

# Carlson's Ridge Homeowners Association

c/o REI Property Management, Inc  
**BOARD MEETING – OPEN SESSION**  
**December 03, 2020**  
**Microsoft Teams Meeting**

## ATTENDEES:

Board Members: Terry D'Andrea, President; Bob Macklin, Vice President; Kathy Schatteman, Treasurer Charlie Flanagan, Director Robert Rainey.

Unit owners in attendance:

21 CRR, 39 CRR, 45 CRR, 16 CRC.

REI Property & Asset Management, J. Kent Humphrey.

## CALL TO ORDER:

Meeting was call to order at 6:32 pm by J. Kent Humphrey.

## PROOF OF NOTICE:

Proof of Notice was unanimously approved, motioned by K. Schatteman and seconded by B. Macklin.

## PREVIOUS MEETING MINUTES:

C. Flanagan motioned to approve the minutes of August 27, 2020 seconded by K Schatteman. Motion was unanimously approved.

## FINANCIAL REVIEW:

K. Humphrey reviewed the November 2020 unaudited financials stating the following:

- Year to date income is \$191,985 (does not include reserve transfers in)
- Year to date expenses of \$255,792
- Operating and Petty Cash Accounts \$36,294
- Reserves totaling \$387,372

## CORRESPONDENCE:

No correspondence was discussed.

## COMMITTEE REPORT:

- Garden Club
  - The fall flowers, gourds and pumpkins have all been removed and the beds prepared for Christmas decorations that will be installed soon.

## OLD/NEW BUSINESS:

### PROJECTS:

- LANDSCAPER - Going forward, we will use NaturaLawn of America (\$10,470) to replace Lawn Doctor (\$15,303) for lawn care. Also going forward, the Board has decided to continue with Bruzzi. TrueGreen, A to Z, Yard Apes, Sunburst, Scott Nursery, and Executive Services were either closed, too expensive or declined to provide quotes. As an example, for lawn maintenance only: Yard Apes quoted \$99,344 and Scott's Landscaping quoted \$108,806. By comparison, Bruzzi is currently \$34,560 for lawn maintenance and snow plowing/ice mediation is \$25,462.

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- TRASH PICKUP – Because of the holidays, All American Waste moved trash pick-up from Friday to Saturday for Thanksgiving and Christmas weeks. Therefore, for Christmas week the pickup will be Saturday Dec 26<sup>th</sup>. Christmas tree pick up date has yet to be decided.
- DIRECTORY – A new Community Directory will be mailed in January. If owners have any changes, please email Terry D'Andrea by the end of December.
- INSURANCE - The Board is reviewing Carlson Ridge's current insurance with Nicholas /Tobin and requesting policies be priced now instead of renewal in June. The board is reviewing the need for the mechanical policy.
- WELCOME PACKAGE updated to include 2020 Insurance letter from Nicholas / Tobin Insurance Agency detailing recommendations for unit owner insurance.
- VARIOUS MAINTENANCE ISSUES - have been resolved by the Board.
- ROOFS - three buildings were reroofed by Sergio Roofing: 29-31, 33-35, 65-67.
- GUTTER CLEANING is scheduled for Sunday, 12/6.
- RESPONSIBILITIES AND COSTS are important for unit owners to understand - Our community is aging:
  - For the landscaping this means our older trees experience mature growth issues (i.e. Pear trees are prone to drop large limbs) and are more susceptible to storm damage.
  - For the buildings, this means wooden doorframes can be rotting past a simple yearly paint job to restore; some windows and patio doors show broken seals decreasing their ability to insulate; downspouts are clogging; foundations are settling.
  - It is important that all of us, as unit owners, understand that there is a cost impact for all of these. For maintenance of Common Elements, the end result is an increase in common charges and for maintenance of Limited Common Elements, the unit owner is responsible for the cost of repairs. Articles V, VI, and VII of the Declarations detail responsibilities and Section 20.3 details Common Expenses Attributable to Fewer than all Units. Owners should be familiar with these portions of the Declarations
- Items to Be Completed:
- Follow up with homeowners receiving letters for shutters replacement, chimney caps replacement, and vent cleaning.

