

**Minutes**  
**August 2020 East Bluff Board Meeting**  
**Chaired by President Nancy Michalski**

Tuesday, August 25  
6-7:30pm

Present: Nancy, Peggy, Tina, Jeff, Brian, Kris, Liam (#321), (Judy & Gerry from Garden Group)  
Started: 6:02 pm

A quick note from Nancy before you review the agenda and prepare for the meeting. I understand the agenda is very long and it's likely some of the items will likely be tabled until the next meeting.

1. Approval of last month's minutes (2 minutes)
  - a. Peggy approved, Jeff seconded.
2. Brian moving – new board member candidates (10 minutes)
  - a. Liam #321 -- Moved in July 2019 (and other background)
  - b. Any others?
3. Homeowner concerns (time based on number of homeowners who attend and their concerns) Garden group members may attend to express desires for the future of the garden
  - a. Update: Group would like to continue working. Would like to update the timbers in the raised beds with continued interest from homeowners. Would also like more/newer compost/topsoil for the beds as well. We have some out behind #309 that could be used.
  - b. The Facebook posts and newsletter articles are helping.
  - c. Is it on the website? Could be mentioned. Kris will mention?
  - d. There is also the butterfly garden near the 500s, near the entrance, by the left. There's no sign for those.
  - e. You are welcome to weed the plants by the big Northport sign as well.
  - f. Note on newsletter, if on picnic table, food is free.
4. UPDATE – Patrick will not be taking his planned vacation the week of 8/24. No special arrangements required to cover parking calls.
5. Maintenance report by Kris Krueger (15 minutes)
  - a. Beginning with this meeting Kris will attend through the maintenance report and will then depart at her discretion depending on the published agenda.
  - b. Any questions or concerns for Kris must be addressed by this time
  - c. Two red maple trees were planted on 7/29/20. One is at the west end of Northport Drive and one is at the corner of Troy and N. Sherman. Jesse and I have discussed the option of pre-planting replacements for future trees that will be removed in the future. We will likely plant a few more before the end of the season. Meeting on 9th for removal and replacement of trees.
  - d. The severe erosion on the bank overlooking Northport Drive at the end of building 433-440 has been repaired and grassed over. This was a difficult area

to repair. We are tentatively planning on more repairs this season but it will depend on how the season finishes out with other projects and how dry the weather is. Jesse has extensive experience with lawn care, tree repair and landscaping. Still looking into aerating and overseeding; needs quotes. Still looking into price of weeding/TrueGreen for individual yards.

- e. Our contracted carpenter Alfonso is currently working on end wall bedroom windows that need repairs. Also, some areas that are very high up or too hazardous for our crew.
  - f. The 400 lot outside fence walls and some interiors were painted this month. Rico will be working around the area painting on a contracted labor basis. He will be working after hours and week-ends which will hopefully help us make better headway with the painting work.
  - g. Staff is currently replacing all of the outside fencing from units 537 to 540 along with the inside walls at 539 and 540. We are installing Smart Siding instead of the existing plywood. This product comes pre-primed with a 50-year warranty and overall cost is approx. \$179.00 less per unit than that of the plywood. The product matches the T1-11 siding on the building. Our plans are for next year to start replacing all of the fencing with the new product.
  - h. The large project for September is trenching and installing the security cameras in lots 400 & 500. 200s and 300s are demaone.
  - i. Secondary project is to keep painting until the weather is too cold and it's time to start fall clean up.
6. Treasurer's report (10 minutes)
- a. Will plan meeting with Nancy, Kris, Peggy to begin review of budget to present to board for 2021

<b>Unpaid Homeowners Fees</b>	<b>\$1-\$500</b>	<b>\$501-\$999</b>	<b>\$1000+</b>	<b>Totals</b>
<b>August 2020 (to present)</b>	\$3,182	\$4,333	\$8,180	\$15,694
<b>August 2019 (total)</b>	\$1,779	\$2,506	\$33,077	\$37,363

