

**Carriage Park Condominium Association
Board of Directors Meeting
Wednesday, April 17, 2024
4:30-6:00pm**

MINUTES

Pat called the meeting to order at 4:32pm

1. Approve the Agenda
Mike motioned to approve the agenda as amended; Nancy 2D. Approved.
2. Approve Board Minutes from March 20, 2024
Nancy motioned to approve the minutes; Trudy 2D. Approved.
3. Approve Operating Report for March 2024
Nancy will follow up with Nicole to gain an understanding on how the GL entries for the privacy fences will be reflected as payments are received. Leadership will include the balances for the fence payments in the monthly reporting.
Mike motioned to approve the Operating Report; Pat 2D. Approved.
4. Financial
 - a. Delinquent List (to be provided separately)
The homeowner outstanding invoices for the privacy fences are currently included in the delinquent report. Late letters have been mailed as needed for overdue assessments.
5. Board and Management Actions since the last board meeting on March 20, 2024 – Information only
 - a. On March 21, 2024, the Board met virtually with Leadership Management (Nicole March and Dawn Bowman) to better understand their financial reporting methods.
 - b. On April 2, 2024, by email, the Board approved Leadership's request for work at [Redacted] unit. She had the trim around one of her windows replaced by All Renovations, which found that a new window was not needed. However, there is wet drywall around the window inside that needs to be removed to be make sure there is no mold growth. The Board approved engaging ASD Waterworks to remove the drywall, review any damage, complete any needed remediation, and replace the drywall. [Redacted] will be responsible for painting.
 - c. Dawn requested permission to engage attorney regarding Bri Ott issues. Approved.
 - d. Dawn received signed proposal for painting. Sent to All Renovations to schedule. Approved
 - e. Armstrong Masonry job tickets sent to Board for review.
6. Management drive-through and site status – Information only
 - a. Drive through 5:30 pm 4/10/2024.
Notes:

- i. [Redacted] - Pots, chairs and screen stacked at rear of unit.
- ii. [Redacted] - Holiday lights along wall leading to front door.
- iii. [Redacted] - Cooler, pots, old bike on lawn area by patio.
- iv. [Redacted] - Trash bag on porch by front door.

Letters have been sent to the homeowners for these units about the violation.

- b. Alan was onsite 04/16/2024. Dawn will let us know if he will be back onsite on 04/23/2024.

7. Master Documents (allow at least 30 minutes)

- a. Reviewed and updated list of possible changes to the by-laws for review with our attorney. Dawn will share the updated list with the attorney and coordinate a meeting together with the Board.
- b. Reviewed proposed updates to the Matrix of Duties

8. Management and Maintenance Report – Information only

- a. Cintas – Billing was not for work not done due to wrong building numbers. The invoice was for going back and testing those buildings after the new panel installations. Carriage Park was not charged for the initial visit where they used the wrong building numbers. Also, Carriage Park was not billed for the return visit to building 17 for heat sensor installation as a courtesy for the confusion.
- b. Spoke to Ed Nies and requested that the irrigation come on by the end of April. He will try to oblige.
- c. Concrete blocks removed from behind building 9.
- d. Fences were billed out.

9. Grounds Committee – This will be covered at the next meeting on April 23rd.

- a. Review tree maintenance quotes; determine budget availability; decide whether to proceed
- b. Determine budget availability for new trees; next steps
- c. Share outcomes of the 4/15 meeting Mike and Tammy had with Brightview
- d. Discuss the Grounds Committee proposal to do a walkthrough with Brightview to obtain quotes for landscape repairs (topsoil and grass seeding, and some root removal) and discuss potential budget funding options. For example: bare areas that are now dirt or mud from tree removal, bare patches, re-assess the 4 corners in the swale on Coachman Ct.

10. Old Business

- a. Lawn repair - This will be covered at the next meeting on April 23rd.
 - i. Where trees and stumps removed
 - ii. Snow removal damage
 - iii. Bad patches of grass
- b. Cement Work completed; any follow up? This will be covered at the next meeting on April 23rd.
- c. Tree stump removal: Ashton Tree, others? - This will be covered at the next meeting on April 23rd.

