

**Carriage Park Condominium Association**  
**Board of Directors Meeting**  
May 23, 2024

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**MINUTES**

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

1. The meeting was called to order at 9:05am.
2. Co-Owner Guest Comments, [Redacted]  
Carrie did not join the meeting.
3. Business Meeting begins; Approve Agenda  
Mike made a motion to approve the agenda; Trudy 2D; Approved
4. Approve Board Minutes from last meeting (in two sessions, April 17 and 23, 2024)  
Mike made a motion to approve the April meeting minutes; Trudy 2D; Approved
5. Approve Operating Report for April 2024  
Nancy made a motion to approve the April 2024 Operating Report; Pat 2D; Approved
6. Financial
  - a. Delinquent List (included)  
Dawn will update the 14-day letter and send them out as appropriate.
7. Board and Management Actions since the last board meeting on April 17 and 23, 2024
  - a. April 24, 2024: the Board approved by email the bid for mold remediation at the [Redacted] unit in the amount of \$2,600. The Board previously approved (on April 2, 2024) engaging ASD Waterworks for this unit to remove the drywall, review any damage, complete any needed remediation, and replace the drywall.
  - b. May 13, 2024: the Board approved by email the 2024 new tree planting proposal from the Grounds Committee (final total was \$2,944.92).
  - c. May 13, 2024: the Board approved by email the partial gutter cleaning proposal from Excel Cleaning Bros (rear of buildings on South and East row, full gutters of Buildings 1-3) for the back of buildings in the amount of \$2,310.
  - d. May 14, 2024: Board members walked the property to review conditions, then met by Zoom to consolidate notes that were forwarded to Management that day.
  - e. May 14, 2024: the Board approved by email Pat's request for reimbursement for a one-year subscription for Zoom at \$169.49.
  - f. May 18-19, 2024: the Board approved by email Dawn's request to consult with our attorney regarding co-owner actions related to the fire at [Redacted] (3 approved, 2 not commenting).
8. Management drive-through and site status

- a. Drive through: Alan was onsite May 2nd and completed several work orders. He will be onsite again on May 28th and has several assigned work orders.
- b. Site Walk follow-up from May 14, 2024 list.
  - i. Letters are in progress of being sent to the homeowners with violations cited in the report.

9. Master Documents (documents attached)

- a. Review list of possible changes  
We will re-assess the fine schedule at the next meeting.
- b. New Policy on EV charging stations and modification request form – Discussed the draft policy. Board members will review outside the meeting and send their approval via email today.

10. Management and Maintenance Report

- a. Received the report from the Board's site walkthrough.  
Letters are being prepared to homeowners on violations and work orders are being developed for maintenance.
- b. The grounds behind the buildings have been too spongy to erect a ladder, so the guys have been waiting for dryer ground to do any upper work.
- c. One of the homeowners sold their unit and reported issues with missing vents. They are attic vents and following a walkthrough by Leadership, they discovered several missing vents. Dawn will follow up to obtain quotes to have them replaced.

11. Grounds Committee Updates (documents attached)

- a. Brightview proposal for soil and seed. The proposal provided minus the trees is \$3,904.55. Tammy wants to discuss the quote with Chris before any decisions are made to ensure it is aligned with the specific request. It also included \$4,357.28 in new trees, which was not requested. Pat expressed interested in additional trees. The Grounds Committee will develop a Phase II proposal for trees to bring forward for next year. The Board discussed making a tentative approval for a bucket of money that can be allocated for the seeding repair. Mike suggested that we postpone this until fall to wait until the weather cools and it is a better time to apply soil and grass seed. Also, we are entering storm season and will likely realize storm damage that will utilize some of our Misc. Grounds Maintenance budget.  
Mike made a motion to defer to August; Pat 2D; Approved
- b. Irrigation – Tammy expressed concern on the delays with the irrigation being turned on. Our understanding is that there are repairs still in progress. Mike postponed the planting of flowers to next week and the trees are being delivered and planted on Friday. Dawn has a call in to Ed and she is hoping that he can turn on the irrigation in the rest of the areas right away so that the rest of the property and to ensure that the new trees are being watered. Tammy suggested that we give Ed a hard date to complete the work as we need to hold our vendors accountable to complete work in a timely manner. Pat disagreed with setting a hard date.

12. Old Business

- a. Status of fire investigation at [Redacted]

- b. Quotes for crack fill and pothole repair (last meeting was waiting on 2 companies)  
Hutch Paving Crack Fill - \$5400.00 (removed the large pot hole that Alan filled)  
Great Lakes Crack Fill – \$7,278.00  
Both companies recommend that we resurface our roads in a few years.  
Nancy made a motion to approve Great Lakes; Pat 2D; Approved
- c. [Redacted] - update on new porch step and a sidewalk square lift
- d. Status of work for next year's concrete work (jacking vs. removing and replacing)
- e. Lawn repair: Snow removal damage completed
- f. Cement Work completed; Troy Armstrong to evaluate for work next year
- g. Street Sweeping will be done as part of the crack fill project
- h. Replacement patio door for Ramona Ostyn has been ordered.

### 13. New Business

- a. New trash guidelines  
Trudy and Nancy attended the township meeting. Trudy and Nancy suggested that we put together a newsletter with an update on the change and guidelines. Trudy and Nancy suggested that we put addresses on all bins and require units to make sure the trash bin lid is down. It was also suggested that violations result in a letter being placed on their door. We will discuss further at the June meeting.
- b. Fire alarm testing: \$60.00 per building for inspection. Only Bldgs. 1-14 need to be done as 15, 16, and 17, were just done. The fees are \$65.00 per building for City Fees, Service charge \$126.51. If approved, this will be scheduled for the end of July.  
Pat made a motion to approve the fire alarm quote to proceed; Mike 2D; Approved

### 14. Next Meetings

Board Meeting June 18th at 5pm

Annual Meeting: Date and Location – postponed to the next meeting.

### 15. Meeting was adjourned at 10:02am.