

Carlson's Ridge Homeowners Association

c/o REI Property Management, Inc
BOARD MEETING – OPEN SESSION
September 12, 2019
25 Church Street, New Milford, CT

ATTENDEES:

- Board Members: Terry D'Andrea, President; Bob Macklin, Vice President; Kathy Schatteman, Treasurer and John Oxton, Secretary.
- Five Unit owners were in attendance.
- REI Property & Asset Management, J. Kent Humphrey.

CALL TO ORDER:

- Meeting was call to order at 6:26 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:

- B. Macklin motioned to approve the minutes of June 18, 2019 seconded by J. Oxton. Motion was unanimously approved.

FINANCIAL REVIEW:

- K. Schatteman reviewed the August 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 ant others are lower than budget.
 - Reserves totaling \$424,959.48.

CORRESPONDENCE:

- 59 CCR – Bats: REI reported this issue was resolved with the Unit owner and Bio Tech Wildlife Services were on site Thursday September 12th.
- 63 CRR – (not 55 CRR) Unit owner advised the association his deck was not in need of staining. Vendor to issue refund to the association. REI verified the funds were deposited during the August period. (8/14/19).
- 35 CRR – REI reported this unit owner left a voice message today (9/12/19) indicating he does not want any part of his deck stained this year. C. Koplak notified the contractor, Joe Cullen via voice mail and confirmed with Mr. Turco all parties have been advised.

COMMITTEE REPORT:

- There was no Garden Club report given at this meeting.

OLD/NEW BUSINESS:

- Landscaping and Snow Plowing
 - The Board approved Bruzzi to be their contractor of choice for the following three years with a three (3) percent increase. T. D'Andrea made the motion while K. Schatteman seconded the motion and all approved. REI suggested the revised specifications be used for the contract. Board to review and advise REI.

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- Erosion 2CRC:
 - K. Schatteman contacted CCA, LLC and engineering firm to evaluate the erosion/settling at this unit. Russell T. Posthauer, Jr. is to meet with K. Schatteman Friday September 13th.
- Spring Walk-a-Round:
 - T. D'Andrea reported the following
 - Ralph Manning completed wood repairs and painting.
 - Shutters – all but one unit has addressed their shutters.
- Downspout drain cleaning – Unit 39CCR:
 - REI presented the cost from American Rooter to “Jet” the drains connected to the leaders. The estimated is \$600.00 for the first hour and \$250 for each additional hour. K. Humphrey explained the jetting operation. The Board decision is pending upon further review of Article VI Section 6.1 and Article VII Section 7.3 of the Governing Documents relating to Limited Common Elements.
- Gutter Replacement:
 - Sergio Cabrera investigated the gutters at the time he evaluated the roof and provided a quote. He advised REI that he was going back to confirm his estimated this week. REI to follow up with Sergio and copy the board on the communication.
- Gutter Cleaning:
 - Sergio Cabrera proposal is \$1,945. The last season gutters were cleaned several residents complained of debris left on siding, gardens and decks. REI suggested to have written specifications for cleaning of gutters and downspouts. Management will seek another vendor for a quote and establish a fall cleaning.
- Dryer Vent Cleaning
 - Board enquired who maintains the dryer vent cleaning list. REI has only been provided a list in the past by a board member. Vents are maintained by unit owners as it is a limited common element. REI to provide a letter for board approval to be sent to unit owners identifying contractors.
- Window Washing:
 - Window maintenance is a unit owner responsibility. REI will arrange with the previous contractor to set aside a specific day to provide service. It is up to the individual owner to contract and make payment to the provider. REI to provide a letter for board approval to be sent to unit owners.
- Access Road:
 - K Schatteman advised the board she has contacted 4 Star Paving to provide a quote to perform work on the access road.
- Asphalt Repairs:

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- Board unanimously approved Four Star Asphalt's proposal for \$14,250.00 plus CT Sales Tax. Motioned by T. D'Andrea seconded by K. Schatteman. REI forwarded contract to contractor.
- Cupola:
 - Board discuss cupola replacement options. Motion by T. D'Andrea and seconded by K Schatteman the Board unanimously approved a vinyl replacement and will handle the procurement and installation. Estimated investment \$700.00.
- Roofing:
 - Roofing quotes were reviewed R & R Roofing, LLC, written quote, and Sergio Cabrera, verbal quote. The Board requested Mr. Cabrera submit a detailed written proposal for units 21-23 and evaluation of roofs in the community (requested 9/13/19). A concern of the Board voiced their concern over availability of the style and color of shingles for the future.
- Carlson's Ridge Sign:
 - 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.

Open Discussion:

- 39 CRR
 - Commented on pricing of power washing and painting-believes he is being overcharged since he has an enclosed deck.
 - Asked about gutter cleaning specifications-claims the gutters associated with his bump-out have never been cleared. Also question the cleaning of the leaders. Unit owner advised the board he had strainers installed on all his leaders.
 - Asked how REI manages contracts.
 - Commented to the Board the landscaping contractor did not abide by the erected sign "Do Not Trim the Bushes" when the shrubs were pruned in the community.
 - Informed the Board Bruzzi Landscaping was allegedly spraying chemicals at the base of trees and now the trees are dying. T. D'Andrea stated she would communicate this to Bruzzi and request product MSD sheets.
 - Queried who is responsible for the weeds under the deck.
 - Asked about drain cleaning of leader extensions.
- 45CCR
 - Inquired about siding replacement behind owner's shrubs
- Tag Sale Signage and Wave Runner
 - Several owners discussed "Tag Sale" signage at a for sale trailered wave runner. T. D'Andrea advised the Board she had given permission for the signage for the weekend.

ADJOURNMENT:

- Meeting was adjourned at 7:37 pm by a unanimous vote motioned by T. D'Andrea seconded by J. Oxtan.

Respectively submitted by REI Property and Asset Management.