

# Carlson's Ridge Homeowners' Association, Inc.

## Board Meeting Open Session & Officers' Report

May 11, 2023, at 3:30pm

Cafeteria at JPCC and via Microsoft Teams

### ATTENDEES:

Board Members: James Hull, President; Kathy Schatteman, Vice President; Charlene Michalek, Director. Absent: Barbara Locascio, Treasurer.

Unit owners in attendance: 2CRC, 4CRC, 6CRC, 6CRW, 16CRC, 24CRR, 25CRR, 27CRR, 30CRR, 31CRR, 33CRR, 35CRR, 37CRR, 39CRR, 43CRR, 47CRR, 51CRR, 59CRR, 61CRR, 69CRR, 71CRR, 75CRR, 77CRR and 79CRR.

REI Property & Asset Management, Crystal Koplak.

### CALL TO ORDER:

The meeting was call to order at 3:30 pm by Crystal Koplak.

### PROOF OF NOTICE:

Proof of Notice was unanimously approved, motioned by K. Schatteman, and seconded by C. Michalek.

### PREVIOUS MEETING MINUTES:

C. Michalek motioned to approve the minutes of August 25, 2022, seconded by K. Schatteman. Motion was unanimously approved.

### FINANCIAL REVIEW:

K. Schatteman reviewed the financials stating the following:

#### **YTD Financial Report Through April 30, 2023 (rounded)**

INCOME	\$158,268
EXPENSE	\$132,537
NET INCOME	\$ 25,731

#### **Account Balances:**

OPERATING	\$ 44,019
RESERVE	\$230,715

Reserves include Special Assessment of \$85k, 11 owners have paid in full.

Contribution to long term reserve will be \$47,413, paid in two installments June and December

### CORRESPONDENCE:

No correspondence was discussed.

### COMMITTEE REPORT:

Terry D'Andrea advised the Garden Club's Spring Social will be held June 2<sup>nd</sup> at the Gazebo starting at 3pm to 5pm. Coffee, salads, and sandwiches will be available. *Don't forget your chairs and beverages.* The rain date will be June 3<sup>rd</sup>. The raffle consists of two gift baskets along with 50/50.

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**OFFICERS' REPORT INCLUDING OLD/NEW BUSINESS:**

J. Hull gave a presentation to the community with regards to the below list of updates, current and future events.

**Work in Process - New Roofs**

- Prioritize 10 remaining roofs (worst to best)
- Determine which roofs will be done in 2023.
- Review vendor estimates (end of May)
- Vendor selection (June)

**Work-in-Progress and Plans**

- Review Vent Cleaning Status
  - 7 delinquent owners
- Summarize results of Spring Walk-Through
  - Once details are submitted to REI letter will be sent to homeowners
- HOA responsibility (4 items)
- Vendor responsibility
  - Address with Sergio (3 items)
  - Address with Bruzzi (3 items)
  - Request to Sergio (2 items)
- Owners' responsibility (36 items)
- Issue new Owners' phone book

**Future Plans**

- Update the Carlson-Ridge Website
- Issue Monthly/Bi-Monthly Newsletters

**Bulk Pick-up**

REI will be scheduling with All American Waste this years Bulk Pick-Up. Once confirmed information will be sent to all homeowners.

**HOMEOWNER SESSION**

**6CRC**

- Inquired as to the specifications for the roofing project. Recommends that the board should include details in the specifications regarding protecting the gutters.
- Advised the board to review the documents regarding what is the HOA's responsibility when it comes to the gutters.

**39CRR**

- Thanked Jim for becoming the President.
- Advised those in attendance that the Senior Center is holding a "Shred-It" day on Saturday May 13<sup>th</sup> from 10am to Noon.

**35-37CRR**

- Advised Frontier was out to set up telephone/internet they stated the roots from the large white pine between 35/37 are affecting the junction box.

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**51CRR**

- Requested the Board look at the drain in the front of the house.

**59CRR**

- Inquired if the leaders are the homeowner's responsibility because she is having an issue with the gutter filling up but not draining properly. Other Unit owners advised of different options she can try.

**61CRR**

- Asked if the letters have been sent to homeowners regarding the spring walk-through. J. Hull advised the list was still being reviewed by the Board and once it was completed the list would be sent to REI so the letters could be sent out.

**69CRR**

- Inquired if it was part of Bruzzi's contract to repair the areas of the lawn along the driveway that had been damaged due to snow plowing.

**71CRR**

- Noted it was nice to see a lot of the new faces at the meeting and recommend that they introduce themselves, to get to know the new owners.

**ADJOURNMENT:**

Meeting was adjourned at 4:25pm by a motion by C. Michalek, and seconded by K. Schatteman