

# Carlson's Ridge Homeowners Association

c/o REI Property Management

## ANNUAL OWNER'S MEETING

November 7, 2023

JPCC 2 Pickett District Rd. New Milford CT 06776

### ATTENDEES:

Board of Directors: President; Kathy Schatteman and Treasurer; Charlene Michalek

Unit Owners: 2CRC, 4CRC, 6CRC, 6CRW, 8CRW, 12CRW, 16CRC, 23CRR, 24CRR, 25CRR, 28CRR, 31CRR, 43CRR, 45CRR, 47CRR, 53CRR, 57CRR, 59CRR, 61CRR, 63CRR, 69CRR, 71CRR, 75CRR, 77CRR and 79CRR

Proxy's: 8CRC and 4CRW

Representing REI Property and Asset Management: Crystal Koplak

### CALL TO ORDER:

The meeting was called to order at 3:31 pm by Crystal Koplak.

### ROLL CALL/SIGN IN:

71CRR motioned to accept the roll call. 75CRR seconded the motion. All present approved the motion.

### PROOF OF NOTICE:

31CRR motioned to accept the meeting notice as presented; 57CRR seconded the motion. All present voted in favor of the motion.

### READING OF THE MINUTES:

43CRR motioned to approve the annual meeting minutes from October 21, 2022, as presented; 28CRR seconded the motion. All present voted in favor of the motion.

### REPORTS FROM OFFICERS:

#### President Report: Kathy Schatteman

#### Roofs:

- A. 73&75CRR, 41&43CRR and 2&4CRC were completed by Erreyes Roofing. Due to workmanship concerns, work was halted on 9/25 and an inspection ordered. The results indicated the installation of incorrect ridge vents and other problems. At a meeting on 10/6/23 attended by Kathy Schatteman, Charlene Michalek, Crystal Koplak and Holger Erreyes, the contract was terminated. The price per building was \$26,380. Holger honored the original contract and the 10-year warranty. On 10/18 his crew returned to install the correct ridge vents, perform other repairs and clean the gutters of nails and debris.
- B. 49&51CRR and 53&55CRR have been completed by Sergio Roofing. Due to concerns about water stains and prior patching, 28&30CRR and 69&71CRR will be replaced this year. The price per building is \$30,000 reduced from an earlier quote of \$32,000.

#### Trees:

Fallen, dead and damaged trees were removed, and other trees trimmed. We have gone over budget @\$671.00

# Carlson's Ridge Homeowners Association

c/o REI Property Management

## **Siding:**

23CRR and 59CRR were repaired due to water penetration behind the siding. 33CRR is being evaluated for a similar repair.

## **Misc:**

59CRR, 21CRR, 27CRR and 61CRR had foundation cracks repaired. Where needed sink holes were filled, and the areas re-graded and grass seed spread. Other siding repairs, to be paid for by Bruzzi, will be addressed in 2024. Chris Bruzzi has agreed.

4CRC the retaining wall is scheduled to be repaired on November 8<sup>th</sup> to stop soil washing out which has caused a small sink hole.

## **Gutter Cleaning:**

Will be done by Sergio after Thanksgiving to allow the balance of the leaves to fall.

## **Treasurer's Report: Charlene Michalek**

Year to date Income \$420,372.30

Year to date Expense \$357,170.67

Net Income \$63,201.63

Year to date Special Assessment as of 9.30.2023 is \$147,560.00.

Total special assessment is \$172,800.00 with a balance of \$25,240.00 collected for October to December.

## **ELECTION OF DIRECTORS OF THE EXECUTIVE BOARD:**

This year there are **five** open seats on the Board of Directors. Kathy Schatteman and Charlene Michalek had both been appointed to the Board during the 2023 term and are seeking election to continue as members of the Board of Directors. Charlie Flanagan and Jane Gregory have also agreed to run for election and R. Hull nominated Jim Polito to fill the remaining vacant seat.

The 2024 Board nominations are as follows: Kathy Schatteman, Charlene Michalek, Charlie Flanagan, Jane Gregory and Jim Polito.

Unit Owner 43CRR motioned to accept the slate of officers as stated followed by a second from 79CRR, all present approve of the motion.

## **RATIFICATION OF BUDGET:**

Charlene Michalek presented the 2024 budget, which detailed an increase of \$35.00 in common fee over 2023.

Charlene explained each line item in the budget sharing if and why there was an increase to the line items.

Questions regarding the increase in administrative fees with reference to the management fee.

Several of the owners were concerned with having a full-time management company vs. being able to contact a member of the Board.

Owners requested a full list of the service which REI is providing based on the contract.

24CRR motioned to ratify the proposed 2024 budget as presented, 71CRR second the motion. All present approved of the motion.

# Carlson's Ridge Homeowners Association

c/o REI Property Management

25CRR motioned to approve that if there was a profit at the end of the year that said profit will be transferred into the reserve account, seconded by 28CRR. All present approved of the motion.

## **OLD/NEW BUSINESS:**

**6CRW** – Inquired as to why if the contractor has insurance the Association does not reach out to them regarding the workmanship concerns to file a claim.

**23CRR** – Inquired as to what REI's responsibility and what their job is and what as homeowners are they responsible for and not responsible for.

**61CRR** – Expressed concerns about the \$14,400.00 that was allocated for Management services and what does that mean for the community and communications.

