

Carriage Park Condominium Association
Board of Directors Meeting
Thursday, August 15, 2024
4:00 p.m. to 5:00 p.m.

MINUTES

1. Pat called the meeting to order at 4pm.
2. Approve Agenda
The agenda was approved by consensus as amended.
3. Approve Board Minutes from last meeting, July 17, 2024
The agenda was approved by consensus.
4. Approve Operating Report for July 2024
The Operating Report was approved by consensus.
5. Financial
Delinquent List (attached)
 - The Board reviewed the Delinquent list.
 - For the annual meeting, homeowners with a delinquent balance who are not on an approved payment plan are not eligible to vote nor will they count towards a forum.
 - Nancy requested that we that we receive a list that specifies which past due amounts that are for fences and the amount pending for each homeowner.
 - Pat will follow up with Leadership Management.
6. Board and Management Actions since the last board meeting on July 17, 2024
None to report.
7. Management and Maintenance Report
 - a. Management drive-through and site status
 - Dawn was on site June 25, 26, 27 and July 23, 24 for fire alarm tests
 - Alan was not on site in July due to multiple rain days and work load
 - b. Crack Fill and sweeping have been completed
 - c. Buildings 8, 9, 14, 15, 16, and 17 were tested for panel performance.
 - d. Check on screen repair (no address given) that was defective and was replaced.
 - e. Building cleaning, wood replacement, painting and gutters are finished. Many compliments were received on the work.
 - f. Buildings 1-5 will have their annual fire alarm test on August 27, with the repairs for all of the other building on the August 28.
 - g. Privacy fences will be counted again, looking at 7 again this year. Pat will follow-up with Leadership Management for an update.
 - h. There are multiple odd jobs pending that Alan cannot do due to being on the roofs and

requiring tall ladders. All Renovations will be interested in batching and doing the work.

- i. Patio replacement. Two patios were completed by Armstrong Masonry with 4 more planned. [redacted] has requested a payment plan on the privacy fence and the patio. Still pending: [redacted]. Alan is checking the buildings again on 8/13/24.
- j. Drain report for building 8 – Pat to follow-up with Leadership Management for information on this issue.

8. Grounds Committee Updates (Mike and Tammy)

- a. Status of in-ground utility box covers (see June minutes)
Pat will follow-up with Dawn for a status on the replacement of the covers per our June meeting decision.
- b. Renewed request for soil and seed funding (see June minutes)
Tammy requested approval to move forward and re-quote with Chris at Brightview. Mike suggested that we review for potential approval via email in September and the Board was in agreement.
- c. Snow Removal contract with Serene is for 3 years and is good through April 30, 2025.
- d. Landscape contract with Brightview expires Nov. 2024. Discuss when bids for 2025 should be provided for review?
Mike suggested that we explore 2-year agreements to see if it may help keep our pricing down. The Board agreed that Mike can proceed with negotiation discussions with Brightview for 1 and 2 year options for the Board to review. The Board is supportive of continuing forward with Brightview pending outcomes of discussions. Mike will also discuss our feedback on the beds and flowers. Mike also suggested that we explore options to remove bed maintenance from the landscape contract and seek another vendor who specializes in bed/flower maintenance. Mike and Tammy will explore options. Discussed the flowers and as they have not been healthy again this year. It is unclear if it is a plant, soil, irrigation, or other issue. Trudy suggested that we measure the water at the beds. Mike will check the irrigation schedule on the boxes. We will revisit flowers at a future meeting.
- e. Request for additional tree maintenance this fall. Tammy inquired on the Board's support of assessing additional tree maintenance this fall. If approved, the Grounds Committee will coordinate a walkthrough with Art's Tree Service for trimming and removal of identified dead trees. (4 dead trees were discussed – 1 behind bldg. 9, 2 behind 16, 1 at the cross roads of Horseshoe and Coachman Ct.). The Board is supportive and will review quotes along with available budget for potential approval.

9. Old Business

- a. Repairs at [redacted] (fire damage).
Remediation is complete; wiring and plumbing to commence next week.
- b. Patio replacement – Discussed earlier in the meeting. Tammy will do a walk through and review the status of patios on the outstanding list.
- c. New concrete work: Troy Armstrong walked with Board members Tammy and Mike and will prepare a new concrete bid. Tammy provided her notes with priorities to Armstrong and the Board. Pat will follow-up with Leadership Management to learn if quotes have been received.

- d. Sprinkler system update
Mike reported Ed that was out 8/8 and 8/9 for line repair in front of building 13. Pat will follow-up with Leadership Management for an update. Dawn wasn't aware of the work being done, which caused question as to who requested the service from our irrigation service vendor.
- e. External vents – Pat will follow-up with Dawn on the Legal determination for financial responsibility of the external vents.

10. Master Documents

- a. Update on meeting date with attorney on document changes.
Pending an update from Dawn on proposed dates for the Board to meet our Legal counsel.

11. Annual Meeting

- a. The first letter notice of the September 10 meeting was mailed last week. It will begin at 6:30 p.m. with sign in and the business meeting will begin promptly at 7:00 p.m.
Nancy to follow-up to locate the letters for the sign to be placed at the entrance as a reminder to homeowners.
Voting will occur at the meeting and two homeowners will be selected who are not associated with the Board to perform the count.

12. New Business

- a. HomeSpec Quote for [redacted] (\$4,071.06) Pat will follow up for an additional bid for this job.
- b. Budget status
- c. Set 2025 Association fee
Discussed options for increases to the monthly assessment and agreed to raise it to [redacted]/month. We will let homeowners know that there will be an increase at the annual meeting, but will not share the amount until the budget is finalized. Pat will provide an update to Leadership Management for our next budget planning discussion.

13. Next Meeting

- a. Annual Meeting September 10, 2024
Board to arrive at 6pm to prepare the meeting room
- b. Set October meeting date
Pat will follow-up with Dawn suggesting 10/14 or 10/15 at 5pm.

Pat adjourned the meeting at 5:10pm.