

# Carlson's Ridge Homeowners Association

c/o REI Property Management, Inc  
**BOARD MEETING – OPEN SESSION**  
**August 27, 2020**  
**Microsoft Teams Meeting**

## ATTENDEES:

- Board Members: Terry D'Andrea, President; Bob Macklin, Vice President; Kathy Schatteman, Treasurer Charlie Flanagan, Director and John Oxtan, Secretary.
- Unit owners in attendance:  
21 CRR, 31 CRR, 43 CRR, 3 CRR, 12 CRC, 16 CRC.
- REI Property & Asset Management, J. Kent Humphrey.

## CALL TO ORDER:

- Meeting was call to order at 6:35 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:

- T D'Andrea motioned to approve the minutes of June 25, 2020 seconded by C. Flanagan. Motion was unanimously approved.

## FINANCIAL REVIEW:

- K. Humphrey reviewed the July 2020 financials stating the following:
  - Year to date income is \$123,383
  - Year to date expenses of \$108,938
  - Operating and Petty Cash Accounts \$29,271.91
  - Reserves totaling \$457,214

## CORRESPONDENCE:

- No correspondence was discussed.

## COMMITTEE REPORT:

- Garden Club
  - Members will be getting busy soon planting for fall
  - The Christmas lights at the gazebo have been replaced
  - Due to the Coronavirus there will be no Fall Social this year.
  - Contributions are still appreciated and can be given to the garden club.

## OLD/NEW BUSINESS:

- Projects:
  - T. D'Andrea provide a detail report updating the community of various completed and ongoing projects. Report is attached.
- No voting or approvals were entertained during this meeting.

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## Open Discussion:

- 12 CRC
  - Discussed Landscaping, fertilization programs and recommended Naturalawn.
    - NaturaLawn of Newtown of America – 203.426.4777
    - Noted there is considerable tree damage which requires addressing.
- 24 CRR
  - As a Board Member appreciates additional landscape contract recommendations.
  - Reiterated the Board is working on revising specifications to increase the care of the grounds at a reasonable cost.
- 21 CRR
  - Recommended contacting A to Z Property Maintenance as landscape and snow removal contractor.
- 31 CRR
  - Mentioned the rear gutters of the building appear to remain clogged. Inquired if the down spouts and drains had been checked and or cleared.
- 39 CRR
  - Inquired if the leaders and drains had been cleared. Stated there continues to be an overflow of water above the leader and surmises the drain to be clogged.
  - Unit owner also stated the same occurs at 37 CCR and questioned if the leaders are connected to the same drain. Refer to Old and New Business item number 4 in the report submitted by T. D'Andrea.
- 43CRR
  - Inquired if vent boots are being checked for possible cracking and if they are being replaced.

## ADJOURNMENT:

- Meeting was adjourned at 7:19 pm by a unanimous vote motioned by C. Flanagan seconded by J. Oxtan.

Respectively submitted by REI Property and Asset Management.

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REPORTS SUBMITTED BY T. D'ANDREA (edited)

## OLD/NEW BUSINESS – DETAILED REPORT

1. **LAWNCARE/SNOWPLOWING**
  - a. Bruzzi – Completed trimming the perimeter of the property and pruning of shrubs. C. Flanagan is resolving the contractor's haphazard trimming and pruning through discussions with Chris Bruzzi.
  - b. Siding Damage – C. Flanagan met with C. Bruzzi and they agreed on a chargeback of \$500.00 for cost to repair siding damaged by line trimmers.
  - c. Bruzzi's contract expires 11/30/21. Board to finalize specifications and begin interviewing for new vendors.
2. **LAWN DOCTOR –**
  - a. Weed treatment was added to the specifications for under decks.
  - b. The condition of grass has deteriorated, crabgrass and clover have predominated the lawn. The board was advised previously warned us we have chosen minimal care due to our cost concerns. Cost for additional services to correct the problem will impact 2021 budget. Charlie will meet with Erin to discuss.
3. **TRASH PICKUP –**
  - a. All American Waste moved weekly trash pick-up from Tuesday to Friday.
  - b. Three pickup dates will move from Friday to Saturday due to Holidays:
    - Labor Day week – from Sept 11 to 12.
    - Thanksgiving – from Nov 27 to 28.
    - Christmas – from Dec 25 to 26.
4. **UNIT MAINTENANCE -**
  - a. Walk-Around by Board was completed in May. Letters were sent to homeowners regarding repairs/replacement of shutters and chimney caps. Owners were to respond with an action plan. Plans are to be reviewed by the Board with REI input.
  - b. Sergio Roofing – Gutter overflow at 8CRW, 37-39CRR, 47CRR, 67CRW has been resolved.
5. **TREE MAINTENANCE BARTLETT –**
  - a. This is Bartlett's first year maintaining trees for us. They worked quickly, neatly, and safely. They were also prompt and effective with storm damage cleanup.
  - b. Several dead ashes were removed this year. Stumps and any remaining dying ash trees will be scheduled for removal in 2021.
6. **POWER WASHING OF UNITS –**
  - a. Master Clean scheduled work for June 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, and an alternate date of 29<sup>th</sup>. Units #21 thru #47 CRR and #2 thru #12 CRW were washed. Board notified owner via email or mail.
7. **WINDOW WASHING –** This is an out of pocket expense to the unit owner.
  - a. The former vendor, charge was \$145/unit inside & out. Due to Covid-19 he is not scheduling inside cleaning. Outside cleaning can be scheduled for those concerned with virus.

