

**Meeting Minutes of the Carrietowne Association Regular Board Meeting
Tuesday, February 20, 2024**

King Road Branch Toledo Lucas County Public Library

Roll Call and Determination of Quorum (8 sub associations needed)

The February meeting of the Carrietowne Association was called to order at 6:30pm by President Barry McEwen. Roll call was confirmed by Secretary Kimberly Smith. The meeting was at the King Road Branch Toledo Lucas County Public Library. Executive Board Members Present included: Mr. McEwen, Ms. Murray, Ms. Smith, Ms. Gebers and Ms. Cooper. The following sub-associations were represented: Cedar Creek (8), Cedar Creek II (2), Oak Hollow (4), Oak Hollow II (2), Oak Hollow III (4), Oak Hollow IV (2), Tall Oaks (8), Tall Oaks II (8), Tudor Creek (10), Tudor Creek II (8), Whispering Pines II (10), Whispering Pines East (8), Whispering Pines NW (14), Whispering Pines South (8), Whispering Pines West (8). Not represented included: Whispering Pines North (16), Whispering Pines (10), Applewood (6), Creekside (6).

Minutes of November 28, 2023

The minutes were sent to the Trustees and Board members for an online vote. Fifteen (15) voted to approve the minutes. A motion to accept the online vote was made by Ms Gebers, seconded by Mr. Howard, the motion passed with unanimous consent.

Financial Report and Acceptance

Draft 2023 Financial Reports - explanation of Draft Reports (books open for 60-90 days to make sure things that come in late are recorded properly). Positive financial year.

A motion to accept and file the financial report was made by Ms. Obey and seconded by Mr. B.Smith; the motion passed with unanimous consent.

[Balance Sheet 12312023](#)

[Profit and Loss 12312023](#)

[Budget Vs Actuals FY23](#)

Committee Reports

Election Committee: Appointments to this committee will occur in June.

Landscaping - Ms. Cooper provided the following information for the February Meeting:

February Spring-like weather gave our landscape team the opportunity to do early Spring Clean-up that Torres Landscaping usually doesn't get to for another month. Glass City Landscape took this time to take care of dormant pruning of burning bushes and rose-of sharon in addition to removal of a few bushes and trimming up the overgrown pines on Milrose.

Plans for March include:

- Seeding in many areas of the community, this includes taking care of areas damaged by the Frontier cable installation. (Note: Public Utilities have Eminent Domain).
- Removal of 3 dead trees which were part of Big Swing Tree Work orders from year end.

Sylvania Township has scheduled work to be done on the Hill Ditch. The township has always been respectful in the work done in our community and expect that for future work.

Architectural Control - Mr. Doyle did not have a report for the February meeting. He provided time for questions.

Carrietowne Breakfast/Coffee - Mr. McEwen reminded the committee that the monthly breakfast club meets at 9am at Charlie's Restaurant, dates provided below.

January 10	February 14	March 13	April 10
May 8	June 12	July 10	August 14
September 11	October 9	November 13	December 11

Carrietowne Website - Ms. Smith provided a walk through of the New Carrietowne Website. Important dates, approved meeting minutes, financial statements, newsletters, historical documents, forms and other items are available. Additional areas will be added as needed. Note: A directory of the community will not be posted on the website to protect our community member's identity and contact information.

Communications - Ms Pompa provided the communications report for the meeting.

Newsletter:

- Using the Mail Chimp system assures that the newsletter is being delivered to all addresses we have in our system. It doesn't, however, assure that everyone is opening their newsletter. Currently have 75% - 80% open rate (could also include the vendors we have)
- We've gotten several "soft bounces" on addresses in the February newsletter. Usually caused by a full or inactive mailbox, email message being too large or otherwise blocked. I am contacting people directly to see if they can fix their problems.
- Some users (particularly buckeye email) are not able to enlarge the individual pages of the newsletter. If they can't, I can send them a newsletter in pdf form, which they can open.
- Asking for the birthday month of everyone here. Sheets are at the back of the room for individuals to mark.

Welcome Packages:

Have delivered 7 welcome kits since we began in November / December 2023. Currently have 2 kits to deliver, with another condo closing at the end of February. We have not included bylaws / rules with the kits to date; I need to get with all the Trustees to make sure what I have is current (or they can deliver themselves). I'd prefer to do it digitally because these are all large documents.

Realtor Relations:

Mr. Howard makes himself available to help sellers, realtors, buyers, lenders and title companies with information and documentation. The process has been very successful thus far, and many realtors have been offering information at the beginning of the sales process.

