

Carriage Park Homeowners Association

Board of Directors Meeting Minutes

February 14, 2017

Meeting was called to order at 6:40 p.m. by Tom Lyszak. Quorum of the Board of Directors established. Minutes taken and transcribed by Virginia Johnson.

Board members present: Dennis Houck, Tom Lyszak, Angela Oakley, Janis Keats

Board members absent and excused: None

CPMG Staff: Virginia Johnson, Association Manager

Disclosure: Director Dennis Houck disclosed that he has a conflict of interest as he is serving on the board in an executive director position and owns the grounds under construction and is heavily involved in the construction of the units.

Contractors Present: Mike Spanbauer, Anderson Ban Insurance did presentation of 2017 Insurance renewal

Ron and Tony, Sunrise Door and Trim did a presentation regarding the dumpsters and how to protect the enclosures by adding curb stops to the enclosures to ensure that the dumpsters stop hitting the walls.

Homeowner Forum: 0 homeowners in attendance No issues discussed

Approval of Meeting Minutes

- **Motion:** to approve the January 11, 2017 minutes as written, was made by Janis Keats, seconded by Dennis Houck and passed unanimously.

Financials/Legal:

- **Motion:** To approve the December EOY 2016, and January 2017 Financials prepared by CPMG subject to audit was made by Tom Lyszak, seconded by Janis Keats and passed unanimously.

Old Business & Discussion Items:

- **Motion:** to approve the renewal of Insurance for 2017 for a total cost of \$38,209.00 (property \$28,100.00 Gen Liability \$1500.00 Crime \$859.00 Directors and Officers \$1033.00 and Umbrella \$2,168.00) was made by Tom Lyszak, seconded by Dennis Houck and passed unanimously.
- **Motion:** to approve Sunrise Door and Trim bid to install curb stops inside the dumpster enclosures for a total cost of \$1150.00 was made by Janis Keats, seconded by Tom Lyszak and passed unanimously.
- **Motion:** to approve the 2016 Federal and State Income Tax filing prepared by Weidner and submit with Board signatures was made by Janis Keats, seconded by Tom Lyszak and passed unanimously.
- **Motion:** to approve the Weidner bid to prepare Federal and State Taxes for 2017 for a total cost of \$315.00 was made by Tom Lyszak, seconded by Janis Keats and passed unanimously.
- **Motion:** to ratify the Board's decision to pay American Builders and Contractors Supply \$67,911.39 for roofing supplies was made by Janis Keats, seconded by Angela Oakley and passed unanimously.
- **Motion:** to accept the Metro MCM Landscape Contract for 2017 for a total cost of \$12,663.42 paid in 7 installments of \$1,809.06 was made by Dennis Houck, seconded by Tom Lyszak and passed unanimously.

Discussion: Dennis Houck gave a construction update.

New Business & Discussion Items: none.

Architectural: None

Correspondence: None

Hearings: None

Adjournment: 7:25 p.m.

Next Meeting: March 14, 2017 at 6:30 PM - CPMG

Executive Session:



Minutes approved at the 3.14.17 Board Meeting

