

**Carriage Park Condominium Association  
Board of Directors Meeting  
February 10, 2025  
6:30 – 7:30 PM**

**Meeting Minutes**

1. The meeting was called to order at 6:48pm.
2. Approve agenda – Approved by consensus.
3. Approve Board minutes from last meeting, January 16, 2025 – Approved by consensus.
4. Approve Operating Reports for January 2025 – Approved by Consensus
5. Financial  
Review and discuss next steps on:
  - a. Discussed timing and next steps for the 2025 special assessment – The Board previously included a special one-time assessment in the 2025 operating budget to balance the budget and to enable the continuation of limited, priority projects. The Board discussed the option of payment plans and Dawn suggested that it be limited to no more than 3 installments. There is overall concern about the additional financial burden this is placing on our homeowners, in addition to the increase in the monthly association fee effective February 1 and the bathroom exhaust fan replacement requirement. The Board discussed placing the CD into a high yield savings account or a different type of investment account, such as Vanguard, when the funds are available in April. This would provide an opportunity to tap into those funds for special projects. Due to time constraints, the Board agreed this needs a dedicated meeting to review the numbers to determine any opportunities to reduce the amount for the assessment. The special meeting is scheduled for February 25.
  - b. Overdue monthly association fees, privacy fences, and fines – Data is not available until after the 15<sup>th</sup> of the month
    - Board members are concerned about the delinquent list. Dawn has been following the process with the letters and the Board will continue to monitor.
    - [Redacted] update – Dawn has received one payment and is awaiting a response from the homeowner to set up a payment plan.
6. Board and Leadership Management Actions since the last Board meeting on January 16, 2025 (Information Only)
  - a. Facilitated an assessment with Michigan Wildlife Solutions for [redacted] and received a quote with proposed remediation.
  - b. Leadership Mgmt initiated the request with Brightview to provide request renewal multi-year quotes.
  - c. Leadership Mgmt initiated the quote requests with Tri-County Irrigation, Brightview, and others to provide quotes for irrigation services for 2025.
  - d. Leadership Mgmt mailed the letters to all homeowners regarding the requirement to replace all bathroom exhaust fans greater than 10 years of age.
  - e. Mike, Tim, and Tammy met with the homeowners at Bldg. 3 who reported water damage in their basement due to the spigot/hose issue in their garage.

Recommendations were discussed with the homeowner and Leadership Mgmt and were provided to the homeowner for next steps.

## 7. Old Business

- a. Revisit the discussion on payments to Justin (Hollywood Arts) – Hold until the next meeting due to time constraints.
- b. Status on insurance payments for the fire damage claim at [redacted] – Dawn  
The remaining invoices for restoration have been received and paid. A refund check was issued to the insurance carrier for the unused funds.
- c. Discuss the proposal and from Michigan Wildlife Solutions for [redacted], alternative options, and next steps  
The critter issue has been addressed multiple times with no signs of critters found. Dawn noted that the HOA has already spent a significant amount on this issue, and there is nothing in the bylaws stating the HOA is responsible for critter problems inside a unit. We may consider sealing the building if necessary, but beyond that, there's not much more we can do. Dawn is having two more companies assess the building for the critter situation.  
Regarding the basement water damage, both Dawn and Justin suspect the basement window is the cause. Dawn is obtaining quotes for window replacement.  
The Board will discuss the options at the next Board meeting.
- d. Received a proposal from Hollywood Arts to also remove and replace the PVC drainage pipe on the back of [redacted]. Labor: \$120 + Materials \$10-\$25. Needs Board review and approval. – **Hold until the next meeting due to time constraints.**
- e. Landscape maintenance and irrigation contracts for 2025  
Dawn provided the Brightview lawn maintenance proposal and irrigation proposals from Brightview and Tri-County irrigation. Dawn is following up with Brightview for more detail on irrigation and has also requested a lawn maintenance proposal from Great Oaks. The Board will have a special meeting before the end of February to discuss the proposals and share feedback with Dawn for her to proceed with negotiation discussions with the vendors.
- f. Damaged in-ground utility box and wires escalation from 2-6-25 – **Hold until the next meeting due to time constraints.**
- g. External vents replacement status - All Renovations will quote this and dryer vents. Determine timing for their review this spring. – **Hold until the next meeting due to time constraints.**

## 8. New Business

- a. All Renovations quoting for 2025 building repairs and painting – **Hold until the next meeting due to time constraints.**
- b. Spring walkthrough timing – **Hold until the next meeting due to time constraints.**
- c. Concrete project planning for 2025 – Pending Board decisions on budget allocation and prioritization of project scope for 2025.
- d. Painting and building repairs for 2025 – Reconfirm the previous agreement to complete buildings 16 and 17 in 2025 so that Dawn can proceed with obtaining estimates. - **Hold until the next meeting due to time constraints.**
- e. Proposed By-Laws Changes – Discuss next steps and timeline – **Hold until the next meeting due to time constraints.**
- f. Homeowner communications (Mid-year Zoom meeting) – **Hold until the next meeting due to time constraints.**

9. Future Topics

- a. Snow removal services contract for 2025-26
- b. Committees
- c. Pricing for 7 more privacy fences proposed for repair (All Renovations)

10. Next Meeting

Schedule March Board meeting date – Will be scheduled offline.

11. Meeting was adjourned shortly after 7:30pm.