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- b. Ed's Window Cleaning quoted \$180 to \$200 per unit inside & out. He usually removes screens so sills can be cleaned. Our screens do not remove or replace easily so he will not remove them. As of July 18<sup>th</sup>, he was not schedule cleaning this community till mid-August.
  - c. All Clean estimated \$10.00 per window (about \$160.00 inside and out)
  - d. Americlean – an appointment for him to estimate needs to be scheduled.
8. **CATCH BASIN CLEANING –**
- a. Board to get quote.
  - b. One of our homeowners volunteered to help evaluate the need for cleaning by examining the basins but covers too heavy.
  - c. Dumping the debris from the basins on community property will save haulage and testing fees. Board is considering the rear slope of the back-retention pond in case there is an initial odor.
9. **COMMUNITY SIGN LIGHT –**
- a. Bill Van Pala and Bob Rainey changed the bulbs recently.
  - b. Fixture needs to be replaced with LED fixture. Board is considering scheduling this change.
10. **ROOF INSPECTION –**
- a. Sergio Roofing examined all roofs and provided maintenance breakdown.
    - The results provide the Board guidance to schedule roof repairs and or replacements in conjunction with Reserve Study recommendations.
    - Roofs for units 29-31, 65-67 CRR and the valley at 33CRR are scheduled for replacement in the fall, funded from the communities Reserves.
11. **RESERVE STUDY –** project is ongoing.
- a. Final scenario has been received and reviewed by the Board.
  - b. Recommendations are being incorporated into 2021 budget.
  - c. Increased replacement costs and the need to replace roofs sooner than previous studies will impact the 2021 budget.
12. **WEBSITE –**
- a. Up dated August 1<sup>st</sup>.
13. **COMMON CHARGE AUTO PAYMENT –**
- a. Mutual of Omaha Bank was purchased by CIT Bank.
  - b. As of 7/6/20 payments handled by Mutual of Omaha are now being handled by CIT
  - c. As one logged into MutualPay you were directed to C-PropertyPay. Board was not informed of this change though CIT was to notify it users directly.
  - d. Should HOA fees increase unit owners will need to access their account and change their payment schedule.
14. **DRYER VENT CLEANING –**
- a. Vent Guard will be available after Labor Day. REI will notify owners with the procedure for this year pending conformation with T. D'Andrea.
15. **STORM ISAIAS –**
- a. Caused damage to siding on several units and trees throughout the community.
  - b. Sergio Roofing repaired siding and Barrett completed tree work.
  - c. Note: To stay within budget for 2020, the storm repair tree work will take precedence over the planned stump grinding that was scheduled.

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16. BUDGET RATIFICATION & ELECTION OF OFFICERS MEETING –
  - a. Board approved the Annual Meeting to be Thursday, October 15, 2020.
  - b. Thursday, December 3<sup>rd</sup> will be a regular Board Meeting.
17. ASPHALT PLANNING –
  - a. Board and 4 Star Paving are confirming dates for a walk around to provide project estimates for 2021 and help form the bases for future planning.

#### ISSUES TO BE REVISITED, again:

1. BIRDFEEDER POLICY
  - a. The Board agreed to table the birdfeed policy at this time.
2. TRAFFIC SIGN
  - a. STOP sign at front of community has faded. Ownership needs to be determined. REI contacted DOT and waiting for a reply
3. GAZEBO
  - a. Small pieces of roofing broke off and found on patio. Board to continue to monitor roof for repairs.