

Carriage Park Condominium Association
Board of Directors Meeting
Thursday, October 23, 2024
6:30 p.m. to 8:00 p.m.

MINUTES

1. Tammy called the meeting to order at 6:40pm.
2. Approve agenda - The agenda was approved by consensus.
3. Approve Board minutes from last meeting, August 15, 2024 - The agenda was approved by consensus.
4. Approve Operating Reports for August and September 2024 - The Operating Report was approved by consensus.
5. Financial
 - a. The Board reviewed the delinquency list for overdue association fees and privacy fence payments.
 - b. The Board discussed the situation in [redacted] and approved Dawn to work with the family on a payment plan moving forward.
 - c. The remaining overdue units should have received late letters. If no updates are received, the association will proceed with legal action and initiate the collection process.
6. Board and Management Actions since the last Board meeting on August 15, 2024.
 - a. Determined officers for the new Board voted in at the September 10th Annual HOA meeting.
 - o President - Tammy Rupp
 - o Vice President - Mike Moyer
 - o Treasurer - Tim Siedlaczek
 - o Secretary - I-Hsin Wang
 - o Member-at-Large - Trudy Radiwon
 - b. Approved roof repairs for \$1,200.00 at building 8.
 - c. Approved tree maintenance with Art's Residential Tree Service for \$6,700+stump removal for the American Elm.
 - d. Board agreed to postpone the soil/grass seeding project due to budget constraints.
 - e. Board agreed to postpone the project to amend the By-Laws in 2024 due to this being a non-budgeted project with 2024 budget constraints and to enable the new Board to review the Master Documents, recommendations and determine a new timeline.
7. Management and Maintenance Report
 - a. Drive thru: Alan 8/28 and Dawn 9/10, 9/23, and 10/9.
 - b. Roofer to do [redacted] had emergency surgery so this job is delayed.
 - c. [Redacted] is complaining about the crew working on [redacted].
 - d. Buildings 1-5 had their annual fire alarm test on August 27, with the repairs for all the other buildings on August 28.
 - e. Update on privacy fences counted by Leadership Maintenance proposed for repair.

Seven more fences are proposed. Jeff from All Renovations is getting fresh pricing.

- f. Status of in-ground utility box covers approved for purchase and installation at the June meeting Per Dawn, the large ones (bolt hole specific) are out of stock and have been. Since this is BrightView's responsibility, they should purchase and fix as part of the contract. Tammy contacted Chris at BrightView via email on 10/16 to report the issue and request repairs.

8. Grounds Committee Updates

a. Brightview

- Repairs from mower damage: Tammy discussed with Chris and an agreement was reached to repair all damages.
- Timing to end mowing, fall shrub pruning, and fall cleanup (refer to pages 7- 10 in the attached Brightview agreement).
- Sprinkler system update: Dawn will call Ed to confirm that the water blowout has been completed.

- b. Snow removal company confirmation and timing to put markers in place: The current supplier has a one-year contract remaining. This will be the final winter under this contract; new bids will be sought afterward.

9. Old Business

- a. Status on repairs at [redacted] (fire damage): Work is in progress and the contractors are targeting to be completed in December. The insurance provided a check for \$289K for restoration.
- b. 2024 patio replacement status: 7 Patios completed, and Troy was paid by the co-owners.
- c. Concrete estimates provided by Armstrong – Discuss the budget amount that we will allocate for 2025 and identify a sub-group to review the estimates and prioritize the items to include in the 2025 agreement. Armstrong will lock in pricing for commitments signed by end of 2024.
 - Tammy suggested a walkthrough to assess necessary concrete work based on based on a set of criteria the Board should agree to, i.e. safety.
 - Tammy proposed forming a subcommittee to evaluate concrete work, prioritizing based on conditions.
 - Given the current financial situation, a comprehensive review of all projects to prioritize is essential.
- d. External vents to be replaced – Legal counsel determined that this is an HOA responsibility, not the homeowners. Discuss timing and obtain estimates to complete this project. Alan will re-count and add the dryer vents as many of the dryer vents require replacement.
- e. Drainage issue update and plan for [redacted]: Mike spoke with the co-owner, and the problem appears resolved after installing downspout extensions and a new sump pump.
- f. Landscape maintenance contract for 2025: Mike will reach out to Brightview after their final work this year. Contract discussions will likely occur in November, and a multi year contract may be considered to lock in rates.

10. New Business

- a. Insurance coverage for the upcoming year.

b. 2025 Budget

- The Board agreed to complete painting, rotten wood, and gutter replacement for the last two buildings (16 and 17).
- Future plan may involve addressing one building per year, depending on the financial situation.

- c. 2025 Association fee increase
 - o Scott, our insurance agent, is currently obtaining quotes from various companies. Dawn typically receives quotes in November. The Board would like to review the insurance fee within the next two weeks.
 - o The Board must review the insurance quote before determining the necessary fee increase.
 - o A budget letter will be sent in December to inform co-owners of the HOA fee increase and with a timeline for the increase to take effect, which has not yet been decided.
- d. Sprinkler maintenance contract for 2025: The Board will discuss in December.
- e. Window repair quote for S. House – [redacted]: The Board agreed to proceed with the repair quote. Moving forward, a Board representative will be more involved in onsite situation assessment to better understand the situations and drive decision-making.
- f. Committees (if time allows): No update.
- g. Homeowner communications (if time allows): No update.

11. Next Meeting

- a. The next Board meeting is scheduled for 11/14 at 6 PM. This meeting will primarily focus on the budget.

12. Tammy adjourned the meeting at 8:00pm.