- d. Street Sweep bidding update - This will be covered at the next meeting on April 23rd.
- e. Spring Walk-Through Date, deferred from March meeting
- f. Asphalt and crack sealing, deferred from March meeting – Dawn will share quotes via email.
- g. [Redacted] has requested her patio door be approved. She waited to get it done but there was no project that year for it. Also, a project was not scheduled last year due to so much storm damage. The cost from Wallside is \$2,782.00 with \$918.00 due at signing and the balance of \$1,864 due upon completion. C&L Ward was double the amount of Wallside.
Pat motioned to approve this quote; Nancy 2D. Approved

11. New Business

- a. [Redacted] needs a new porch step and a sidewalk square lift. Alan can do the step. This does not need a vote as approval is within Leadership's dollar limit.
Cost for step is around \$180.00 plus labor and materials to install.
Sidewalk to be added for next year's concrete list or get quote on sidewalk square lifts.
- b. Quotes for crack fill and pothole repair. Waiting on 2 companies. Will submit when all are in. No action required, waiting for more information.
- c. Spring walk through. When walking make list for next year's concrete project. Does Board wish to get a cost for jacking the sidewalks versus remove and replace? The Board agreed that Dawn should get quotes for both mud jacking and remove/replace options.
- d. Does the Board wish to get more day lily plants and Iris plants for the front berm at Canton Center or the back swale area at no charge? The Board agreed to proceed.
- e. [Redacted] damage to lawn, neighbor parking on the grass. Letter was sent to the homeowner. Information only.

12. Next Meetings

The meeting will continue on April 23rd at 4pm.

Pat adjourned the meeting at 6:28pm.

**Carriage Park Condominium Association
Board of Directors Meeting
Tuesday, April 23, 2024
4:00 p.m. to 5:30 p.m.**

MINUTES

(Remaining Agenda Items from April 17, 2024)

Attendees: Pat Streeter, Trudy Radiwon, Nancy Amato, Mike Moyer, Tammy Rupp

Pat called the meeting to order at 4:05pm.

1. Grounds Committee

- a. Review tree maintenance quotes; determine budget availability; decide whether to proceed

Walkthroughs were completed with 3 companies: Art's, Ashton's, and PPM. Quotes were received from 2 companies.

-Art's \$7,850, \$3,750 w/o removal of the 2 American Elms behind Bldg. 16

-Ashton's \$5,000 w/o removal of the 2 American Elms behind Bldg. 16

Mike and Tammy recommended that we proceed with Art's, w/o removal of the American Elms noted above.

Our remaining tree maintenance budget is \$1,635 and will require additional funding from another account. Pat suggested that we may consider an additional assessment. Mike reminded us that we need to consider potential future 2024 tree maintenance that may be needed based on storm damage. Nancy suggested we cover the balance of this tree work from the Misc. Grounds budget. Trudy shared that she would like to see the remaining of the maintenance completed this year and not extend into the next year.

Mike made a motion to approve Art's for the quote, minus the American Elms, for \$3,750 to be paid out of the Tree Maintenance budget and the remaining \$2,115 out of Misc. Grounds; Pat 2D. Approved

- b. Determine budget availability for new trees; next steps

Pat motioned to authorize up to \$3,000 for tree and planting under Mike and Tammy's discretion. Trudy 2D. Approved

- c. Share outcomes of the 4/15 meeting Mike and Tammy had with Brightview

Discussed the Grounds Committee proposal to do a walkthrough with Brightview to obtain quotes for landscape repairs and budget funding options.

The Board approved pursuing quotes from Brightview for:

- i. Removal of limbs and large branches on the ground along the East fence line and elsewhere as identified.
- ii. Removal of trailing roots from the trees removed last year.
- iii. Soil and seed for bare areas and to replace the 4 corners of the swale with soil and sod.

- d. Mike – The automatic box for the sprinkler system behind bldg. 15 is very difficult to access under the deck. It is estimated to cost \$500 to install an automatic sprinkler box behind bldg... 15.

Nancy motioned to install an automatic sprinkler box behind bldg. 15, estimated to be around \$500; Trudy 2D. Approved. Mike will follow up with Ed and Dawn on a quote for this work.

2. Old Business (Cover on Tuesday, April 23; f. and g. were addressed on April 17)

- a. Cement has been completed; any follow up? No complaints have been received.
- b. Street Sweep bidding update The Board reviewed the asphalt repair and crack sealing quote from Hutch which includes street cleaning as part of their service. Hutch provided an estimate for up to \$7,500, but we will only be billed for actuals. Dawn is following up with Hutch for further details and to set a timeline.

3. Spring Walk-Through Date

The Board will do this walkthrough on Tuesday, May 14th, at 1 p m.

- a. The Board approved the quote with ASD Waterworks for \$2,600 to address mold remediation at 45221 Horseshoe Circle via email.
- b. EV charging stations – Trudy did some research. For a 110-volt, a permit is not required. If homeowners want to install a 220V, it requires a permit with Canton Twp., work to be done by a licensed electrician, and then pass an inspection by Canton Twp. Nancy is curious if the garage floors can accommodate the additional weight of the electrical vehicles. This topic is on the punch list to be reviewed by the attorney as part of our by-law updates.

3. Next Board Meeting May 23 at 9:00 AM.

Pat adjourned the meeting at 5:30pm.