Trustee Support: Ms. Murray & Ms. Pompa plan to meet in early March to begin development of Trustee to include: Onboarding (info packet for new Trustees), Standards for communication, Trustee responsibilities and Communications structure

Future planning: Providing information for use on the website

Looking into external communications (social media, etc.)

Ethics Committee: Ms. Geber is in the process of identifying a date for the first meeting.

Governing Documents - Ms. Smith is hoping the committee can meet in spring.

Internal Audit - Notes from Ms. Neirste presented by Ms. Geber.

A review with the Treasurer and Ms Neirste took place, the recommendation was not to do an internal audit this year. The suggestion is to prepare a review outline that could be used next year and continue with the best practices that are being put in place at this time.

Irrigation System - Mr Pompa provided a written report.

[Irrigation Recommendations 2024-Carrietowne](#)

Outdoor Infrastructure - Mr. Smith introduced himself and informed the trustees that he will be walking around in the spring and working with Mr. Doyle to identify and outline the work needed for Mailboxes, Driveways & Sidewalks

Property Manager Model - Ms. Murray provided information outlining the committee's research on a property Manager. There was discussion during the meeting regarding what activity is part of the Master Carrietowne Association and other activity is actually part of the Sub Association. Additional questions were posed to the committee to review and report back to the Trustees and the executive board.

Old Business:

Accounting Service Update: Ms. Gebers presented tha the former accounting service used by the Carrietowne Association has declined to continue to work with us. They did not want to increase their workload with additional items that were needed (e.g. purchase orders, tracking, transparency, check registrar, etc). A new company for accounting service has been secured. Ms Gebers provided a brief outline of the tasks the service will provide that includes best practices procedures.

- 1099 Filings were conducted by Ms. Gebers instead of previous accountant

Condo Fees: Ms. Gebers presented information on alternative ways to pay condo fees other than ACH. Each process has an additional fee. More details will be provided to the trustees at a future meeting.

Feral Cats Mr. McEwen has once again addressed the issue of feral cats at the meeting. If people identify a home that is feeding feral cats, a courtesy letter is sent to that condo-owner. If the action continues, Carrietowne Association will report the condo-owner to the county for action (fees).

Pine Creek Lighting Equalization

Ms. Gebers made a motion that we decrease the pine creek assessment annual for lighting to \$70 a year and we offset that income in the budget by eliminating the lighting of the McCord Rd Sign. The motion was seconded by Mr. Doyle. A discussion ensued.

Ms. Smith requested the motion to be adjusted to decrease the pine creek annual assessment to lighting to \$70 a year (end). Ms. Pompa seconded the motion. Hearing no discussion, a vote was taken, 17 votes in favor, 1 No - the motion carried.

Ms. Gebers made a motion to change the budget to amend the budget for pine creek lighting from \$3200 to \$2,240. Mr. B.Smith seconded, the motion passed with unanimous consent.

Zero Lot Line Information Session - Mr McEwen with the executive board will be planning an information session regarding Zero Lot Line for condos.

New Business:

Ad Hoc Committees for 2024 - Mr McEwen provided the list of committee members for 2024. The committee members have been posted with the Secretary.

Solicitations - Sylvania has a resolution 13.055 from 2013 that if someone comes in to solicit, we have posted do not solicit at Carriettowne's entrances. If there are solicitors, please call the police.

Training Session: Kaman & Cusimano – Preparing for Annual Meetings to Avoid Annual Mayhem February 29 3:00 p.m.

Property For Sale Signage

A motion was made by Mr. Doyle to alter the rules of order under the miscellaneous rules, however for sale signs may be posted in the garden area, seconded by Ms. Gebers. A vote was taken, 17 in favor - 1 no - the motion passed.

Next Meeting is scheduled for 6:30 pm on April 16, 2024.

NOTE: Next meeting date/time is likely to change

Location: King Road Library.

After the conclusion of the regular meeting, Ms. Smith made a motion to go into executive session for discussion of contracts & vacant homes. Ms Gebers seconded; the motion passed with unanimous consent.

At the conclusion of the executive session, Ms. Murray moved to adjourn the meeting and was seconded by Mr. Howard, all votes were in favor, the motion passed with unanimous consent. Meeting was adjourned at 8:01PM.

Minutes respectfully submitted by Kimberly Smith

Approval email sent on 3/17/2024 - [Minutes Voting Form](#) and [Results](#)

Responses received on 4/1/2024 - **Remote Voting Approved Minutes**

Yes: 12, No: 0, Abstain: 0 - Minutes have passed the online vote on 4/2/2024