

# CARLSON'S RIDGE HOMEOWNERS ASSOCIATION

c/o REI Property Management

## BOARD MEETING

Open Session

June 25, 2020

Teleconference

### Call to Order

- K. Humphrey called the meeting to order at 6:40 PM.

### ATTENDEES:

- Board Members: Terry D'Andrea, President; Bob Macklin, Vice President; Kathy Schatteman, Treasurer, John Oxton, Secretary and Charles Flanagan, Director
- Units: 31 CRR, 39CRR, 45CRR, 16CRC, 43CRC,
- REI Property & Asset Management, J. Kent Humphrey.

### CALL TO ORDER:

- Meeting was call to order at 6:30 pm by J. Kent Humphrey.

### PROOF OF NOTICE:

- Proof of Notice was unanimously approved, motioned by B. Macklin and seconded by C. Flanagan.

### PREVIOUS MEETING MINUTES:

- T. D'Andrea. Motioned to approve the minutes of November 14, 2019 seconded by C. Flanagan. Motion was unanimously approved.

### REVIEW FINANCIAL REPORT

- May 2020 Financials
  - YTD Income \$88,171 over budget \$5,370
  - YTD Expense \$68,739 under budget \$2,396
  - Reserves \$447,062

### CORRESPONDENCE

- No correspondence discussed.

### COMMITTEE REPORT

- GARDEN CLUB – T. D'Andrea Reporting:
  - Fall of 2019 the club planted a significant number of daffodil bulbs at the entrance beds producing beautiful spring bloomed.
  - Ralph Manning repaired and painted the wooden planters located in the island this spring.
  - Club members planted spring pansies in mid-April, early summer flowers in May throughout the community. Fall arrangements are planned for late September-early October.

### OLD/NEW BUSINESS – T. D'Andrea Reporting

#### LANDSCAPING

- **Bruzzi**
  - Edging, spring cleanup, and cutting of ornamental grasses was completed in March.
  - Lawns were seeded and hayed in early April.
  - Retention pond grasses were cut in June.
  - Weeding of planting areas was completed in June.
  - Weekly mowing continues though may change should the drought continue.

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- **Lawn Doctor –**
  - Early Spring treatment completed in April.
  - June applications of fertilizer, broadleaf weed control, grub control, weed control under decks and crabgrass were applied.
- **Fencing**
  - Ralph Manning completed repairs to fencing.
- **Tree Removal and Trimming**
  - The Board completed its June survey of trees. P&T Tree Service retired this year (former contractor). The Board is interviewing several vendors and requesting them to submit proposals. K. Schatteman advised Bartlett Tree Experts is the preferred contractor and will include stump-grinding in their pricing.

### TRASH AND RECYCLING

- **All American Waste's** pick-up schedule is changing from Tuesday to Friday the week of June 22<sup>nd</sup>. Two pick-ups are planned for this week. Friday pick-ups begin July 3<sup>rd</sup> for regular trash and recycling. Bulk Trash Pick Up Day was Tuesday, May 19<sup>th</sup>.

### GENERAL UNIT MAINTENANCE

- **May Walkaround Completed.**
  - Painting/repairing completed by Ralph Manning.
  - Staining and painting of decks and bilco doors – completed in 2018 & 2019. Will be revisited 2022-2023.
  - Ruts left by P&T Tree Service between 55 and 57 CRR were repaired by Ralph Manning.
  - Weedwhacker damage to various areas was repaired by Ralph Manning and Sergio. Board will discuss the damage and repairs with Bruzzi for possible compensation.
  - Gutters & Siding – Several repairs were completed by Sergio Roofing. Contractor is investigating cause and resolution of overflow at 8CRW, 37 & 39CRR, and 47CRR.
  - Roof inspection - Board is scheduling Sergio to review condition of roofs.
  - Power Washing of Units – This year the Board requested several vendors to quote the job. Master Clean was chosen to continue servicing the community. Board notified owners of unit 21 thru 47 CRR and 2 thru 12 CRW work is scheduled for June 24, 25, 26, and possibly 29. C. Flanagan inquired if power washing was unit owner's expense or that of the association. Response: power washing of the unit is an association expense.
  - Window Washing – Due to Covid-19 pandemic and quarantine, spring washing will not take place. K. Schatteman is investigating various vendors for fall washing because of several complaints in 2019. Window washing continues to be a direct cost to unit owners desiring the service.
  - Catch basin cleaning – One of our homeowners volunteered to help evaluate and examine the need for cleaning the basins. Dumping sand and debris on site saves significant haulage and testing expense. The proposed area is the rear slope of the western retention pond. Board is investigating if an odor will be present since this pond is close to units.
- **Vandalism:** The Board is investigating the need for camera surveillance because of a local break-in.

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- **Trespassing** – Several individuals have been observed walking through the community entering from the emergency access road. Board has acted by installing no trespassing signage and notifying the local authorities. Anyone observing suspicious people entering the community are advised to phone the New Milford Police.
  - During the open forum Units 31CRR, 39CRR and 14CRR confirmed see individuals walking through the community with their dogs and family members.
  - It was stated 2CRC has video of the trespasser from the access road.
- **Insurance Letter** - Nicholas/Tobin Insurance suggested reissuance of the Insurance Program letter which explains the Association policy parameters and includes recommendations for the unit owners to include in their policies. Letter was sent to unit owners June 15<sup>th</sup>.
- **Flagpole light** – Transformer located at the streetlight near the mechanical area planter was replaced.
- **Community Sign Light** – Bill Van Pala and Bob Rainey changed bulbs recently. Board is again considering replacing this fixture with a LED fixture.
- **Collins and Hannafin** provided the Board a legal interpretation of the associations and unit owners responsibility for foundation and basement repairs. This communique will be uploaded to the website for all to view.
- **Reserve Study** – Reserve study completed in 2012 is being updated.
- **Senior Center** - sponsored Return Back Drug Day and Shredding Day are cancelled.
- **Dryer Vent Cleaning** – A unit owner's responsibility is being coordinated and further information will be distributed to unit owners.

### Pending Items:

- Update of website with minutes of previous meetings.
- Letters to homeowners concerning results of spring walkthrough 2020.
- Update of the Welcome Package to include open work orders, website & declarations info.
- Due to increased bear sightings the Board is considering a birdfeeder policy.
- STOP sign at front of community has faded. Ownership needs to be determined.
- Monitor gazebo roof for repairs.

### Community Forum

- **Unit 31 CRR** – Inquired if the communique from Collins & Hannafin was a result of a specific incident. T. D'Andrea responded it was and reiterated the full document will be posted on the website. Owner inquired about the Reserve Study. Stated he had observed a gentleman and his son walking their dog through the community.
- **Unit 39 CRR** – Stated there is an extreme amount of clover growing after the Lawn Doctor treatment. Last year's damage between their trees has not been addressed (ruts and scalping remain, and mulch continues to wash away). Streaks on the window remains after power washing. J. Oxtan state there is a special product Master Clean has and recommends for cleaning windows.
- **Unit 43 CRC** – Stated they had asked R. Manning to check the calking around the chimney and vent piping. He advised the owner he was not permitted on the roof. T. D'Andrea stated Sergio Roofing will be doing roofing evaluations.
- **Unit 45 CRC** – advised the community she is remaining in Florida for the Summer due to the Covid-19 virus.

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- **24 CRR** – Commented the wonderful job and commitment to the community T. D'Andrea and K. Schatteman demonstrated and how appreciated they are to the association.

### **Adjournment**

C. Flanagan motioned to adjourn the meeting at 7:15 pm. T. D'Andrea seconded the motion all in attendance approved.