

Carlson's Ridge Homeowners' Association

Board Meeting

Open Session – Officers' Report

March 25, 2021 at 6:30pm

ATTENDEES:

Board Members: Terry D'Andrea, President; Bob Macklin, Vice President; Kathy Schatteman, Treasurer; Charlie Flanagan, Director, Robert Rainey Director.

Unit owners in attendance:

12 CRC, 16 CRC, 23 CRR, 31 CRR, 39 CRR, and 45 CRR.

REI Property & Asset Management, J. Kent Humphrey.

CALL TO ORDER:

Meeting was call to order at 6:33 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 December 3, 2020 seconded by. Motion was unanimously approved.

FINANCIAL REVIEW:

K. Schatteman reviewed the February 28, 2021 financials stating the following:

- Year to date income is \$36,212.
- Year to date expenses of \$25,021
- Operating and Petty Cash Accounts \$29,340
- Reserves totaling \$392,425.
- One CD matured March 14th for \$100,626.71 was reinvested for six months at 0.03%
- Two CD's will be maturing totaling \$115,526.61.

CORRESPONDENCE:

No correspondence was discussed.

COMMITTEE REPORT:

- Garden Club
 - The next meeting of the Garden Club it is proposing to turn over the maintenance of the two seating areas to the HOA. They will continue to maintain the center island planters.

OFFICERS' REPORT/ OLD/NEW BUSINESS:

- Board's Spring Walk Around to be scheduled for late April or early May depending upon weather conditions and will include a review of the following:
 - Gazebo roof for any needed repairs. The roof, comprised of wooden shingles with no underlayment, is projected to be replaced in two to three years. Funding maybe subsidized by the Deferred Maintenance Reserve account.

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- Winter damage resulting from snow removal (lawn, curbing, asphalt, or siding) is to be charged back to Bruzzi.
- Winter damage resulting from extreme weather conditions.
- Fencing – broken rails and loose posts.
- Asphalt repairs of driveways and roads.
- Concrete repair (walkways).
- Staining of selected decks - *Scheduling work for June (after pollen & trees are fully bloomed).*
- Painting of selected Bilco doors - *Scheduling work for June after pollen & trees are fully bloomed.*
- Painting and minor maintenance of door trim and posts associated to front entrances.
- Limited Common Elements – Homeowner responsibility to maintain.
 - “Limited Common Element” - Reference Sections VI and VII of Declarations which can be found on website carlsons-ridge.com.
 - Shutters fading - replacement.
 - Chimney cap/chase cover rusting - replacement.
 - Front door maintenance.
 - Doors, sidelights, and transom are unit owner's responsibility to maintain and replace. The Board will hire vendor to inspect entrance components for weather damage and rot. Irregularities will be passed on to unit owners for review and action. Board may choose a contractor for possible group discount should there be sufficient repairs or replacements.
 - Board to inspect precast steps for movement away from building and/or sinking. Information will be passed on to unit owners. Steps are unit owner's responsibility to maintain and replace. Board may select a contractor for possible group discount.
- *Walk around results* – owners will be advised in writing of maintenance needed on their units.
 - Owner's Compliance - Board will closely monitor adherence of owner's compliance with the maintenance and upkeep schedules for their units from last year and this year.
 - Post-walk-around letters require within 2 weeks of receipt the owner is to acknowledge receipt of letter and provide; 1) plan for resolution and 2) completion date.
 - Plans and dates to be approved by Board.
 - If owner does not comply within the specified timeframe, Board may hire a contractor to perform the necessary repairs and bill the owner.
- Landscaping Maintenance/ Tree Trimming
 - Due to storm damage expense no stump removal was performed last year.
 - Board to develop a list for trees to be trimmed and removed.

