

Meeting Minutes of the Carrietowne Association Regular Board Meeting

Tuesday, May 22, 2024

King Road Branch Toledo Lucas County Public Library

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

The May 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 (10), Whispering Pines II (10), Whispering Pines East (8), Whispering Pines North (16), Whispering Pines NW (14), Whispering Pines South (8), Whispering Pines West (8). Not represented included: Applewood (6), and Creekside (6).

Minutes from [April 16, 2024 Minutes](#) Approved via email/online vote

The minutes were sent to the Trustees and Board members for an online vote. Twelve (12) voted to approve the minutes. A motion to accept the online vote was made by Ms. Geber, seconded by Mr. Howard, the motion passed with unanimous consent.

Financial Report and Acceptance

The April 2024 Financial reports were provided electronically to the Trustees and presented by Ms. Geber. A motion to accept and file the current financial report for April 2024 was made by Mr. Howard and seconded by Mr. Omev; the motion passed with unanimous consent.

[Balance Sheet 04-30-2024](#)

[Profit & Loss YTD 04-30-2024](#)

[Profit & Loss Monthly 04-30-2024](#)

[Check Registrar 04-30-2024](#)

Committee Reports

Elections: No elections committee as of yet. If anyone would like to volunteer to serve on this committee please talk with Barry McEwen.

Landscaping

- Working with contractors to complete work orders for seeding and bush removal this month. Rain and cool weather has delayed them and many work orders are way overdue.
- NOTE: Torres Landscaping has requirements for his disposal of our yard waste and branches etc. PLEASE Help Julie sent an email to the community listing what we need to do to help him comply – Raphael requested that the community place only yard waste in bags Plastic bags and other plastic containers not allowed. please put these items in weekly trash container. Sticks and branches should be bundled and left at curb. He also requested that bags not be taped shut.
- Big Swing Tree will be in our community May 16 and 17 to remove 3 trees.. 6746 Carrietowne , an Oak Tree behind Mary Longley' in common area, a Maple Tree at 6754 Carrietowne , behind Kim and Doug Smith in common area . A dead Cherry Tree located in common area 2854 Carrie Pine Lane. (This has been on the list for over 3 years) P.O. issued April 16, 2024

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- *I have 2 more trees that are a hazard and need to be removed. A River Birch Tree, 2735 Pine Knoll hanging over roof and garage of both Marilyn Lohman as well as their neighbor: and a Dying Tree at 6744 Pine Creek, located front of Kevin Olander's condo.
- Waiting on final quote from Jason Witt on these trees and 3 others that need to be trimmed.
- Glass City Landscape is helping solve the problem behind Marilyn Fine and Grethen Smith's condo. We have been working on this for over 2 years to find a solution. We will be planting ground cover instead of seeding or laying sod. After evaluation and discussion with Nature's Corner, Devon Schhumaker, Glass City Landscape, Owners and help from Chris Epstein this is the best solution.
- Working with Barbara Moll, Carrie Creek to solve her landscaping issue after trees removed. This is located between her condo and Dick Kott. One of my committee members, Libby Bodlt, Master Gardener is working with Barb.
- Howard Irrigation is getting our system ready for turn on. With the great amount of rain this spring, we will look to first of June to turn on system. Our system as a whole is in pretty good shape. However, the contractors who have laid Fiber Optics had created several big problems for us. They have broken a major pipe on Milrose cutting off water to area. They have wires hovering over other pipes. They have left our community with wires above ground and have left many areas in need of seeding. I have been trying to get in contact of both Buckeye and Frontier's contractors to get them to commit to reimbursement...
- Sylvania Township finished the work on Hill Ditch to no cost to us. However, a complaint from the residents on Milrose feel some of their privacy has been jeopardized when township trimmed and removed existing foliage. Hope to get Township to plant a couple bushes to correct situation.
- GSI recently did a Fertilizer and Weed Killer application for the community. Root Feeding of several trees also took place
- I will be meeting with Jesus Sanchez to discuss is availability to help with seeding and bush removal and maybe working with us on entrance way.
- North Branch Nursery has been sold. The new owner happens to be a friend of Devon Schumacker, Glass City Landscape. Chris, Libby, and Myself took a trip out to the Nursery to reevaluate our choices for the McCord entrance way and address costs. As you know the original quote was \$16,000. When contracting with North Branch they provide a complete plan : including planting, fertilizing , 2 year Guarantee on plants.) Nature's Company has been contacted and waiting on them to set up appointment to look at our project.
- A recent letter from Carol Dobelbower on her recommendations on community involvement in the landscaping of our entrance off of McCord has been something that Libby Boldt and Chris Epstein already had considered. The organization did not respond.

Ad Hoc Committee Reports

Property Manager Model Report:

- Since last month the committee narrowed down the Property Manager candidates from seven to three.
- We asked each of the three candidates to provide three references. The committee members called the three references for each candidate. Barry McEwen and Mary Murray met with each candidate in person, at their request, to make sure both parties clearly identified the expectations.
- An Executive Session of the Board of Trustees is scheduled for Tuesday June 11th from 4:30-8:00 PM at the King Library to interview the candidates. The candidates will provide a 20-minute presentation and there will be cards for Trustees to ask questions for ten minutes following each presentation. Light refreshments will be provided.
- The property manager candidates are scheduled as follows:

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- 4:30 – Miller Diversified Property Managers
- 5:30 - Kerber Property Managers
- 6:30 - Weins and Roth Property Managers
- We hope ALL trustees can attend.