<b>Checkbook Balance</b>	\$123,210
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7. Old Business (15 minutes)
- a. Training manual for board distributed
    - i. Kris will distribute contact lists, and other info to the board.
  - b. Review of basic maintenance info

- i. Resident key location (where is key to get into lockbox)
  - ii. File cabinet lock
  - iii. Document units with main shutoffs for water
  - iv. Parking lot light operation
- 8. New Business (30 minutes)
  - a. Begin review of 1-2 rules each meeting for necessary updates. Be prepared to discuss rules listed in the agenda.
  - b. Suggest change to parking coordinator role. No calls answered before 0700 or after 2100. 24 x 7 for one person is simply not practical.
    - i. Discussion. Suggestion: Mimic City Parking hours and allowing calls during the off time but not dealt with until “start” the next day? Nancy and I will work on working and send to all board members
  - c. Discuss electronic forum options for ongoing communications (blog, google group, outlook for mail, other ideas?)
    - i. Discussion for board members
    - ii. Listserv for all homeowners as well. (NEWSLETTER ARTICLE?)
    - iii. Think about topics for next meetings
  - d. Meeting format
    - i. If it’s not on the agenda, it will be tabled until the next meeting unless deemed critical
    - ii. All comments and ideas will be considered
    - iii. Topic time limits
    - iv. No cross talking – distracting and hard to take minutes
    - v. Each person has an opportunity to provide input on each topic (round robin, pass the stick, ideas?)
    - vi. Continued discussion on the role of the Board. I have heard several comments that the Board should function like the board of a business. With that in mind, these items should be discussed:
      - 1. Level of detail and day-day involvement of board should be kept to minimum
      - 2. High level budget oversight
      - 3. Staffing decisions made by Operations Manager
      - 4. Board will be made aware of critical and/or costly decisions with weekly updates as needed
  - e. Review who has access to update the following items.
    - i. Web page -- Kris, Tina volunteers & will work with Kris
    - ii. Facebook -- Admin: Peggy/Tina Editor: Kris, Nikki
    - iii. Meeting notes/agendas -- Google
    - iv. Newsletters -- Tina add, will use maintenance report for newsletter article
  - f. Vote on new board member
- 9. Rules review (15 minutes)
  - a. RULE 3003: Trash can pick up – must follow city ordinance which says they must be removed from the curb within 24 hours. -- Agreed, will work on verbiage

- b. RULES 3002, 3007 AND 8000 (enforcement and collection of penalties) related to maintenance of restricted areas. NEXT MEETING: YARDS
    - i. How often
    - ii. Who
    - iii. Corrective actions
    - iv. Fines
    - v. Review and update rules
10. Next month's newsletter (10 minutes)
- a. Can the newsletter be out no more than 2 weeks after the board meeting? (Sent to Kris by 10th of next month)
  - b. Reminder of policy (Rule 6004) against tree climbing. Reports received of children in trees on the property.
  - c. Reminder that the restricted area is not owned by the homeowner per bylaws and enabling declaration. This means the association can and will create and enforce rules related to the maintenance and use of this area. Staff has the right of entry at any time to make inspections and take corrective action as needed.
    - i. Nancy and Tina will work on wording in Bylaws to bring back to board to make this more clear, and put in newsletter as an update.
  - d. Reminder that trash cans around property are not to be used for household trash. Recycling bins will be removed as they are getting trash in them -- not used properly. Will have tops on garbage to prevent household trash. Emptied every Thursday but can't take bags of garbage.
11. Parking report (2 minutes)

August 2020	VERBAL WARNING	WRITTEN WARNING	TOWS
200's	0	2	0
300's	3	2	0
400's	6	4	0
500's	1	3	0

Adjourn: 7:51 pm

12. Closed session if needed

- a. Thanks to Brian
- b. Vote on Liam as part of the Board. Unanimously approved.
- c. OFFICER VOTE NEXT MEETING
- d. NEXT MEETING: Tour of yard light switches in back part of #309
- e. Reclaim 2 parking stalls to expand entrance to maintenance building with truck and trailer
  - i. Would lose one rental spot and would move one owner-occupied spot. No problems. All agreed. Done.