

Carlson's Ridge Homeowners Association

c/o REI Property Management, Inc
BOARD MEETING – OPEN SESSION
June 18, 2019
24 Main Street, New Milford, CT

ATTENDEES:

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

PREVIOUS MEETING MINUTES:

- K. Schatteman motioned to approve the minutes of March 28, 2019 seconded by B. Macklin. Motion was unanimously approved.

FINANCIAL REVIEW:

- J. Kent Humphrey reviewed the April 2019 financials stating the following:
 - Year to date income including common charges, workorder recovery, recovered NSF fees, interest income, recovered late fees, and capital contributions totaling \$69,077.
 - Year to date expenses totaling \$48,557.
 - Operating cash totaling \$37,003.
 - Reserves totaling \$413,224.

CORRESPONDENCE:

- 24 Carlson Ridge – Board reviewed unit owner's questions regarding a recipient home inspection conducted prior to the sale of the property. REI prepared answers to those question and the Board concurred. Action: REI to respond to Unit owner sighting section of the Governing Documents pertaining to the owner's questions.

OLD/NEW BUSINESS:

- Bruzzi
 - Bruzzi's administrative assistant advised REI due to out of town family business Chris Bruzzi has not been available. He is expected back in two weeks when REI will follow up.
- Asphalt Repairs:
 - Circle Asphalt Paving has not responded, having walked the property with several board members and REI, for a proposal. A&S Construction/Landscaping, Asphalt Solutions, Nardi Asphalt and A Silverio Paving were contacted to obtain pricing. K Schatteman provide a newspaper clipping advertising Brace City Paving, R.P. Dalton, Inc. Spino's Paving.

Carlson's Ridge Homeowners Association

c/o REI Property Management, Inc
BOARD MEETING – OPEN SESSION
June 18, 2019
24 Main Street, New Milford, CT

- Spring Walk-thru:
 - J. Kent Humphrey reviewed notes taken during the spring walk around. REI to complete letters for each home addressing the concerns. Several items will be provided to R. Manning to take care in the community.
- Power Washing:
 - REI to contact Master Clean to schedule homes and decks to be power washed this year. Homeowners will be sent confirmation notices along with preparation details.
- Deck Painting:
 - REI to contact J. Cullen to schedule deck staining. Once the dates are confirmed a letter will be sent by REI with the details to those homeowners on the list for 2019.
- Window Washing:
 - J. Oxton is to provide window cleaning contact information to REI. Window washing will be completed after power washing and staining.
- Community Trees:
 - K. Schatteman & T. D'Andrea walked the community with John Sterns from Bartlett Tree to review some of the concerns that have been noted regarding trees in the community. Bartlett will be submitting a proposal.
- Community Sign Lighting:
 - REI is obtaining pricing from Ogden Electric and & Hantsch Electric to install LED lighting for the front sign.
- Fencing Rails:
 - R. Manning was contracted to replace several broken fence rails in the community which REI and the Board noted during the spring walk-around.
- Carlson's Ridge Sign:
 - The small sign which states "private property" is being re-painted. The board will review painting the large sign once the small sign is returned.

ADJOURNMENT:

- Meeting was adjourned at 7:43 pm by a unanimous vote motioned by T. D'Andrea seconded by K. Schatteman.

Respectively submitted by REI Property and Asset Management.