

# Carlson's Ridge Homeowners Association

c/o REI Property Management, Inc  
**BOARD MEETING – OPEN SESSION**  
**November 14, 2019**  
25 Church Street, New Milford, CT

## ATTENDEES:

- Board Members: Terry D'Andrea, President; Bob Macklin, Vice President; Kathy Schatteman, Treasurer and John Oxtan, Secretary.
- 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 T. D'Andrea and seconded by K. Schatteman

## PREVIOUS MEETING MINUTES:

- K. Schatteman motioned to approve the minutes of September 12, 2019 seconded by T. D'Andrea. Motion was unanimously approved.

## FINANCIAL REVIEW:

- K. Schatteman reviewed the October financials stating the following:
  - Year to date income is on target
  - Year to date expense are on target while several categories are greater than budget others are lower than budget.

## CORRESPONDENCE:

- 35 CRR – questioned why he is charged for deck washing and staining when he as an enclosed deck. Board responded stating maintaining the stairs is chargeable expense.

## COMMITTEE REPORT:

- Garden Club report given during the meeting.

## OLD/NEW BUSINESS:

CD RENEWAL – Board approved to renew the CD due in December for an additional 9 months. Motion by K. Schatteman seconded by T. D'Andrea.

47 CRR – Board unanimously approved to waive two late fees associated with this account due to originating bank processing error. Motioned by T. D'Andrea and seconded by K. Schatteman.

PROJECT UPDATES –Terry D'Andrea updated the board on the following projects. No voting action was required.

- LANDSCAPING AND SNOW PLOWING:
  - Contracts for landscaping and snow plowing were executed.
  - Retention ponds – to be cut during final fall clean-up scheduled for the week of November 18<sup>th</sup>.
  - Weed control under decks – Not recommended by Lawn Doctor.
  - Lawn Doctor recommends maintaining the current fertilization, grub, and weed control program. This is in contradiction with Bruzzi Landscaping recommendation. Item to be further discussed.

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- Erosion/settlement at Unit 2CRC – Professional recommendation is not to do anything.
- Trees
  - Bradford Pears – are nearing the end of their life span, beginning to split and several have been removed. Board pursuing recommendations for replacements.
  - Ash Trees – Several ash trees have been removed due to the blight. Trees will be evaluated in the spring to determine additional removal.
  - Trimming – Board is considering a multi-year tree pruning program for the east property line beginning in 2020.
  
- ASSOCIATION SIGN:
  - Association marque light continues to burn out. Jack motioned to have the fixture changed out to LED fixture. T. D'Andrea second the motion and all confirmed. Board will manage the replacement.
  
- GUTTER, DOWNSPOUT AND EXTENDED DRAIN CLEANING:
  - Cleaning and repairs are scheduled with Affordable Roofing.
  - Gutter replacement has been completed.
  
- SIDING REPAIRS:
  - Sergio to complete repairs on or about November 20<sup>th</sup>.
  
- DRYER VENT CLEANING:
  - Scheduled with Vent Guard beginning November 19<sup>th</sup> and completed early December.
  
- WINDOW WASHING:
  - Project completed
  
- ACCESS ROAD:
  - Maintenance has been completed.
  
- ASPHALT REPAIRS:
  - Project completed in October.
  - Curb reseeding rescheduled for spring of 2020.
  
- CUPOLA:
  - Vinyl replacement purchased and installation complete.
  
- ROOFING:
  - Quotes were obtained and evaluation complete by roofing contractor.
  - It was suggested a consultant be hired to evaluate and provide specifications for new installation.
  - REI to investigate roofing consultants.
  
- CARLSON'S RIDGE SIGN:

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- REI obtained LED lighting pricing from Ogden Electric and & Hantsch Electric for the marquee. Board asked for clarification of the proposal to assure the lights are installed at the at ground level. REI to contact contractor for verification.
  
- **STORM DRAIN CLEANING:**
  - Project is being considered for 2020.
  - American Rooter, Watertown, CT and Berkshire Industrial Services, Torrington, CT have been used by REI for storm clean outs.
  
- **SIDEWALK REPAIRS**
  - Unit 27 CRR - Owners and Board have agreed to leave the HC ramp through the lease term.
  - Unit 23CRR – Drainage issue has been resolved.
  
- **BIRDFEEDER:**
  - Rules for permitting and maintaining birdfeeders was tabled for another meeting.

## Open Discussion:

- 39 CRR
  - Commented on holes in the west retaining wall.
  - Discussed decorative tall grasses. According to Google search grasses may be cut back late fall or early spring.
  - Spoke of concerns of gutter cleaning of bump out at the rear of the structure.
  - Leader drains will the be blown out during gutter cleaning.
  
- 25CCR
  - Inquired if the community has considered a compost area.
  - Stated the rear of his structure there is a piece of siding with a gash
  
- 41CRR and 49CRR
  - Noted siding and chimney cap concerns.
  
- 69CRR
  - Concerned with grapevine encroaching the shrubbery.

## ADJOURNMENT:

- Meeting was adjourned at 7:15 pm by a unanimous vote motioned by T. D'Andrea seconded by K. Schatteman.

Respectively submitted by REI Property and Asset Management.