

**Carriage Park Condominium Association  
Board of Directors Meeting  
Thursday, January 16, 2025  
6:30 – 7:30 PM  
Zoom Meeting**

<https://us02web.zoom.us/j/9336321618?pwd=OGNZOQt4eDNVcGlZaW1YdTZzS0lQdz09&omn=88238151183>

Meeting ID: 933 632 1618

Passcode: F99VQe

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**AGENDA**

1. Tammy called the meeting to order @ 6:33pm.
2. Approve agenda – The agenda was approved by consensus.
3. Approve Board minutes from last meeting, November 14, 2024 – The minutes was approved by consensus.
4. Approve Operating Reports for November and December 2024 – The operating report was approved by consensus.
5. Financial
  - a. Review and discuss next steps on:
    - i. Overdue monthly association fees –
      - Dawn to contact [redacted] to determine an initial payment and propose either monthly payments or a 3–6-month payoff period. Dawn will update the board via email before the next meeting.
      - Other Units: Several units are frequently overdue. The board will review strategies to improve fee collection consistency.
    - ii. Overdue privacy fence payments
    - iii. Overdue fines payments
  - b. The board determined that a \$750 special assessment is necessary due to insufficient reserve funds. Timing and collection methods are still to be finalized.
6. Board and Management Actions since the last Board meeting on November 14, 2024
  - a. Met with Brightview on November 21 to discuss 2024 performance, review outstanding work for the season, and requested a proposal from Brightview for services beginning next year.
  - b. Board approved the 2025 budget and Leadership Management sent the budget and letter outlining the 2025 monthly association fee increases.
  - c. Secured HOA insurance coverage for 2025.
  - d. Identified a company to assist with some handyman services for maintenance.
  - e. Board approved the C&L Ward proposal for window repair at [redacted].
  - f. Completed the BOIR filing to comply with the Transparency Act.
  - g. Drafted the homeowner letter for the bathroom exhaust fan replacement requirement. Dawn will send out next week.
7. Management and Maintenance Report (Information only)
  - a. Pricing for 7 more privacy fences proposed for repair (All Renovations) - Holding until next year. Pricing cannot be held thru the winter.

- b. Discussion on payments to Justin (Hollywood Arts).
- c. Grounds Committee Updates Brightview completed fall cleanup.
- d. Brightview continued efforts to repair reported damages. Two in-ground boxes pending repairs. Requires discussion on the severed wires in one box.
- e. Board members/homeowners provided installed new Christmas lights at the entrance.
- f. Replaced damaged front step and replaced broken outdoor outlet at [redacted]. (Hollywood Arts).

8. Old Business

- a. Status on repairs at [redacted] (fire damage) – Completed and homeowner moved into their unit. Management waiting on invoices and CO to send to Insurance adjuster with the balance of the money.
- b. Concrete estimates provided by Armstrong – Pending budget further prioritization by the Board and 2025 budget capacity.
- c. External vents replacement status - All Renovations will quote this and dryer vents. Quotes have not yet been received.
- d. Soil and grading completed at [redacted].  
Received a proposal from Hollywood Arts to also remove and replace the PVC drainage pipe on the back of this unit. Labor: \$120 + Materials \$10-\$25. Needs Board review and approval.
- e. Landscape maintenance contract for 2025.
- f. Window repair status for [redacted].
- g. Discuss next steps and timeline for bathroom exhaust fan replacements.

9. New Business

- a. Handyman services and payment options – The board approved applying for a Carriage Park credit card to facilitate payments for handyman services and other quick expenses.
- b. Proposed By-Laws Changes – The board did not have time to discuss this topic. Next steps and a timeline still need to be determined.
- c. Homeowner communications (Quarterly Newsletters and Mid-year Zoom meeting)

10. Future Topics

- a. Sprinkler maintenance contract for 2025.
- b. Snow removal services contract for 2025-26.
- c. Committees.

11. Next Meeting set on 2/10/2025 @ 6:30pm.

12. Tammy adjourned the meeting @ 7:40pm.