

Carriage Park Condominium Association
Board of Directors Meeting
Wednesday July 17, 2024

MINUTES

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

1. Pat called the meeting to order at 4:01pm.
2. Approve Agenda
Tammy motioned to approve the agenda as amended; Mike 2D
3. Approve Board Minutes from last meeting, June 18, 2024
The May meeting minutes was approved on consensus.
4. Approve Operating Report for June 2024
The June Operating Report was approved on consensus.
5. Financial
 - a. Delinquent List (attached)
The privacy fences were due to be paid by 7/15/24. Dawn will send a courtesy letter to the homeowners with outstanding privacy fence balances and notify them that late fees will commence for balances outstanding after 7/31/24.
6. Board and Management Actions since the last board meeting on June 18th, 2024
 - a. July 2, 2024: Majority approved the color of the deck at [redacted].
 - b. July 8, 2024: Board agreed to a zoom meeting with the community insurance Agent Scott Breslin. The purpose was to get a firm understanding of the insurance process regarding the loss at [redacted].
 - c. July 8, 2024: Pat signed the contract between the Association and [redacted] regarding the reconstruction of the fire damage at [redacted].
 - d. July 11, 2024: Board approved the patio replacement for [redacted].
 - e. July 16, 2024: Wood replacement quotes were approved by the Board for buildings 14 and 15 for \$6,224. This amount was below the original estimate.
7. Management and Maintenance Report
 - a. Management drive-through and site status
Alan was on site June 18th & July 9th and completed the following list:
 - i. [redacted] Install utility pipe cover and patch small brick area.
 - ii. [redacted] (Bldg. 7) Quoting for drainage issue. This must be coordinated with the homeowners. Air conditioners are on top of drains. Per Dawn, this is a large, expensive job and she will get competitive quotes from Home Spec and another vendor. Mike noted that we received notice from the Township that we've had

higher than normal water usage from Bldg. 7 and asked if there is a correlation with water usage and the drainage issue.

- iii. [redacted] Patio screen door catching. Out of adjustment
- iv. Check on screen repair. Need new screen.
- v. [redacted] remove brush and straighten fence.
- vi. [redacted] all Coachman Court remove fence post.
- vii. [redacted] clean gutter downspout and fix small dent.
- viii. [redacted] clean downspout to get good flow.
- ix. Cleaning, wood replacement, and painting have begun. Gutters will be done after painting.
- x. Fire alarm testing was a mess. Previous installations were not completed correctly and Dawn is following up with the vendor to hold them accountable for the expenses to remediate the situation. The affected buildings include: 8, 9, 15, and 16. Dawn is targeting this to be completed July 23-24. Once the issues are remediated, those buildings will need to be retested. Building 14 will need to be rewired and re-tested as a consequence of the fire. Dawn will follow up with our insurance company on building 14 to cover the expense. Dawn will explore a new company to use for this service going forward.
- xi. Fence project – At the June walkthrough, several fences were identified that need to be repaired and/or replaced. Dawn will obtain quotes and we will discuss next steps and timing at the next meeting. These will be a homeowner expense.
- xii. Crack fill and street sweep is scheduled for July 25th, weather permitting. The patching of 1 area is too small to bring in a patch crew. This crew is for crack fill only, with a different truck, works and materials. Dawn will have Alan look and this and see if he and Mark can do this.
- xiii. Update on attic vents with louvers missing that Alan noticed. 12 vents are to be replaced. Dawn will obtain quotes from All Renovations for purchase and due to a dispute within the Board on responsibility for this expense, we will have Legal review for interpretation. Tammy reviewed the By-laws and believes that the language conflicts with the Matrix of Responsibilities.

8. Grounds Committee Updates (Mike and Tammy)

- a. Sprinkler system status – Ed was onsite last week to fix a broken sprinkler that was operating like a geyser by Bldg. 8. The leak at Bldg. 17, by Mike's driveway, has also been repaired. Is the Board and/or Dawn aware if there are any pending repairs?
- b. The Board approved installing an automatic sprinkler box behind Bldg. 15 on 4/17 for approximately \$500. Per Mike, this has been put on hold.
- c. Mike and Tammy followed up with Brightview on weeding and that was completed last week.
- d. Brightview trimmed bushes this past month.

9. Old Business

- a. Any further updates on the fire investigation and repairs at [redacted] Remediation is complete, rebuild to begin in July.
- b. Concrete work: Estimate attached

Tammy questioned the amount of the quote and contents within. It didn't include the usual inventory of suggested concrete repairs with addresses and only included pictures of patios, many that don't require any repair work.

Dawn followed up with Troy and believed there was misunderstanding of the request.

Dawn will ask Troy to return for a walkthrough. Tammy would like to participate in the walkthrough. Dawn will check with Troy on his availability.

- c. Trash program – Trudy reminded the Board of the recommendation to send communications to the homeowners with instructions on the change and recommended that we require homeowners to put their address on their bins. Trudy also suggested that we post a reminder note summarizing the guidelines and post it on every neighbor's garage door frame. Tammy will draft a summary and provide to the Board for review prior to distribution.
- d. Previous violations – Homeowners that haven't corrected their violations were sent follow-up letters and will be assessed an additional fine if they are not compliant by the deadline in the letter. Mike noticed that buildings 7 and 8 are looking much better and that it appears that homeowners addressed their issues.

10. Master Documents

- a. Dawn will set up a Zoom meeting with Evan Alexander and will propose dates to the Board. Pat reminded the group that Mr. Alexander offered 30 minutes at no charge and we would pay for an additional 30 minutes and Dawn noted that we will likely need more time. Pat proposed that Dawn ask about dates in mid to late August.
- b. Pat will add the following to our list of recommended changes, either as a bylaw change or board rule:
 - i. Fireworks. Prohibit them on Association property. Dawn noted this can be a Board Rule, since the Board can prohibit any activity that would cause increase in insurance.
 - ii. Addresses on trash and recycle bins are required.
 - iii. Clarifying responsibility for vents on the roofs.
- c. Pat asked about the status of the notice on the recent rule change on EV chargers. Dawn will check with her staff on the status of the notification to co-owners.

11. Annual Meeting

- a. The date is set for September 10th 2024 at 6:30pm for sign-in and the meeting to promptly start at 7:00pm.
- b. The 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. For a speaker, Pat reported she contacted the new Canton Community Relations Officer, and he is not available. The Board preferred a different speaker than a substitute officer. Dawn will contact our insurance agent, Scott Breslin, who can talk about the different insurance coverage needs for owners and the Association and also speak about the recent fire. If he is not available, then Dawn will ask our attorney, Evan Alexander, who can speak about the upcoming master document updates.
- d. Notification of the meeting must be made within 10 and 60 days. The first letter will go out

August 1st with the nomination forms due by August 22nd. The second letter with the ballots and proxy forms will go out on August 27th.

12. New Business

a. 2025 Budget

The Board reviewed the draft from Nicole and noted a few changes needed. The years in the column headings and higher income in 2025 given the anticipated dues increase. Dawn will ask Nicole to revise the draft and send it to the Board.

The next meeting will be August 15, 2024 at 4pm.

The meeting adjourned at 5:32pm.

Sincerely,

Tammy Rupp
Secretary