Architectural Control Committee:

- Trustees should remind their homeowners to fill out ACC Request Form and provide liability insurance information for contractors prior to scheduling exterior maintenance on their condos (the only exception being emergency maintenance - Request Form and Certificate of Liability Insurance can be submitted after emergency is stabilized).
- ACC Request Forms are available on the new Carrietowne website and in the May edition of the Carrietowne Newsletter.

Outdoor Infrastructure: mailboxes are being worked on. Driveway repair was approved at the last meeting and the schedule is being worked on.

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

Future Dates: June 12, July 10, August 14, September 11,
October 9, November 13, December 11

Governing Documents: Material is being prepared for review.

Communication:

Newsletter & Email Communications

- Continues to be distributed by email to 152 resident contacts, plus 10 vendors
Opens (people who actually open the emails) at 75 – 85%
- Seven owners who do not have email addresses
- With our distribution system (free) we can distribute 6 emails per month (everything that is emailed). Wouldn't recommend sending any more than that

Community Interest Survey (to-date [report linked](#))

- 25 responses to date. Among the favorite activities cited are:
 - Card games
 - Group day trips
 - Group walking
 - Restaurant dinner group
- A variety of additional comments with interesting ideas:
 - Forming a gardening group / club working on projects in Carrietowne
 - A women's Bunco group
 - Food trucks and a band
 - Foreign language (Spanish) training

Welcome Kits

- We are up to date with our deliveries (with 2 deliveries this week). Trustees will receive a digital copy of the kit and are welcome to update the information about their sub associations
- Also need to get new owners copies of their bylaws, etc. I have the materials (received in

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late 2023) and can distribute them.

- Communications with realtors around the community (via Jack Howard) are progressing, and we are now regularly receiving all the necessary contact information for new owners
- Trustee Communications
- Will be developing a list of the variety of responsibilities of Trustees. Hope to put together a meeting of all Trustees to review, discuss current situations and possible training programs (including those offered through Kaman & Cusimano's offices)

Ethics: The linked [Proposed Carrietowne's Ethics & Conduct Policy and Procedure](#) which was reviewed at the April meeting and tabled for the May meeting. A motion to discuss the tabled motion was made by Ms. Geber and seconded by Mr. Omev. The motion passed unanimously. After discussion regarding policy and questions from trustees a second motion was made by Ms. Murray to accept the policy and seconded by Mr. Omev, after hearing no questions a vote was called. 10 yes votes and 2 no votes, the motion carried.

Carrietowne Website:

- Plans to add information from the sub associations are in the works, goal to have this done by the end of the summer.
- Committee Meeting Packets are being prepared for Trustees to review prior to the meeting. The packets may continue to have additional information added 3-4 days prior to the meeting. Please make sure to check the website link or what is sent via trustees emails.

Old Business

1. Feral cats continue to be an issue. Anyone who sees cats being fed, please contact the Board President, Mr. McEwen.
2. Trash Removal companies have changed as of the May meeting. New totes from Stephens were delivered on May 22nd. Republic bills were paid and will be reflected on next months financials. Stephens has the capacity to pick-up recycling. This will be a discussion point for next year's budget.
3. Vacant Homes in Carrietowne - 2. A brief update for each home was provided.

New Business

1. A request was made by an Acquisition company to purchase 6720 Pine Knoll Drive. No action was taken at the meeting.

Trustee Questions / Discussion

1. Fences: The Architectural Control Committee handles fence requests and abides by the Carrietowne Association Rules of Order, By Laws and Declarations. If a condo-owner has a request for a fence, they need to complete the form and work with their trustee to make sure the appropriate approvals have been obtained.
2. Light Poles: Requests have been sent to the city and we have work orders from Toledo Edison. According to trustees who have called, Toledo Edison is about 4-6 months behind schedule with

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replacement and repair. A Motion was made by Ms. Dobelbower to send a letter to the president of Toledo Edison issuing a complaint, the motion was not seconded and not moved forward.

3. Insurance questions regarding the difference between Sub Association and Master Association coverage was raised as well as the difference between sub association and condo-owner insurance. A suggestion was made that these issues be discussed with the owner's insurance companies to make sure that there is no overlapping coverage. It was mentioned this would be a good topic with a future attorney/info meeting for residents.
4. Transparency of Board: Minutes, agenda, packets are on the website. Board welcomes questions.

The next meetings are scheduled for

- June 11, 2024 - 4:30pm - Board members only
- July 8, 2024 - Regular Board Meeting

Adjournment

A motion was made to adjourn the meeting by Mr. Patterson and seconded by Mr. Omev, the motion passed unanimously.

Minutes respectfully submitted by Kimberly Smith

Approval email sent on 6/9/2024 -

Responses requested by 6/16/2024 -

Yes: 16, No: 0, Abstain:0 - Minutes have passed the online vote on Jun 30, 2024