2024, February 2024
  - a. Discussed questions and issues previously raised on the operating reports. Once a month has been closed, it cannot be re-opened and adjusted in the accounting system and any adjustments need to be made in a future month.
  - b. December 2023 report – Nicole provided a spreadsheet with the accounting of expenses for the Reserve Transfers, as requested. Tammy moved to approve the December 2023 operating report; Nancy 2D. The December 2023 Report was approved by a 4-1 vote. Mike opposed.
  - c. January and February 2024 reports – Dawn spoke to Cintas and is awaiting a credit for the disputed service appointment as discussed at the previous meeting.
  - d. Pat moved to approve the January and February 2024 reports; Trudy 2D. The January and February 2024 Reports were approved by a 4-1 vote. Mike opposed.
5. Financial
  - a. Delinquent List: Included
  - b. The Board is meeting with Nicole and Dawn (Leadership Management) on March 21 at 9am to discuss questions on the financial reports.
6. Board and Management actions since the last board meetings of February 21, 2024 and March 12, 2024

- a. [Redacted] delinquency approved for attorney collection
- b. The Board met March 12, 2024 to conclude Agenda items from Feb. 21 (minutes included).

7. Grounds Committee (committee minutes from Feb. 19 included)

a. Updates

Grounds Committee Update

- Mike and Tammy walked the property last week and documented priority issues related to the trees to take forward for proposals, including:
  - Broken limbs and limbs down on the ground
  - Identified 6 potential trees to be removed
  - Identified several areas requiring cleanup
  - Approximately 12 trees requiring trimming
- Mike and Tammy are scheduled to meet with Brightview at 10am on Friday. We will discuss what Brightview will cover on the above points as part of their contract. The Brightview contract accommodates up to 7 feet.
- Brightview's crew was onsite to begin spring cleanup and Dawn reported a complaint from a homeowner stating that the crew onsite ran over some garbage and broken glass was blown into the homeowner's yard.
- Tammy shared the proposed next steps for her and Mike to contact local tree services, including some we've previously used, and arrange for a walkthrough and quotes. The Board and Dawn support this action. Tammy shared information gathered this week for a cost effective approach to have new trees planted. Once we gather quotes for proposed tree maintenance, the Board will need to determine potential budget sources we can tap into as our 2024 budget is nearly exhausted.

b. Lawn repair needed

- Where trees and stumps removed
- Snow removal damage - repairs need to be done per the contract with Serene. Dawn will contact Serene to arrange for them to come onsite and address the issues. Our contract with Serene ends on 4/15.
- Where trees and stumps removed and bad patches of grass – Tammy and Mike can discuss options with Brightview to bring to the Board for review.

8. Management drive-through and site status.

- a. Drive thru 6:30 pm 3/13/2024
- b. Drive thru 5:00 pm 3/19/2024

## 9. Management Report

- a. Legal: Unit 67, [Redacted] \$1,468.50 delinquency sent to Makower firm for collection.
- b. Balance sheet and spread sheet for approval to place on the website (approved at Feb. 21 meeting)
  - The Board approved posting these reports at the last meeting.
- c. Paint and Gutter Work for Approval.
  - All Renovations (proposed contract attached) pricing secured for 2024 paint and gutter schedule Bldgs. 14 and 15 (12 units)
    - i. Painting - \$18,600.00
    - ii. Address numbers \$240.00
    - iii. Gutters Bldg. 14 - \$5,994.00 Bldg. 15 - \$5,895.00
    - iv. Total: \$30,729.00 (Need signature)
    - v. Wood replacement based on the past 2 years - \$10,800.00
  - Next year's maintenance will be for Buildings 16 and 17 and then we begin to rotate back at Buildings 1, 2, and 3 the following year. The Wood replacement estimate will be assessed when they are onsite and All Renovations will provide a more accurate estimate to Dawn and she will share this with the Board for approval at that time. The Reserves budget for painting is \$26,355. The Wood component will be billed based on Actuals.
  - Mike made the motion to approve the contract for \$30,729 and the \$10,800 Wood estimate; Tammy 2D. Approved
- d. Cement Work approved Jan. 17, 2024. Armstrong Masonry will be on site March 25th post notices and mark repair and replacement areas. The work is scheduled to begin on March 28th, weather permitting. Fifty percent (50%) down has been paid in the amount of \$18,325.00.

## 10. Miscellaneous Updates/Requests:

- a. [Redacted] windows. She had pricing from C&L Ward but was going to get more estimates. When ready, she will send the alteration form.

## 11. Old Business

- a. Ashton Tree is behind schedule but will quote the stumping  
We will include Ashton's in quoting the overall tree maintenance for 2024 and address the stump removal at that time.
- b. Street Sweep bidding update  
Dawn received another quote and has a request out to 4 more companies. We will target to have this to be complete after the concrete work and will target late

April/early May.

- c. Status of Reserve Study by Financial Committee; establish committee?  
This was discussed at the last meeting and we will hold on this topic until we determine by-law changes.

- d. Waiting for All Renovations to remove cement debris behind Bldg 9

12. New Business:

- a. Spring Walk-Through Date – We will determine the date at the next meeting.
- b. We will discuss the asphalt and crack sealing at the April meeting.

13. Special Meetings Upcoming:

- a. Thursday, March 21 at 9:00 a.m. Discuss Financials with Nicole. Zoom Link was provided in a separate email.
- b. Saturday, March 23 at 1:00 p.m. Discuss potential Bylaws changes for attorney. Zoom Link was provided in a separate email.
- c. Next Board Meeting (April): April 17 at 5 pm.

14. Pat adjourned the meeting at 5:56 pm.