

Carriage Park Condominium Association
Board of Directors Meeting
Wednesday, January 17, 2024
5:00 p.m. to 6:00 p.m.

AGENDA

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

1. The meeting was called to order by Pat Streeter at 5:01pm.
2. Approval of the Agenda
Tammy motioned to approve the agenda; 2d: Trudy – Approved
3. Approval of the Minutes from November 30, 2023
Mike motioned to approve the minutes; 2d: Nancy – Approved
4. Approval of the November and December Operating Reports
Discussed questions on some of the budget line items:
-Other Income – Accounts for our insurance reimbursement.
-Building Painting, Concrete Asphalt, Storm/tree damage, etc. will be adjusted out of Maint and posted to Reserves.
Dawn will have Nicole make adjustments tomorrow and send an updated report. Once the Board reviews, Tammy can coordinate a conference call with Nicole and interested Board members to discuss any questions.
Nancy approved the November report; Pat 2D - approved
The Board agreed to hold on approving the December operating report until we review the corrections.
5. Delinquent List: Included
Reviewed the delinquent list.
5.1 Balance sheet
No specific discussion to report.
6. Board and Management actions since the last regular board meeting on November 30, 2023
6.1 Board requested another quote for window from Wallside for [Redacted] at 45221 Horseshoe.
6.2 Board approved by email a second small dog for [Redacted] at 45037 Horseshoe on 01/08/24.
7. Management Report
7.1 Legal
7.1.1 [Redacted]: sent 14-day letter. \$713.50
7.1.2 [Redacted] to receive 14-day letter. \$1,080.00
7.1.3 [Redacted] \$705.00

7.1.4 [Redacted] 705.00 Called office. Will pay by end of month.

8. Management drive-through and site status

Final alarm testing to be done on January 16th. Notices were sent to those affected.

Dawn shared that Cintas provided incorrect addresses which were used to send the notification letters to the homeowners. Dawn followed up with Cintas and suggested a no charge for 1/16 due to their errors.

Dawn will have Alan pick up the orange cone near the entrance and turn off the Christmas lights next week.

Dawn received some calls yesterday from homeowners regarding driveways and sidewalks that need clearing and to clear the snow in front of the mailboxes to insure mail service is not disrupted. Serene was onsite today to clean up.

9. Miscellaneous Updates/Requests

9.1 Window Quote for [Redacted] with Wallside and C&L Ward. Dawn requested clean and readable quotes. Received a quote from Wallside for approximately \$4k for window and rotted wood replacement and is awaiting a PDF copy. Based on the photos shared by the homeowner, Dawn is having a couple assessments conducted to determine if the window really needs to be replaced or if it is only a rotted wood issue requiring repair. Dawn is targeting next week, weather dependent. We will revisit this topic at next month's meeting.

9.2 [Redacted] asked about new windows. Needs direction.

Required window repair/replacement due to issues are covered by the Association. Desired replacements are to be paid by the homeowner. C&L and Wallside are the recommended sources. The homeowner will need to complete and submit a modification form for the Board to review and approve.

9.3 [Redacted] unit needs repairs with siding and holes in the spring. The Board discussed [Redacted] concerns about critters in the walls. Dawn shared the history of checks that have been done on the unit. Bait trips were set and nothing was captured. Board members need to redirect reported concerns to Dawn.

9.4 Pat reminded Dawn that we are awaiting a quote to learn what it may cost to update the bylaws. Per Dawn, it is dependent on the changes we want to make which will determine if changes will need to be made to the Master Deed. Changes to the Master Deed entails a more extensive effort. Pat will resend the recommended changes to the Board for review and discussion at the next meeting.

10. Old Business

10.1 Regarding tree behind [Redacted] unit and the neighbor over the fence line. Ashton Tree, Grays Tree and Arbor Tree were asked to quote removal of portion hanging over fence line and also other trees that are considered a danger.

11. New Business:

Quote from Armstrong for Concrete work: \$36,645.00 (balance from 2023)

The quotes includes the balance of work that was deferred in 2023.

Nancy motioned to approve the quote; 2d: Tammy – Approved

Quote from Arbor Tree: \$3,235 (includes a larger scope of work, than Gray's)

Quote from Grays Tree: 2,500.00

Mike motioned to approve the entire scope of work with Arbor Tree; 2d: Nancy – Approved
Ashton –Dawn will cancel the 1/18 walkthrough given the decision to proceed with Arbor
Tree.

[Redacted] contacted Dawn with concerns that he took time off from work for the Cintas
inspection, which did not occur.

Next Meeting: February 21st at 5pm.

Pat adjourned the meeting at 6:08pm.

Sincerely,

Tammy Rupp
Secretary