

Carriage Park Condominium Association
Board of Directors Meeting
Wednesday, November 14, 2024
6:30 – 7:30 PM
Zoom Meeting
Meeting ID: 933 632 1618
Passcode: F99VQe

AGENDA

1. Tammy called the meeting to order at 6:30pm.
2. Approve agenda – The agenda was approved by consensus.
3. Approve Board minutes from last meeting, October 24, 2024 – The minutes was approved by consensus.
4. Approve Operating Reports for October 2024 – The operating report was approved by consensus.
5. Financial
 - a. Overdue monthly association fees - Late fees cannot be ran yet due to date as late fees post after the 15th.
 - b. Overdue privacy fence payments: 5 units have overdue.
 - c. Finalize the 2025 budget and monthly association fee.
 - We are projecting \$50,000 for building maintenance and \$150,000 for insurance.
 - Although we are still waiting on the final insurance quote, the board anticipates a significant increase in costs due this year's fire claim. Considering these rising expenses, the board has agreed to a \$60 increase in the monthly association fee.
 - Depending on the final insurance quote, a special assessment may be required.
 - Co-owners will receive 60 days' notice before the fee increase. The plan is to send out letters by Thanksgiving, with a follow-up letter containing the 2025 budget sheet once the final Insurance numbers are available.
 - The new association fee amount will take effect on Feb 1st, 2025.
6. Board and Management Actions since the last Board meeting on October 23, 2024
 - a. Onsite review of the windows requiring repair on November 11th
 - b. Meeting being scheduled with Brightview to review 2024 performance and next steps.
7. Management and Maintenance Report (Information only)
 - a. [Redacted] roof repair status - Completed \$200.00

- b. Pricing for 7 more privacy fences proposed for repair (All Renovations) - Holding until next year. Pricing cannot be held thru the winter.
8. Grounds Committee Updates (Information only)
 9. Brightview walked the site with Tammy on October 21 to review the damages requiring repair. Repairs have begun and will be monitored for progress to completion.
 - a. Brightview completed the first fall cleanup last week.
10. Old Business
 - a. Status on repairs at [redacted] (fire damage) - Drywall work started the end of October. Looking at mid-December to be done.
 - 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. Landscape maintenance contract for 2025 – Pending upcoming meeting with Brightview.
 - e. Condo Insurance coverage for the upcoming year; current coverage ends mid-December.
 - Expect to receive proposals toward the end of the month or early December.
 - Due to the insurance mandate, particularly following the fire damage, all units must ensure that vent fan wiring is up to date, as the typical lifespan for these wires is 10 years.
 - Dawn will send out a letter with details and a list of contractors for co-owners to choose from to complete any necessary vent fan updates.
 - f. Window repair recommendation for [Redacted] - The windows require proprietary parts, and using a non-Andersen representative could result in unauthorized work, subpar quality, and the inability to repair them in the future. Additionally, other companies would upcharge for parts they must source from Andersen. To ensure proper repairs and avoid these risks, the board has approved proceeding with the repair through an Andersen representative.
11. New Business
 - a. FinCEN Registration – Tammy needs FinCEN IDs from Mike, Trudy, and I-Hsin to complete registration by December 2024
 - b. Homeowner communications (Quarterly Newsletters and Mid-year Zoom meeting)
12. Future Topics
 - a. Sprinkler maintenance contract for 2025
 - b. Committees
13. Next Meeting

Set December meeting date – Board only.
14. Tammy adjourned the meeting at 7:30pm.