

NOTE - PACKET INFO WILL BE ADDED AS RECEIVED

Previous Meeting Minutes: [July 8, 2024](#)

October 15, 2024 AGENDA

Financial Documents:

June

- [Balance Sheet - 06302024](#)
- [Profit and Loss YTD - 06302024](#)
- [Profit and Loss Monthly - 06302024](#)

July - September.

- [Balance Sheet - 09302024](#)
- [Profit and Loss YTD - 09302024](#)
- [Profit and Loss Monthly- 09302024](#)
- [Check Registrar -](#) Through 10/2023
- [UPDATED - CHECK REGISTRAR](#) (July - Sept 2024)

Committee Reports

Landscaping

- Glass City Landscape completed the fall shrubbery trimming. We will be working with them to develop an “opt out” plan for residents who use self paid services.
- We are starting from scratch with the McCord road entrance. We are going to do soil testing and get a consultation with the Lucas County extension office. Planning and budgeting is a priority. We will be ready to move on in the Spring.
- We are currently reviewing the weed control and tree treatment plans to see if better options are available. We will have an arborist evaluate our trees and determine the best treatment for each.
- Howard’s will begin the season shut down of our irrigation system 10/24-10/29.

Elections: Election was held in September. Elected into office:

- President: Barry McEwen - 1 year term
- Landscaping: Carol Cochrane - 3 year term

Ad Hoc Committee Reports

Property Manager Update:

Carrietowne Association
October - 2024 - Agenda Packet

- The Property Manager was present at the September meeting
- A contract was signed for their services to start in October, 2024
- More information will be provided via the newsletter or other emails for our owners.

Outdoor Infrastructure:

- Asphalt Driveways: 46 asphalt driveways have received maintenance (sealing and/or crack fill) to date.
- Mailbox Structures: 6 mailbox structures replaced to date. 12 scheduled for replacement or repair/repaint by end of November, 2024.

Governing Documents: No update at this time

Communication:

Newsletter, Email and other Communications

- Newsletter distributed to 162 recipients (owners – sometimes multiples within one home) plus vendors (including property manager). Average of 78.85% opens for all 10 of the
- 2024 newsletters (down considerably this month – to 61.5% - still much better than average for these types of newsletters – 52.3%)
 - Some get newsletter delivered; others never open emails
 - List includes our 11 vendor contacts
 - Could contact those who are not opening their newsletters
- Other emails distributed to 152 recipients (owners only) - open rates are typically very similar to the newsletter open rate of the same month (regardless of the time of month)
- Discussion about the possibility of beginning a Facebook Group for Carrietowne – pros (getting info out quickly, build camaraderie) and cons (monitoring for disruptions, regular posting, owners not on social media)

Welcome Kits

- Up to date with welcome kit deliveries
- Trustees have received a copy of the welcome kit for their sub, with instructions to get me any changes by end of September. Have only received a few changes, so we're going with what we have

Trustee Communications

- Have 2nd draft of list of Trustee duties for discussion; plan is to formalize this and submit it for final review and approval; then to develop an onboarding package for new (and existing) trustees

Community Interest Survey / Committee

- Committee will begin reaching out about creating activities around interests expressed in survey – I can provide contact information

Carrietowne Website: Plan is to continue to update the sub association declarations

Carrietowne Breakfast/Coffee: Meets at 9am at Charlie's Restaurant

Future Dates: October 9, November 13, December 11

Architectural Control Committee:

Carrietowne Association
October - 2024 - Agenda Packet

- Year to date the Architectural Control Committee has reviewed and approved Fourty two (42) ACC Request Forms for Carrietowne residents.