**71CRR** – Inquired about the REI contract and what is expected with regards to responsibility and a time frame for a response to request or concerns.

**69CRR** – Discussed the plants and shrubs that are dying on the island.

**75CRR** – Expressed how upsetting it was that she was not notified of the concerns with the roof when they were determined. Her roof was one of the ones completed by Erreyes.

**79CRR** – Advised that the Board should have notified the homeowners of the concerns as soon as the roofing project was stopped and why.

Inquired who completed the inspection. \*A third-party contractor was hired to complete the inspection.

Is concerned that when the contractor cleans the gutters, they put the ladder on the gutter.

**Community Concerns:** No Soliciting and what happens when someone is going around the neighborhood. Answer: They should be told that this is a private community that does not allow soliciting and tell them that they need to leave, and you will be contacting the police department.

## **ADJOURNMENT:**

8CRW made a motion to adjourn the meeting at 4:49pm. 14CRC seconded the motion. All present voted in favor of adjourning the meeting.

Respectfully Submitted,  
REI Property Management – recording the minutes.

# Carlson's Ridge Homeowners Association

c/o REI Property Management

## **BOARD MEETING**

IMMEDIATELY FOLLOWING THE ANNUAL MEETING

November 7, 2023

JPCC 2 Pickett District Rd. New Milford CT 06776

The Board of Directors met immediately following the Annual Meeting to elect officers and appoint member's positions. The board members will remain in their current positions.

**Board Positions** - By unanimous vote, the officers assumed the following positions:

Kathy Schatteman, President/Secretary

Jim Polito, Vice President

Charlene Michalek, Treasurer

Charlie Flanagan, Director

Jane Gregory, Director

Minutes prepared by REI Property and Asset Management

## BUDGET 2024

	2023	2023	2024	Notes
	Projected 12/31			
Monthly Common Charges (48 Units)	375	375	410	
<b>REVENUE</b>				
5110 Common Charges Income	216,000	216,000	236,160	
5410 Resale Certificate		164		Four Sales
5350 Interest		30		Operating Account
5310 Late Charges		160		
5130 Assessment For Reserves	172,800	172,800		\$3,600 Per Home
5340 Reserve Transfers In	165,000	198,695	90,000	2023: 3 Bldgs. @\$26,380+ sheathing 4 Bldgs. @\$29,500 2024: 3 Bldgs
5115 Work order Recovery		1,300		Porches Reimbursed
5420 Capital Contribution & Other Fees		3,000		4 Sales 51,49,45, 63 @ \$750 Each
<b>TOTAL REVENUE</b>	553,800	592,149	326,160	
<b>EXPENSES</b>				
7110 Office Expenses	1,600	2,000	2,000	
7860 Capital Contribution Transfer		3,000		4 Sales
7820 Reserve Contribution	47,413	47,413	59,154	25% Increase +-
7840 Deferred Maintenance Reserve	1,200	1,200	1,200	
7825 Assessment For Reserve	172,800	172,800		
7410 Management Fee	14,400	9,198	14,400	
7100 Late Charges		130		
7315 Hydrants	4,150	4,970	4,150	Flushed \$957
7320 Electricity	2,000	2,050	2,200	
7415 Trash	13,306	13,306	13,424	
7420 Landscaping / Snow	69,256	69,256	71,334	Bruzzi
7425 Lawn Weed / Feed	7,570	7,570	7,572	Natural Lawn
7509 Gutter Cleaning	2,000	2,000	2,100	
7510 Tree Trim / Removal	7,000	7,671	5,000	
7511 Power Wash			6,633	
7512 Paint / Repair Wood Trim	1,500	240	1,000	
7513 Seal / Repair Driveways	4,000		2,000	Storm Basin & Pot Holes Need Repair
7514 Roof Repair	4,000		2,000	
7516 Landscape Enhancements	3,000	843	2,000	
7517 Miscellaneous	3,000	15,961	7,000	Unplanned Repairs,
7405 Insurance	29,122	29,191	31,000	
7220 Accounting/ Tax Prep/ IRS Tax	250	250	1,250	2024 Federal Tax Est.
7515 Misc. Contribution	200	50	200	Memorials
7210 Legal		540	300	
7810 Replace Roofs (From Reserve)	165,000	197,395	90,000	3 Buildings Will Be Paid From Reserve
<b>TOTAL EXPENSE</b>	552,767	587,034	325,917	
<b>Net Income &amp; Loss</b>	1,033	5,115	243	

PROJECTED RESERVE BALANCE 12/31/2023

<b>AS OF 8/31/23</b>	
<b>RESERVE # 1021</b>	3.38
<b>SA RESERVE</b>	\$172,800.00
<b>SALES</b>	3,000.00
<b>DM RESERVE</b>	3,046.00
<b>CC RESERVE</b>	321.26
<b>EDWARD JONES</b>	177,358.00
<b>LONG TERM CONTRIBUTION</b>	23,718.00
<b>ROOFS, SHEATHING, PORCHES (MINUS)</b>	-197,395
<b>TOTAL</b>	182,851.64
<b>PROJECTED RESERVE BALANCE 12/31/2024</b>	
<b>OPENING BALANCE</b>	182,851.64
<b>LONG TERM CONTRIBUTION</b>	59,154.00
<b>3 ROOFS @ \$30,000 (Plus or Minus)</b>	-90,000
<b>TOLTAL (plus interest)</b>	152,005.64