### REI UPDATES

- CHRISTMAS TREE PICK UP
  - January 6, 2021 and January 20, 2021
  - \$17/ clean live trees only
  - \$27/contaminated trees (tinsel, garland, ornaments, etc.)
  - \$27 go back trip for not outs on above scheduled dates
  - Community must respond no later than December 21 so the routing schedule can be complete and accurate.

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- Reserve Accounts
  - REI is instituting a procedural change relating to reserve accounts to improve productivity Long Term Capital and Deferred Maintenance accounts will be processed and booked in June and December.
- Delinquencies
  - To prevent letters in advertently going out unit owner's REI will submit a monthly delinquency report to the board for review and conformation. This will occur between the 12<sup>th</sup> and 14<sup>th</sup> of the month.
- Water Billings
  - Aquarian Water was notified to change the billing cycle in order that only one month of charges are with drawn for the account. The Utility has not been helpful in this regard. REI will remove the auto pay program and reestablish it in hopes the billing cycle will be changed.

#### Open Discussion:

- 25 CRR
  - Unit owner thanked the board for their service.
- 39 CRR
  - Owners complimented the board for the work the do for the community.
  - Looks forward to the new year while wishing all a happy holiday season.
- 57 CRR
  - Nancy Macklin praised the garden club member for the holiday decorations and the assistance Geoffrey Schatteman and Bob Macklin provided.

#### ADJOURNMENT:

- Meeting was adjourned at 6:59 pm by a unanimous vote motioned by C. Flanagan seconded by R. Macklin.

Respectively submitted by REI Property and Asset Management.

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REPORTS SUBMITTED BY T. D'ANDREA (edited)

Report – Terry

Garden Club:

- The fall flowers, gourds and pumpkins have all been removed and the beds prepared for Christmas decorations that will be installed soon.

Old/New Business – Terry

1. Landscaper - Going forward, we will use NaturaLawn of America (\$10,470) to replace Lawn Doctor (\$15,303) for lawn care. Also going forward, the Board has decided to continue with Bruzzi. TrueGreen, A to Z, Yard Apes, Sunburst, Scott Nursery, and Executive Services were either closed, too expensive or declined to provide quotes. As an example, for lawn maintenance only: Yard Apes quoted \$99,344 and Scott's Landscaping quoted \$108,806. By comparison, Bruzzi is currently \$34,560 for lawn maintenance and snow plowing/ice mediation is \$25,462.
2. Trash Pickup - Because of the holidays, All American Waste moved trash pick-up from Friday to Saturday for Thanksgiving and Christmas weeks. Therefore, for Christmas week the pickup will be Saturday Dec 26<sup>th</sup>. Christmas tree pick up date has yet to be decided.
3. Directory - A new Community Directory will be mailed in January. If owners have any changes, please email Terry D'Andrea by the end of December.
4. Insurance - The Board is reviewing Carlson Ridge's current insurance with Nicholas /Tobin and requesting policies be priced now instead of renewal in June. The board is reviewing the need for the mechanical policy.
5. Welcome Package updated to include 2020 Insurance letter from Nicholas / Tobin Insurance Agency detailing recommendations for unit owner insurance.
6. Various maintenance issues - have been resolved by the Board.
7. Roofs - three buildings were reroofed by Sergio Roofing: 29-31, 33-35, 65-67.
8. Gutter cleaning is scheduled for Sunday, 12/6.
9. Responsibilities and costs are important for unit owners to understand - Our community is aging:
  - For the landscaping this means our older trees experience mature growth issues (i.e. Pear trees are prone to drop large limbs) and are more susceptible to storm damage.
  - For the buildings, this means wooden doorframes can be rotting past a simple yearly paint job to restore; some windows and patio doors show broken seals decreasing their ability to insulate; downspouts are clogging; foundations are settling.
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## Carlson's Ridge 12.03.2020 - Thursday, December 3, 2020

