

Carlson's Ridge Homeowners Association

Board Meeting
5:00 PM November 15, 2018
61 Carlson Ridge Rd, New Milford CT 06776

ATTENDEES:

Board: Kathy Schatteman –Treasurer; John Oxtan – Director; Bob Macklin - VP;
Terry D'Andrea - Secretary

Unit owners: Tomm & Linda Sprick; Nancy Macklin

CALLED TO ORDER:

At 5:00pm.

OFFICERS REPORTS:

Completed Projects Update – presented by Terry

1. Bees' nest elimination - Ralph Manning did multiple sprayings and opened nests at 8 CRCT and 47 CRR. Unit owner called exterminator for hanging nest at 43 CRR. - Terry
2. Dryer Vent cleaning. - Vent Guard has completed cleaning at all of the units requesting cleaning. - Jack
3. Roof shingles – Flying Colors Roofing has taken care of shingle issues at 41CRR, 57CRR, and 59CRR. - Jack
4. Lawn repair at 26CRR completed by Illescas (Silvio) - Kathy
5. Reseeding of 37CRR back lawn by Bruzzi that was damaged by their mower on flooded ground. - Terry
6. Maintenance on rear access road work by Illescas. – Kathy
7. Cutting of vines by Decio Tenreiro: 1) in front - climbing on 3 large trees along road plus around evergreen; 2) in back – along tree perimeter at 61CRR. In spring, he will pull down as many dead vines in back as he can at no additional charge. – Kathy.
8. Access road between 63 and 65 CRR – Kathy – competed by Illescas. Old top was removed, ground was tamped and new gravel brought in.
9. Trimming - the line of shrubs behind the third circle units (in back of 65 Carlson Ridge Road) that connect with shrubs behind the first circle (in back of Carlson Ridge Court). Bruzzi - Terry
10. Cutting of back retention pond on side with fence has not been done. Immediately around pond has been cut. Bruzzi – Terry
11. Bruzzi has completed final leaf collection.

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Upcoming Projects

1. Update on curb repairs and trimming – Bruzzi – Terry Bruzzi emailed that he expected all items to be completed week of 11/5/18.
 - Curbing. Units needing repair on Carlson Ridge Road: 26 - there is about 8 running feet; 41; 55; and 61. Unit needing repair on Carlson Ridge Court: 10 - there is about 12 running feet. Middle circle visitors parking area - 2 foot section. Third Circle upper visitor parking area - 2 foot section.
 - Since the berm has been cut only once this year, can they also cut scrub bushes by front stonewall on south side of driveway.
2. Bids for roads and driveway repair update – Jack
 - Despite great effort on Jack's part, vendors are not responding. REI will schedule a walkthrough in April with the contractors, weather permitting.
 - A&T stated they would schedule a walk around in next few weeks. Kent has agreed to attend with Jack.
3. Gutter Cleaning- Jack
 - Prices for Sergio Roofing will remain the same as last year. Gutter cleaning by them is scheduled for around Thanksgiving.
4. Trimming around dryer vent flap to create 2 foot clearance in any direction. - REI
 - Bob Tuthill (Vent Guard) suggests that if brush is closer, it is an invitation for winter mice to enter vent, which have no difficulty opening the flap.
 - In the spring, request Bruzzi to cut back bushes and trees around any dryer vent with this problem. This is not in the contract and will be an additional cost.
5. Cupola Repairs and roofing - Jack
 - Flying Colors Roofing – Steve Totilo will access in spring.
6. Removal of felled large pine near Rt. 202. – Kathy
 - P&T to wait until after frost.
7. Dryer vent cleaning – there are still 6 – 7 units who have not had their vents cleaned.

REI Contract

REI has provided an updated contract that takes into account REI taking over many of the day-to-day operating tasks currently performed by the Board. This contract has been approved by the Board and signed by Angie as current President. The turnover will be effective January 1, 2019.

The Board has agreed to add a letter into the annual meeting package mailed to homeowners that explains this transition and how it impacts them.

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Financial:

- Budget – Kathy Schatteman presented the proposed budget. Bob Macklin motioned to approve the budget. Jack Oxton seconded the motion. The budget was ratified by all present Board members. Angie Masini emailed her 'for' vote.
- Audit- the final report is being developed. Kathy Schatteman read the Accountant's conclusion from the draft: "Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principals generally accepted in the United States of America".

OTHER NEW BUSINESS:

- CDs - One of the CDs will need to be renewed soon and Kathy Schatteman will have Kent provide current rate information to make an informed decision.
- Annual meeting package vote: Kathy Schatteman motioned to approve the package with the changes that follow. Jack Oxton seconded the motion. The package, with the modification listed below, was ratified by all present Board members.
- Modifications:
 - Change Budget Proposal page to most current revision sent by from Kathy Schatteman.
 - Add Reserve page into Budget section of package.
 - Change all occurrences of Kathy Schatteman's name to the correct spelling.
 - Include a letter to homeowners explaining how the responsibilities of REI and the Board are changing as of 1/1/2019. This letter to include how homeowners can communicate their issues to the correct responsible parties.
 - In case of inclement weather, add an alternative to 12/4/18 meeting.

HOMEOWNERS FORUM:

Tomm and Linda Sprick noted that the transfer of responsibilities should be explained to the homeowners in the annual meeting package.

ADJOURNED:

Meeting was adjourned at 5:20pm.