

Carlson's Ridge Homeowners' Association  
Board Meeting Open Session & Officers' Report  
August 25, 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: 4CRC, 6CRC, 12CRC, 16CRC, 21CRR, 39CRR and 6CRW.

REI Property & Asset Management, Crystal Koplak.

CALL TO ORDER:

Meeting was called to order at 6:33 pm by Crystal Koplak.

PROOF OF NOTICE:

Proof of Notice was unanimously approved, motioned by C. Flanagan, and seconded by R. Rainey

PREVIOUS MEETING MINUTES:

K. Schatteman motioned to approve the minutes of June 23, 2022, seconded by C. Flanagan.  
Motion was unanimously approved.

FINANCIAL REVIEW:

K. Schatteman reviewed the July 31, 2022, financials stating the following:

- Year to date income is \$335,383
- Year to date expenses of \$268,878
- Operating and Petty Cash Accounts total \$ 25,173
- Reserves totaling \$112,002 at the end of August

CORRESPONDENCE:

No correspondence was discussed.

COMMITTEE REPORT:

Terry D'Andrea advised Garden Club will be looking to prepare for the fall mum planting. Two trees have been planted in the second circle to replace the ones that were removed. The Abatemarco's will also be planting a tree in the front yard.

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

- Wood fencing (posts and broken railing) being repaired as needed.
- Painting and minor repairs around front entrance areas are complete.
- Landscaping Maintenance/ Tree Trimming.
  - Bartlett completed selected maintenance on trees throughout the campus and will return in the fall to complete the 2022 work.
  - Fallen section of tree between 26CRR and 28CRR will be removed plus remainder of tree may be taken down.
- Lawn Maintenance – NaturaLawn continues to maintain the lawn.
- Bruzzi has completed trimming of bushes throughout the community.

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- New Roofs 2022– 7 buildings: 6-8CRct, 10-12CRct, 2-4CRW, 25-27CRR, 57-59CRR, 61-63CRR, 77-79CRR are complete. Cost in 2022 for each building was \$29,500.00. All funding was taken from the Reserve Funds, which are earmarked for roofs and asphalt work.
- Reserve funding for 2022 is \$43,103. The Reserve report calls for a 3% per year increase in contributions which would increase the contribution to \$44,396 for 2023. The Board will review and determine if additional funding should be considered and will undertake review of items/materials reaching maximum age.
- *\*Roof specs: (PRODUCT)CertainTeed Landmark series (better quality than GAF), lifetime limited warranty; 10 yr. protection includes materials, labor, tear off & disposal; 15 yr. algae resistance; 15 yr. 110mph wind warranty. (CONTRACTOR) Re-nail all existing wood; tape all seams; new drip edges and rakes; replace vent pipe flashings; 6ft. ice water shield along gutter line, synthetic underlayment everywhere else; install ridge vent and ridge caps. At least 30yr. if properly maintained*  
*\*Roof repairs: 5 repaired heat stack collars.*
- Power Washing –
  - 12 buildings each year – 2022 schedule - #21 CRR through #47 CRR and #2 CRWay through #12 CRWay. Price for 2022 is \$6633.
  - Gazebo + bench bolted to inside of gazebo were washed this year at no additional cost.
- Vent Guard – to be scheduled by REI in fall. REI to provide Board with a list of units done in 2021.
- Gutter Cleaning – To be scheduled by REI for early December to ensure most leaves are down. One gutter cleaning per year is budgeted and paid for by HOA, additional cleanings are the responsibility of the unit owner if they consider it necessary.
- Asphalt repairs of driveways and roads. 4 Star Paving has reviewed roads and driveways with Board and is stating no major work is needed. The Board will review if there are any driveways and/or roadways that should be worked on this year.
- Condo Management - Board is interviewing for a Management Company to take over day-to-day operation of the complex. Management fees for 2023 can increase from the current \$9,474/year to \$14,400/year resulting in increase of approximately \$102 a year or \$9.00 per month per unit. In this scenario, Common Charges for 2023 will increase from our current \$375 to \$384. These are *estimated dollar amounts*, and do not include any other necessary budget increases from other line items.

### HOMEOWNER SESSION

#### 6CRC

- Stated her concerns as to the reserve funds that remain if more roof work is going to be completed in 2023.
- Advised the board of the details she submitted in writing for the board to review regarding the gutter in the rear of the Unit that is shared with Unit 8.
  - The Board and REI advised that her email will be reviewed, and she will receive a response in writing.

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**12CRC**

- Advised the board the gutter guy that he uses stated the gutters should be 6" and also hung up higher. The current gutters are not really working properly due to the pitch of the roofs and the gutters hung low.

**39CRR**

- Inquired as to when Bruzzi would be returning to cut back the vegetation that has overgrown the fence. The board will contact Bruzzi to schedule a walk-around to look at open items.
- Advised the board to also look at the trees growing across the way around the transformer, to be sure that what is growing will not interfere with the transformer.

**21CRR**

- Advised the board that several of the plantings in the front and rear of her home were damaged after the power washing. Recommends next time the board inquire to the products being used and possibly obtain a couple of quotes based on the products that the vendor uses.

ADJOURNMENT:

- Meeting was adjourned at 7:04 pm by a motion by K. Schatteman, and seconded by T. D'Andrea