### Board Members

Owner	Address	Attending
Agnes DeCarlo	2 Carlson Ridge Court, 02CRC	
Ellen Barrett Paul Barrett	4 Carlson Ridge Court, 04CRC	
Jane Gregory Adam Gregory	6 Carlson Ridge Court, 06CRC	
Patricia Lynch	8 Carlson Ridge Court, 08CRC	
Neal Living Trust	10 Carlson Ridge Court, 10CRC	
Christopher O'Brien Amy O'Brien	12 Carlson Ridge Court, 12CRC	
Kathy Schatteman Geoffrey Schatteman	14 Carlson Ridge Court, 14CRC	x
Joseph Sr Snow Lois Snow	16 Carlson Ridge Court, 16CRC	x x
Judith H. Duda Living Trust	21 Carlson Ridge Road, 21CRR	x
John Oxtan Teddy Oxtan	23 Carlson Ridge Road, 23CRR	
Charles Flanagan Maryann Flanagan	24 Carlson Ridge Road, 24CRR	x
Antoinette Rainey Robert Rainey	25 Carlson Ridge Road, 25CRR	x
Walter Terbusch Rosemarie Terbusch	26 Carlson Ridge Road, 26CRR	
Dixie Travis Ronald Travis	27 Carlson Ridge Road, 27CRR	
Brita Polito James Polito	28 Carlson Ridge Road, 28CRR	
Mary Ann Noll	29 Carlson Ridge Road, 29CRR	

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Helene Van Houton Peter Van Houten	30 Carlson Ridge Road, 30CRR	
Linda Sprick Tomm Sprick	31 Carlson Ridge Road, 31CRR	
Mary Van Pala William Van Pala	33 Carlson Ridge Road, 33CRR	
The Turco Living Trust	35 Carlson Ridge Road, 35CRR	
Fred DiPilla Frances DiPilla	37 Carlson Ridge Road, 37CRR	
Samuel DeLuca Catherine DeLuca	39 Carlson Ridge Road, 39CRR	X X
Aura Showah	41 Carlson Ridge Road, 41CRR	
Nettie McKenna	43 Carlson Ridge Road, 43CRR	
Charles King Joan King	45 Carlson Ridge Road, 45CRR	X
Erma Jonke	47 Carlson Ridge Road, 47CRR	
Eileen Fast	49 Carlson Ridge Road, 49CRR	
Patricia Brandsdorf	51 Carlson Ridge Road, 51CRR	
Ferris Gorra	53 Carlson Ridge Road, 53CRR	
Burke Veley	55 Carlson Ridge Road, 55CRR	
Robert Macklin Nancy Macklin	57 Carlson Ridge Road, 57CRR	X X
Mari Leonard	59 Carlson Ridge Road, 59CRR	
R. Schappach T. D'Andrea	61 Carlson Ridge Road, 61CRR	X
Carol DiVico	63 Carlson Ridge Road, 63CRR	
Patricia O'Loughlin	65 Carlson Ridge Road, 65CRR	

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William O'Loughlin		
Beatrice Castellan	67 Carlson Ridge Road, 67CRR	
Alfred Critelli Carolyn Critelli	69 Carlson Ridge Road, 69CRR	
Angela Masini Tony Masini	71 Carlson Ridge Road, 71CRR	
Alice Fitzpatrick	73 Carlson Ridge Road, 73CRR	
Jacqueline Farrell	75 Carlson Ridge Road, 75CRR	
Jacquelyn Moran	77 Carlson Ridge Road, 77CRR	
Beverly Lee	79 Carlson Ridge Road, 79CRR	
Helmut Podlaha	2 Carlson Ridge Way, 02CRW	
Marie Madden	4 Carlson Ridge Way, 04CRW	
Elaine Abatemarco Tony Abatemarco	6 Carlson Ridge Way, 06CRW	
Alan Lachlan Margaret Lachlan	8 Carlson Ridge Way, 08CRW	
Mary Gill George Gill	10 Carlson Ridge Way, 10CRW	
Joanne Wengler	12 Carlson Ridge Way, 12CRW	