

Carlson's Ridge Homeowners Association

c/o REI Property Management, Inc
BOARD MEETING – OPEN SESSION
March 28, 2019
25 Church Street, New Milford, CT

ATTENDEES:

- Board Members: Terry D'Andrea, President; Bob Macklin, Vice President; Kathy Schatteman, Treasurer and John Oxton, Secretary.
- 15 Unit Owners.
- REI Property & Asset Management, J. Kent Humphrey.

CALL TO ORDER:

- Meeting was call to order at 6:35 pm by J. Kent Humphrey.

PROOF OF NOTICE:

- Proof of Notice was unanimously approved, motioned by T. D'Andrea and seconded by K. Schatteman.

PREVIOUS MEETING MINUTES:

- K. Schatteman motioned to approve the minutes of November 15, 2018 seconded by J. Oxton. Motion was unanimously approved.

FINANCIAL REVIEW:

- Mr. Humphrey reviewed the February 2019 financials stating the following:
 - Year to date income including common charges, workorder recovery, recovered NSF fees, interest income, recovered late fees, and capital contributions totaling \$37,556.
 - Year to date expenses totaling \$27,812.
 - Operating cash totaling \$31,227.
 - Reserves totaling \$406,165.
 - K. Schatteman noted interest income is project to be slightly higher in 2019 due to recent increase in CD rates. Recently purchased 15-month commercial CD at 2.35% APY

CORRESPONDENCE:

- Board confirmed the review and approval by email by Unit 35 to upgrade their enclosed deck. T. D'Andrea motioned for the approval while J. Oxton seconded the motion. All in attendance approved the motion.
- Unit 6 CRC reported a separation of the right-hand column to the front porch. REI responded repositioning the trim and confirmed with the unit owner the repair was completed. No further action required.
- Unit 14 CRC reported facia had blown off the right side of the unit. REI responded prior to investigate the situation and inspect all units in the community prior to contacting Sergio Caberas to make the repair. Repair complete no further action required.
- A request made to obtain a low positioned mail box location. The postal carrier was contacted to determine if this was possible. The carrier advised K. Schatteman it was possible while the postal department would charge between \$30-\$35. Unit owner was advised. No further action required by the association.

Carlson's Ridge Homeowners Association

c/o REI Property Management, Inc
BOARD MEETING – OPEN SESSION
March 28, 2019
25 Church Street, New Milford, CT

OLD/NEW BUSINESS:

- Bruzzi
 - Curbing damage from 2017 and 2018 was not resolved. REI to make appointment with Bruzzi and his asphalt contractor Circle Asphalt Paving to review curb damage. Circle to review additional work requested by the board.
 - Unit 39 report March 28, 2019 Bruzzi while completing its spring clean-up the lawn was scalped behind Units 37, 39 and 41. REI contacted Bruzzi via email.
 - Additionally, REI to establish a time to review projects including but not limited to fence repairs, stone wall repairs, retention bond, etc.

- Asphalt Repairs:
 - Units 10, 12, 45, 47 and 48 driveways were approved for repairs in 2018. REI and the Board to evaluate driveways and roads for repairs. Crystal Koplak to establish date for review.

- Aquarion:
 - Board approved for setting up auto payment regarding the Aquarion Water invoices.

- Signage:
 - Entrance sign lighting is not working properly. J. Oxtun recommended LED lighting replace the current fixture. REI to provide recommendations.

- Winter Roads:
 - Unit owner commented during freeze and thaws Carlson Ridge Road access to Route 202 was slippery. Recommendation, Owners to contact REI should this situation occurs again.

- Walk-ways flooding:
 - Unit 23 CRR experiences flooding of the right sidewalk during thawing spells and rain storms. Action taken: Bruzzi to recommend resolution of situation.
 - Additional Unit owners confirms similar occurring situations. Action: During spring walk a round REI will notate other units with like problems.

- Meetings:
 - The Board was advised renovations to the Library are to begin in July 2019. Meetings will be conducted at 25 Church Street.

- Power Washing:
 - Scheduling power washing is to be confirmed with the painter and window cleaner. The order of events is to be 1) power washing, 2) staining of decks and 3) window washing. Action: REI to confirm scheduling, pricing and advise owners.

ADJOURNMENT:

- Meeting was adjourned by a unanimous vote motioned by T. D'Angelo seconded by K. Schatteman.

Respectively submitted by REI Property and Asset Management.