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- Scheduled for July after trees have bloomed and the ground is hard to eliminate damaged by tree equipment.
- Lawn Maintenance – NaturaLawn is scheduling first spring treatment; Round 1 fertilizer, pre-emergent crabgrass preventative, and weed control during April depending upon ground conditions.
- Power Washing – scheduling for August.
 - 12 buildings - #49 CRR through #79 CRR and #2 CRC through #16 CRC with price increase from \$450 to \$495 + cost of 'additional insured' added to insurance.
 - Front fencing to be power washed this year.
- Window Washing –
 - Previous price was \$145/unit. Estimates received in 2020 were higher priced (near/over \$200.00)
 - Board discussion of next step.
 - *Schedule for after power washing*
- Vent Guard – dryer vent cleaning
 - *Usually scheduled by REI in Sept.*
- Gutter Cleaning
 - *Schedule for early(?) December to ensure most leaves are down.*
- Landscaping/Snowplowing – Bruzzi will begin spring cleanup by end of March.
 - Bruzzi snowplowing contract ends in March 2021; landscaping contract ends in November 2021.
 - Quotes from new vendors obtained in 2020 were quite a bit higher than current contract and the decision was made to renegotiate with Bruzzi.
- Street Catch Basin Cleaning –
 - Board needs to determine 1) to do this year? 2) how to determine when it needs to be done. REI forwarded information on how to evaluate a catch basin March 26th.
 - Dumping the sludge on property will save haulage fee. Is there a slope at back retention pond big enough to hold unknown quantity of sludge? Since this pond is so close to units, need to determine if there will be an odor.
 - Vendor would need to be contracted.

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ONGOING ISSUES

- Ice Damming - Sergio remove ice build-up as it occurred to head off leaks into the units.
 - Discussion of future solutions: insulating attic, installing heat cables, applying salt/de-ice pellets on roof, steaming the roof, roof raking after significant snowfalls.

- Roof Replacement
 - Board to review roof replacement schedule.
 - Funded from Reserves.
 - 3 buildings approximately every 2 years.
 - Schedule Sergio to perform maintenance at 47, 75, & 21 CRR.
 - 47 CRR needs replacement - \$14,500 +plywood.
 - Units 25 CRR & 75 CRR repairs \$4,200.
 - 21 CRR repairs would cost \$3,500 Sergio does not recommend. 2019 \$3,000 to repair the same roof.
 - Concerned with roof 6 CRW.

- Issues to be revisited:
 - Birdfeeder policy – K. Schatteman recommended owners be advise bears frequently visit the property and feeders be removed by March 30th and be permitted to be used November 1st. Unit owners should rake and dispose of seeds spread beneath the feeder by March 30th.
 - Community Sign light.
 - Cost was the issue. Hantsch Lighting estimate - \$349.68 in 2019 or 2020.
 - Currently the fixture is working.
 - K. Schatteman and R. Rainey recommend no action taken at this time. Members unanimously agreed.
 - Identification Sign.
 - Carlson's Ridge sign is fading.
 - K. Schatteman will contact the sign contractor for pricing.

- Foundation at 30CRR – Board investigated the foundation crack and will have a professional review the situation and advise on repairs.
 - T. D'Andrea motioned the HOA will engage a professional foundation contractor to repair the foundation at its expense. Should it be necessary to move the precast steps to make repairs to the foundation from the outside the Association would assume the expense. Repairs and or replacement of the front door its components and repositioning of the precast steps is the expense of the unit owner. R. Rainey seconded the motion, and it was unanimously approved.

- Team Meeting Format
 - B. Macklin suggested using Zoom Meeting format due to it is difficult to hear many of the participants.

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OPEN DISCUSSION:

- 12 CRC
 - Suggested he would assist the Board in negotiating the deductible for ice and water penetration with reference to insurance.

- 16 CRC
 - Discussed the storm drain grates.
 - Stated he would like to discuss solutions to ice damming at a later date.

- 23 CRR
 - Noted he has had many problems with Zoom Meeting format.
 - Concerned with the speeding of residents and caretakes on the streets of the community.

- 31 CRR
 - Concerned with the speeding of residents and caretakes on the streets of the community.
 - Willing to provide Board with names of community speeders.

- 39 CRR
 - Concerned with the speeding of residents and caretakes on the streets of the community.
 - Noted the benches need to be anchored.
 - Inquired painting of the door and trim is the responsibility of the association.
 - Only the trim is the response ability of the association to paint.

- 45 CRR
 - Thanked the board for the participation and looking forward to returning from Florida.

ADJOURNMENT:

- Meeting was adjourned at 7:20 pm by a unanimous vote motioned by T. D'Andrea seconded by C. Flanagan.