

Carlson's Ridge Homeowners' Association
Board Meeting Open Session & Officers' Report
March 24, 2022, at 6:30pm
via Microsoft Teams

ATTENDEES:

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

Unit owners in attendance: 4 CRC, 12 CRC, 21 CRR, 23 CRR, 24CRR, 25CRR, 39 CRR and 6CRW.

REI Property & Asset Management, J. Kent Humphrey & Crystal Koplak.

CALL TO ORDER:

Meeting was call to order at 6:36 pm by Crystal Koplak.

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 December 9, 2021, seconded by K. Schatteman. Motion was unanimously approved.

FINANCIAL REVIEW:

K. Schatteman reviewed the February 28, 2022, financials stating the following:

- Year to date income is \$39,213.87
- Year to date expenses of \$19,357.95
- Operating and Petty Cash Accounts \$ 38,863.47
- Reserves totaling \$345,622.27

Noting that as of the end of March 2022 the total reserves should be about \$347,960 with the Capital Contribution and interest earned.

CORRESPONDENCE:

No correspondence was discussed.

COMMITTEE REPORT:

Terry D'Andrea advised Garden Club is scheduled to meet on March 25, 2022, to discuss the up coming spring plantings.

OFFICERS' REPORT-Terry D'Andrea / OLD/NEW BUSINESS:

- SPRING WALK AROUND - by Board includes review of the following areas:
 - *Walk Around to be scheduled for April/May.*
 - Monitor gazebo roof and entrance sign for any needed repairs.
 - Winter damage resulting from snow removal (charged back to Bruzzi) and weather.
 - Wood fencing – broken rails and loose posts.

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- Asphalt repairs of driveways and roads.
 - This year's budget has 8,600.00 allocated. Kathy to contact 4 Star Paving for walk around. * *Note: This year more street damage repairs will be made.*
- Concrete repair (walkways)
- Front door wooden posts & trim for paint and minor maintenance.
- Decks needing staining – Limited Common Element.
 - ***Schedule work for June after pollen & trees are fully bloomed***
- Bilco doors needing painting – limited Common element.
 - ***Schedule work for June after pollen & trees are fully bloomed.***
- Shutters fading – Limited Common Element.
- Chimney cap/chase cover rusting – Limited Common Element.
- Front door maintenance – Limited Common element.
- Front cement steps slippage – Limited Common element.
- *Walk around results* – Board to inform owners in writing of maintenance needed on their units.
- Owner's Compliance - Board will closely monitor adherence of owner's compliance with the maintenance and upkeep schedules for their units for this year and last year.
 - REI post-walk-around form letter states: within 2 weeks, owner to acknowledge receipt of letter with 1) plan for resolution and 2) completion date.
 - Board to approve the plans and dates.
 - If owner does not comply within the specified timeframe, Board can hire contractors and bill the owner.
- Landscaping Maintenance/ Tree Trimming – ***Scheduled for July***
 - Trees should be completed blooming and the ground hard to eliminate tire damage.
 - WALK AROUND - TREES by Board - develop list for tree trim & removal.
 - Schedule Bartlett Tree to look at trees near Rt 202.
 - Trees to be cut down due to fungus: flowering tree in 3rd circle and flowering tree near gazebo.
- Lawn Maintenance – NaturalLawn is still under contract and will tentatively schedule first spring treatment in April.
- Power Washing – ***Scheduled in August***
 - 12 buildings each year – 2022 schedule - #21 CRR through #47 CRR and #2 CRWay through #12 CRWay. Price for 2022 is 519.75/building + cost of 'additional insured' added to insurance.
 - Also need gazebo washed.
- Window Washing – Owners to select their own vendor.
 - *Best to be done after power washing*

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- Vent Guard – dryer vent cleaning. REI to provide Board with a list of units done in 2020 and 2021.
 - Usually scheduled by **REI in September**
- Gutter Cleaning – **Scheduled for early December**
 - To ensure most leaves are down.
- Landscaping/Snowplowing – Bruzzi will begin spring cleanup by end of March/April
 - They have already edged trees in front circle and around gazebo.
- Condo Management
 - Board will determine the next step in having a Management Company takeover day to day operation of the complex. Since the budget is approved for 2022, this change will not occur before 2023.

ONGOING ISSUES

- Ice dam blockages on roofs. This winter, there was no need for Sergio to remove ice build-up from any roofs.
- Sewer Cleaning – storm drains or catch basins. Not necessary for this year. Board will review need during walk around.

*Notes:

“Limited Common Element” - See Sections VI and VII of Declarations which can be found on website carlsons-ridge.com.

HOMEOWNER SESSION

39CRR

- Advised the board that they have several tree roots above ground and would like to have the board look at them during the spring walk around.
- Requested that Bruzzi's team slows down to prevent scalping of the lawn.

6CRW

- Advised that there is also erosion on hill behind house and would like the board to include this with the spring property inspection.

ADJOURNMENT:

- Meeting was adjourned at 6:53 pm by a unanimous vote motioned by B. Rainey seconded by C. Flanagan