

Carriage Park Condominium Association
Board of Directors Meeting
Wednesday, February 21, 2024
5:00 p.m. to 6:00 p.m. by Zoom

MINUTES

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

1. Pat called the meeting to order at 5:02pm.
2. Approval of the Agenda
 - Mike approved; Trudy 2D
3. Approval of the Minutes from January 17, 2024
 - Nancy approved; Mike 2D
4. Approval of the January Operating Report
 - The Board discussed tracking of the expenses that are to be applied against the reserves. Dawn will follow up with Nicole to send the 2023 report next week and ensure that a report detailing expenses funded by the reserves is incorporated in the monthly operating report. The Board is welcome to set up a call with Nicole on Tuesdays or Thursdays to discuss specific questions on the financials.
 - Nancy reminded all that the Cintas charge in January it was discussed that we were not to be charged for the service call due to errors with addresses provided by Cintas and subsequent homeowner communications that led to issues in performing the planned services on the scheduled day. The follow-up from the discussion at the January meeting was for Dawn to follow up with Cintas Dawn to credit us for that day. Dawn will follow up again with Cintas.
 - The Board discussed the account for Basement Leaks which is over budget. Nancy asked that Dawn research these expenses to determine if these are valid charges and to confirm the addresses where services were performed.
 - The Board will review the December and January financial updates to be received from Nicole and will discuss and determine if the December and January operating reports can be approved at the March meeting.
5. Financial
 - 5.1 Delinquent List: Included
 - 5.2 Balance sheet
 - Dawn proposed posting the Balance Sheet and Income Statement on our HOA website.
 - Tammy approved the motion to post the Balance Sheet and Income Statements on our HOA website; Nancy 2D
 - 5.3 Extending budget planning to 3-5 years
 - Tammy proposed that we create a committee to focus on 3-5 budget planning for capital improvements/maintenance to enable the Board to proactively plan on how we will approach funding the upcoming needs. The Board discussed and agreed that the planning would need to be based on estimates, not necessarily quotes. Nancy suggested that we pause until further decisions on potential by-law changes. The Board will revisit this planning topic at a future date.

6. Board and Management actions since the last regular board meeting on January 17, 2024

- The Board approved the lease for 45061 Horseshoe Circle – [Redacted] via email.

7. Management Report

7.1 Legal:

- Unit [Redacted], [Redacted] owes \$1,070.00.
- Unit [Redacted], [Redacted] owes \$1,078.50.

8. Management drive-through and site status

8.1 Dawn was laid-up for 3 weeks due to influenza and pneumonia.

8.2 Drive through by Dawn occurred on 2/14/2024.

8.3 Dawn called Great Lakes Paving to come and get their cones from the property.

8.4 Status of remaining Cintas repairs.

- Dawn provided an update on the units where Cintas will be making repairs on March 4th. Cintas will complete repairs for buildings 15, 16, and 17. Dawn reported that homeowners have been notified. Trudy raised a concern on the potential impact with the delays in getting these repairs completed.
- Alan will be onsite next week for a drive through and will pick up debris.

9. Miscellaneous Updates/Requests

9.1 Window Quote for [Redacted]- Wallside and C&L Ward. Dawn requested clean and readable Quotes from the vendors.

All Renovation to review the window and trim for this unit on Monday. Dawn is waiting on report from the company. Pat asked that they also pick up the debris behind Bldg. 9 when they are onsite.

9.2 Thank you to Tammy for unplugging the Christmas lights.

9.3 [Redacted] Horseshoe Circle - [Redacted] windows. Dawn gave her information from the last meeting; no return response.) [Redacted] is waiting for a color match from C&L Ward.

9.4 Bat experts were sent to [Redacted] Horseshoe, [Redacted], for noises in attic. The cost to seal this unit is \$1,316.00. No others are reporting issues.

Pat motioned to approve the cost to seal the unit; Trudy 2D

9.5 [Redacted] unit [Redacted] Horseshoe (estimate attached).

- Discussed the issue with the mold in the attic. The fault behind the cause of the mold cannot be fully determined.
- Mike motioned that we approve the quote for \$1,250 from ASD Waterworks for mold remediation; Pat 2D
- [Redacted] purchased a trap and has been calling pest control to remove the squirrels at the HOA expense. The Board agreed that the homeowner needs to stop baiting and trapping animals outside the unit and that she needs to submit a work order with Leadership for issues. Dawn will communicate with [Redacted] that the HOA will no longer pay for the removal of animals that she traps in her personal trap. Mike reminded the Board that at the January meeting, we discussed that Dawn will have the roofer come onsite and seal anything else requiring sealing once the weather enables repair personnel to safely work on the roofs.

10. Old Business

10.1 Trees. Tree work on south line has been completed. Dawn inquired if she should ask Ashton to quote removal of the stump from the tree removal completed in January? Mike and Tammy suggested that we pause and include the stump work when we complete the assessment and proposal for 2024 tree maintenance. All agreed.

10.3 Bylaw information letter emailed to the Board (attached).

- Due to time constraints, this will be discussed at the next meeting

11. New Business

11.1 Rate sheet for drain vacuuming and street sweeping.

- Due to time constraints, this will be discussed at the next meeting

11.2 FHA approval renewal has begun by Association Attorney Evan Alexander. – Information only – does not require Board approval.

11.3 Nancy approved the quote for the annual irrigation maintenance; Pat 2D

11.4 List of Maintenance Items from Tammy and Grounds Committee Update;

- Due to time constraints, this list will be discussed at the next meeting
 - a) Concrete repairs - the quote has already been approved by the Board for the 2024 project and is to be scheduled
 - b) Street repairs and/or sealing
 - c) Storm drain inspection
 - d) Tree maintenance (walkthrough and prioritize with the Grounds Committee - suggest focusing on dead/sick trees, broken limbs needing removal, trees requiring trimming (i.e. crabapples, etc.), and an initial plan for tree replacement (start small), all based on funding allocations from our 2024 budget. We need to consider that there will be storms and unplanned damage that we'll need to reserve budget for that need as well.
 - e) Spring cleanup (timing per the contract)
 - f) Street sweep - it's been a few years and I suggest we make this an annual spring cleanup task
 - g) Sprinkler repairs and start up (target completion by mid-late May)
 - h) Landscape repairs (walkthrough and prioritize with the Grounds Committee) and determine what can be allocated from the 2024 budget
 - i) Annual fire alarm inspections

Next Meeting:

- Board only meeting is scheduled for March 12th at 5pm
- The regular March Board meeting is scheduled for March 20th at 5pm

Pat adjourned the meeting at 6:00pm.

Sincerely,

Tammy Rupp
Secretary