

Carriagetown Condominiums HOA Board Meeting
Final Minutes
September 3, 2020

- I. The meeting was called to order at 4:02 pm. The meeting was a Zoom videoconference due to Coronavirus concerns. A quorum was present which included Vickie Traxler, Devin Detwiler, Ellen Gail and Tori Winters. Joel Yust from All Property Services was also in attendance. The minutes from July 9, 2020 were reviewed. Devin moved and Ellen seconded a motion to approve the minutes. All were in favor. Immediately following the meeting, the minutes were forwarded to Joel to upload onto the website.

- II. **Input from property owners:** Unit 16 is having plumbing problems which were reported by Unit 15 owners as it leaked through their light fixture. The board felt that owners should be responsible for contacting plumbers for their internal plumbing problems prior to contacting the board.

- III. **Financial review - Special Assessment** -There are still several units that have not paid the special assessments. Cecilia from All Property Services billing department has sent another statement to the owners and will follow up with a certified letter in early October. Several owners are on payment plans.

- IV. **Old Business:**
 - A. Manager's Report:
 - i. Unit 1 Reasonable Accommodation – 2 dogs still at the apartment with no request for a support dog. Joel indicated that we needed to inform owners and revote on Carriagetown's Reasonable Accommodation policy. Ellen noted that we had partly notified them in April, 2019. **Action Item - Joel to follow up on Reasonable Accommodation Policy.**

 - ii. Entry door Caulking- We have one bid from Wysock. The Board decided to have Adrian do the caulking. **Action Item – Joel to follow up with Adrian on Caulking.**

 - iii. Exterior Door Units 9 &10 – **Action Item - Joel will check with Wysock about fixing door.**

 - iv. Unit 13 Wood Structures – structures are gone.

 - v. Satellite structures on Unit 23 – **Action Item – Tom will remove satellite and caulk holes.**

 - vi. Broken branch in the parking lot – **Action Item -Tom and Vickie will use their saw to get the branch.**

B. Parking Lot Repaving – Schedule, Dumpster Enclosure and Electrical

Tori made some suggested revisions to the Letter to Property Owners but the letters had already been printed up. Vickie will post the letter on unit doors this weekend and next weekend. Tom reviewed the paving design progress. Tom discussed future dumpster needs. Tom will work on the Trash Enclosure during parts of September. He will ask if Sutherland's will send the bill to All Property Services and if not will pay via his credit card for the lumber for the trash enclosure. The materials will cost around \$1000-1500. He will work on the enclosure in two parts- Framing Boards and Fencing Boards. He could use help staining boards and constructing the enclosure. Tori said she was available the week of Sept 14 and Devin said she could help the last week of September.

He discussed parking lot lighting and the various suggestions and bids that had been received. One alternative was that we use solar to light both the trash enclosure and the mailboxes and electric for the parking lot lighting. Electric options include connecting all lights via conduit and going through the parking lot. Another electrical option is taking conduit out from the buildings to the parking lot as individual sections. The other alternative is looking at solar lighting for the parking lot. We decided we were too late to work on electrical conduit in the parking lot and instead need to look at solar lighting options over time.

IV. New Business

- A. Insurance Bill and Bids – The insurance cost was \$9000 in 2019. At the beginning of 2020 that cost was raised to \$13,000. After discussion on getting bids, it was decided that we should try to get bids and change insurance as soon as possible. **Action Item – Joel to pursue getting insurance bids.**
- B. Landscape Management – Weeds and Irrigation Repairs – Irrigation repairs are estimated to be in the \$2000 range but we have not yet been billed for the repairs. Due to problems with weeds and early season mowing, we would like to get some new bids for our landscape contract. **Action Item – Vickie will work on a scope of work for the bid process. Joel to use that scope of work to solicit bids.**
- C. Unit 20 – Estimates to repair deck – One contractor identified the culprit as inadequate rain gutter sizing. Another contractor indicated that there would be joist replacement work that is needed. All Phase submitted a bid for \$5788 which includes composite material and gutter replacement. We are still waiting on a clearly defined estimate from Wysock and hope to get one more estimate for repair.
- D. Ratification for Decisions Made Outside Board Meeting: Trash Enclosure Posts. Devin moved and Tori seconded a motion to ratify the decision to approve Trash Enclosure Posts made in between board meetings. All were in favor. The motion carried.

V. Next meeting dates: Budget meeting will be November 12 at 1 pm. The Annual Meeting will be January 21, 2021 at 4:00 pm.

VI. Adjournment- Devin moved and Tori seconded a motion to adjourn the meeting at 5:33 pm. All were in favor.