

Carriage Park Condominium Association
Board of Directors Meeting
Tuesday, June 18, 2024

Minutes

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

1. Pat called the meeting to order at 5pm.
2. Approve Agenda
Tammy made a motion to approve the agenda as amended; Mike 2D
3. Approve Board Minutes from last meeting, May 23, 2024
Mike made a motion to approve the minutes; Nancy 2D
4. Approve Operating Report for May 2024
Tammy made a motion to approve the May Operating Report; Trudy 2D
5. Financial
Delinquent List (attached)
The Board reviewed and discussed the delinquent list. Most of the delinquencies are due to the privacy fences, which are due July 1. Leadership will send out reminder notices this week on payments due for the fences.
6. Board and Management Actions since the last board meeting on April 17 and 23, 2024
 - a. June 8, 2024: the Board approved by email referral to our attorney for the contract recommendation by our insurance adjuster related to the fire at [Redacted]; the contract would be between the Association and the co-owner's chosen contractor. This follows the May 18-19, 2024, approval by email of Dawn's request to consult with our attorney regarding this co-owner's initial actions following the loss.
 - b. June 11, 2024: Four board members and Dawn met for an update on the fire investigation and repairs at [Redacted]. Tammy was away. Our attorney will have a proposed contract between the Association and the co-owner's preferred contractor for review in the coming days. Management will open a separate account for the insurance funds and will control disbursements.
7. Management and Maintenance Report
 - a. Management drive-through and site status
Alan was on site June 11th and completed the following list:
 - [Redacted] - Cleaned and fixed gutter near walkway.
 - [Redacted] - Replaced dryer vent cover and move splash block (done in May)

- [Redacted]- Replaced dryer vent cover (Taped Shut)
- Drain between Buildings 7&8 cut sod, cleaned of debris.
- [Redacted]- Cleaned front gutter and downspout, cleaned debris.
- [Redacted]- Installed 2 drain tube covers, removed sod and cleaned; replaced dryer vent cover.
- Alan identified the patios that need to be replaced and notices will be sent to the 8-10 homeowners with a 60-day notice to make arrangements and complete their replacements. Nancy suggested that we have Armstrong prepare quotes when they are onsite for the walkthrough on 6/25 to provide to the co-owners as an option for their consideration. Dawn will follow-up with Troy @ Armstrong to learn if he can fit this into his schedule that morning. Trudy reminded everyone that the concrete work needs to be completed by a bonded and insured contractor. The homeowner will need to complete a modification form for approval. If the homeowner does not comply and they have been given notice previously, the HOA will proceed with the replacement and charge back the homeowners.
- b. Update on attic vents with louvers missing that Alan noticed 12 vents are to be replaced. We will receive quotes within the next 1-2 weeks and letters will be sent to co-owners with the specs and price estimates as this will be a co-owner expense.

8. Grounds Committee Updates (Mike and Tammy)

- a. The Board agreed to have Alan replace and install the missing destroyed utility ground covers to get them to 100%. Mike will contact Brightview to discuss the need for them to mark or be more cognizant of the covers to avoid further destruction as that they will be responsible to repair future damages made by the lawn crew.
- b. Mike will also speak to Brightview and have them pick up the broken and loose branches on the grounds per our contract.

9. Old Business

- a. Any further updates on the fire investigation and repairs at [Redacted] Owner is waiting on his quotes.
- b. Concrete work: expected time frame for Troy Armstrong's evaluation for work next year. Troy will meet us on June 25th at 9:00 am for whoever can join. Pat, Nancy, Mike and Tammy will participate in the walkthrough.

10. Master Documents

- a. No update on the Master Deed changes
- b. The new Policy on EV charging stations and modification request form will be effective June 23, 2024 (30 days after notice served on co-owners). The letters will be mailed June 18, 2024.

11. Annual Meeting

- a. Update on available September dates at the Singh property.
Angie Hanson at Singh reports the only room big enough for us is the dining room, which is unavailable before at least 6:30 p.m. maybe 7:00 p.m.
Dawn will follow-up with the township and the library on options for September 10 or 12.

After considerable discussion, the Board agreed on the check-in time to begin at 6:30pm with the meeting to be from 7-8:30pm. This will enable homeowner's more opportunity for participation based on work schedules and their commute home. Trudy suggested that we put the meeting reminder board at the entrance. Pat will locate the sign and follow-up.

- b. Board Election will be for all 5 seats, with the 3 receiving the highest votes serving for 2-year terms, and the remaining 2 serving for a 1-year term. The last quorum was in 2021, so all terms are presently expired.
- c. Once we have the location and date finalized, Dawn will draft the letter to be sent to all homeowners.

12. New Business

Tammy recommended that we begin to assess the budget and make projections to determine potential budget adjustments at the July/August meetings so that we can begin to discuss adjustments and rationale at the Annual meeting. Key variables will be the snow removal contract, lawn maintenance contract, and insurance. Mike expressed caution about presenting actual numbers at the meeting. After more discussion, Dawn agreed to have Nicole prepare a draft document for this discussion. We will discuss further at the July and August meetings.

13. Next Meetings

- July Board Meeting: July 17 at 4-5pm.
- Annual Meeting in September – Targeting September 10 or 12 as noted above and will be finalized once the location is finalized.

14. Walk-In Topics

- a. Site walkthrough violation letters – Letters were sent to all affected homeowners, except for those who need patio repairs. Those letters will go out on Thursday, 6/20. Dawn will do a walkthrough when she is onsite next week and assess compliance.
- b. Great Lakes Paving Scheduling – Follow-up on scheduling the job that was approved at the 5/23 meeting and contract signed on 6/8. Dawn contacted Great Lakes and is awaiting a date from them.

15. Meeting was adjourned at 6pm.

Sincerely,

Tammy Rupp
Secretary