

Carlson's Ridge Homeowners' Association

Meeting Minutes: Board Meeting of March 28, 2013

Present: B.Veley, J.Polito, A.Masini, B.O'Loughlin, A.Lachlan.

Also Homeowners : Joseph Snow and Fred Kutschinski .

Agenda Items:

- 1) Financial Review.
 - a) Jim reported that our finances were in good shape in all areas.
 - b) Our Certificates of Deposit total \$197,000.00. Of this amount, \$86,000.00 matures in August and will be reinvested in 12 month CD's at the prevailing rates. The remaining \$111,000 does not mature until January 2015.
 - c) The Winkler house, at present unoccupied and on the market is accruing Common Fees and Late Charges. The Board decided to place a lien on the property to recover any funds due at time of sale. Bill will contact the Law Firm of Trivenian & Coploff and instruct them to file the Lien.
 - d) It was decided that the Fidelity Bond that is required to cover all board members and the property manager should be purchased immediately. Jim will contact the Nicholas/Tobin agency. The bond will have \$310,000.00 of coverage and cost \$438.00 per year.
 - e) A 'Thank You' card was received from Mrs Bunny DeCarlo thanking the community for the donation to the VNA in memory of her Mother.

- 2) Operations Update.
 - a) Bill produced a list of the following work items remaining from 2012.
 - b) Paint Bilco Doors. The Board agreed to have the bilco doors on 13 units repainted at a cost of \$1200.00.
 - c) Evaluate Current Roof Conditions. Bill will have a contractor check all roofs in the complex and make repairs where necessary. Cost not available at this time.
 - d) Repair of Flag Pole. Jim will contact the Gates Flag Co. to see if we can purchase the necessary parts then have P. & T. use their equipment to install the new parts.
 - e) Rewire and Upgrade FlagPole lighting. Is postponed until after the flag pole repair is completed. The cost will be \$973.00.
 - f) Dig out Drain Pipe at #75 C.R.R. Bill will proceed to have this work completed.
 - g) Small Screen Repair at #75 C.R.R. Bill will complete this low cost job. It will prevent bees from getting into house.
 - h) Grade Topsoil at #16 C.R.C. Bill will contact Frank's to have work completed as soon as possible.
 - i) Sand and Paint Rear Deck Handrails at #57 & #59C.R.R. Bill will contact Contractor to have this job completed.

- j) Sussex Units Front Door Trim. Bill will re-assess how much work there is to be done.
 - k) Sussex Handrails. Bill will evaluate and determine which Units need sanding, prime and paint then schedule a number of units each year.
 - l) Plantings at # 14 C.R.C. Bill will contact the Homeowner to have plantings completed this spring.
 - m) Fence Repair at Entranceway. Bill will contact Frank's to have repair completed as soon as possible.
 - n) Bay Windows. Bill stated that this item will be our largest single expense. He has obtained estimates of \$600.00 and \$1200.00 to have the bay windows repaired (if necessary) then covered with vinyl siding. Bill will proceed with the initial work. The board agreed that it might be possible for the homeowners who have a bay window to pay 50% of the cost. The subject can be addressed at the Spring Homeowners meeting also in a letter to Homeowners who have a bay window.
- 3) 10th Anniversary Celebration.
 Angie presented the details of the Celebration and has everything under control. The date will be Saturday May 18th from 5.00pm until 8.00pm in a marquee by the gazebo. It will start with a BYOB cocktail hour with antipasto at 5.00pm, and dinner will be served at 6.00pm. Details will be provided at the homeowners meeting on April 17th. Invitations will be mailed to all homeowners with RSVP by April 21st. Bill will arrange for music, possibly by Hammerin' Hank Milligan – Piano and Keyboard Artiste.
- 4) Leasing By-laws Policy. This item was discussed at length by the Board and it was agreed that the following Policy would be communicated to the homeowners by letter. The policy statement will show that only four units can be leased at a time and for a period not to exceed one year. Burke and Jim agreed to create the letter.
 - 5) Homeowners Spring Meeting. The Spring 2013 meeting will take place on April 17th at 6.30pm in room 2A at the Senior Center. An agenda is not required for this meeting, but discussion items might include the 10th Anniversary Celebration, Bay Windows, Leases, Dryer Vents etc.
 - 6) New Business. Bill stated that some homeowners have made inquiries regarding Replacement Windows. It was agreed that any replacement windows must be comparable with existing windows. Bill will research and advise. Burke brought up the subject of Dryer Vent Cleaning and the question was should it be mandatory or optional. This subject can also be discussed at the homeowners spring meeting. Window Cleaning. Alan agreed to research and locate a contractor who can clean both inside and outside windows for the units in the complex this spring. Will obtain information for the homeowners regarding price, time frame etc. as soon as possible.
 - 7) The Board Meeting adjourned at 8.45pm. The next Board Meeting will be on June 13th 2013 at the Senior Center.