

Carlson's Ridge Homeowners' Association

Board Meeting

Open Session & Officers' Report

December 9, 2021, 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: 16CRC, 31CRR, 39CRR, and 25CCR(Antoinette)

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

CALL TO ORDER:

Meeting was call to order at 6:32 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:

K. Schatteman motioned to approve the minutes of August 26, 2021, seconded by T. D'Andrea. Motion was unanimously approved.

FINANCIAL REVIEW:

K. Schatteman reviewed the October 31, 2021, financials stating the following:

- o Year to date income is \$265,580
- o Year to date expenses of \$252,166
- o Operating and Petty Cash Accounts \$30,391
- o Reserves totaling \$323,870

Noting that at the end of 2021 the total reserves should be about \$345,900 once the year end transfers are processed with the budgeted funds to the Long-Term Capital, Deferred Maintenance, Capital Contribution and the interested earned.

Additionally, the CD in the amount of \$4,248.04 is matured as of December 9th, the board renewed the CD for 6 months at 0.30%.

CORRESPONDENCE:

No correspondence was discussed.

COMMITTEE REPORT:

Garden Club – Terry D'Andrea

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

OPERATIONS - Completed

- Bruzzi completed removal of leaves. Unfortunately, wind has brought down more leaves, which will stay till spring.
- NaturaLawn completed last treatment for this year.

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OPERATIONS – for 2022

- Gutter cleaning – Sergio rescheduled work due to frozen conditions.
- 4, 6 & 8 CRCT – Sergio to perform minor repairs on furnace chimney stack above the roof. Mainly to adjust shifted collars and caulking.
- Retention wall – Board has contracted with Bruzzi to enhance conditions here. Work is expected to be done by end of 2021 or beginning of 2022.
- Trees Removal - two (2) very large trees (spruce near gazebo and downed tree in the retention area) and removal of an invasive species.
- Resolve above ground tree roots beginning to show in multiple areas, which are both tripping hazard and close to foundations.
- Driveways - During the spring walk around, the board to evaluate all driveways, roads and curbs.

General Issues:

- Gutter strainers, generally not recommended by contractors, have caused gutter overflow problems when strainers clog. These gutter strainers at downspouts will be removed when gutters are cleaned.
- Responsibilities:
 - Heating vent and plumbing vent - The Association will schedule repairs/replacement and payment for issues with the heating vent and plumbing vent after it passes through the roof. Both are resealed after a new roof is installed.
 - Fireplace chimney cover and cap - Home Owner is responsible for repairs/replacement and payment of any issues with fireplace chimney cover and cap.
 - Gutters and downspouts –
 - Home Owner is responsible for repairs/replacement and payment of any issues with gutters and downspouts. Please inform REI and Board member for information purposes. Names of some vendors: Sergio Roofing (203-482-8688); McCarthy Seamless Roofing (203-743-0599); Affordable Roofing (203-740-0111); Ralph Manning, handyman (203-826-6034)- Ralph is limited by height restrictions.
 - Association will schedule and pay for gutter cleaning 1x per year as indicated by the line item in the yearly Budget.
- Patience moving forward - Carlson's Ridge does not have employees. The Board works with independent contractor, and we have very little control over when that contractor can fit us into their work schedule especially for an issue with only one unit.
- Board Members – Board members are looking to step back from officer responsibilities. As a result, the Board will again look into having REI manage all aspects of running Carlson's Ridge. The result will be a noticeable increase in the common charges and in the response time for projects. REI's fees increased by about 30% for 2019, when they had full management responsibility. We encourage anyone interested in being on the

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Board to contact REI or any Board member. Our Declarations state that only homeowners qualify.

T. D'Andrea along with those in attendance, thanked Kent Humphrey for many great years of working together and wished him the very best in his retirement.

OPEN DISCUSSION:

- 39CRR
 - Inquired as to when the gutter cleaning will take place. K. Schatteman advised Sergio was there on 12.4.2021 but with the weather encountered some ice in the gutters so he will be back in the coming week(s) with the warmer weather in the forecast.
 - Mentioned the area of the sink hole and areas damaged during a fall mowing. C. Flanagan had spoken with Bruzzi, and they plan to address the areas where there are concerns along with the retaining wall in the coming months along with seeding in the spring.
- 31CRR
 - Inquired as to when the board is looking at having REI's increased responsibilities with the current budget ratified. T. D'Andrea advised it would be for 2023.
- 24CRR
 - Stated that there is still an open position currently on the board and anyone interested in joining would be helpful.

ADJOURNMENT:

- Meeting was adjourned at 6:50 pm by a unanimous vote motioned by T. D'Andrea seconded by C. Flanagan