

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

Tuesday, November 24  
6-7:30pm

**Due to the Dane County order related to in person gatherings, this meeting will be held via Zoom. Many of the original agenda items have been removed and will be added to the backlog of items to address. This meeting will focus on planning for the 2021 budget, covid impacts and how we will hold the annual homeowners meeting.**

Present: Nancy, Liam, Tina, Kris, Peggy, Jeff  
Started: **6:00 pm**

1. Approval of last month's minutes (5 minutes)
  - a. Liam moved to approve minutes after 1 wording changed. Peggy seconded.
2. Reminder – no December meeting
3. January and February meetings will primarily focus on the 2021 budget and planning for the annual homeowners meeting. (1 minute)
4. Homeowner concerns (time based on number of homeowners who attend and their concerns) -- No homeowners present and no prior concerns mentioned.
5. Maintenance report for November 2020 by Kris Krueger (5 minutes)
  - a. The clean-up and landscape work on the 2 water main break areas at 412-409 was temporarily delayed. The delay was due to broken underground wires that feed the area lights around units 401-408. Those repairs are now completed. Also, we chose to wait until Northside Electric returned to bury the temporary overhead wires in that area. That work was completed on November 18th. These areas will be surface- groomed and leveled but will not be landscaped and re-grassed until spring.
  - b. The fall leaf clean-up is going really well this year and is for the most part completed
  - c. New sand barrels placed in all of the lots. We chose to replace the old ones because the lids were not attached and they were not very aesthetically pleasing. It is my hope that the residents that use them will close the lids down tight so the sand doesn't freeze solid.
  - d. The office is closed due to the recent COVID restrictions. Residents can call, email or drop a note in the office mail slot
6. Treasurer's report (5 minutes)

<b>Unpaid Homeowner's Fees</b>	<b>\$1 - \$500</b>	<b>\$501 - \$999</b>	<b>\$1,000 +</b>	<b>TOTALS</b>
<b>As of 11/24/2020</b>	\$3,086	\$3,597	\$8,767	\$15,450
<b>November 2019 (based on notes from November 2019 meeting minutes)</b>	\$2,085	\$758	\$15,153	\$17,886

<b>Checkbook balance</b>	\$48,837
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7. Old Business
  - a. None
8. New Business (40 minutes)
  - a. Planning for March 2021 homeowners meeting. Can we have it, if not what do we do?
  - b. Should we purchase a Zoom license (costs approximately \$150/year) -- The license may be needed for next year, as restrictions due to COVID-19 continue. See: <https://zoom.us/pricing>
  - c. Liam sent the Board document to draft changes to bylaws concerning annual meeting requirements/changes and what to do if we can't legally have a meeting.
  - d. Bylaw modifications must be approved by a majority at the annual homeowners meeting, according to the bylaws.
  - e. What is a quorum for purposes of annual meeting? Enabling declarations Article II defines quorum as 51% but bylaws have a different percentage needed to have a quorum. The board discussed various ways to change the bylaws, including calling a special meeting beforehand, as well as voting by proxy votes. The Board discussed the option of voting to postpone the meeting as well as having it virtually. There will be an article in the December newsletter about the annual meeting, importance of vote, and requiring homeowners to respond with a proxy vote after Christmas. Proxy vote to be received by early Jan. The board also discussed doing an online form as a way to proxy vote, since there is an established East Bluff mailing list.
  - f. Board member terms: Article IV, Section 5 of the enabling declaration says after the initial terms of board members, all terms will then be for 3 years, although the bylaws dictate the 1, 2, 3 year terms, as has been done. Has this been modified but not reflected in the bylaws? The board discussed this, but there is no clear recollection of current board members. The board did not feel the need to change terms.
  - g. The board agreed that we needed a new rule related to keys kept by the East Bluff office. Homeowners in units with the water main shutoff valve are required to give a key to the office. This option will be available to others. Nancy will work on the first wording of the new bylaw. When approved, it will be put in the December newsletter.
  - h. Additional bylaw change to consider - % of units that can be rentals. This impacts the availability of certain loan types (i.e. FHA) -- This topic was moved to the backlog list, to be discussed in future.
  - i. Create/review items on backlog list
  - j. 2021 budget
    - i. Tentatively plan to have Kris and Jesse at the January meeting to discuss priority projects and budget requests
    - ii. Hopefully draft budget will be sent to all for review prior to January meeting to speed the process
    - iii. Begin discussion of long term plans that impact budget
    - iv. TMM brought up the bylaw for increasing the assessment per CPI: <https://eastbluffcondos.files.wordpress.com/2016/03/eastbluff-bylaws1.p>

[df](#) and

<https://www.bls.gov/opub/ted/2020/consumer-prices-increase-1-point-0-percent-in-the-12-months-ending-july-2020.htm>

9. Next month's newsletter (10 minutes)
  - a. Topics
  - b. Notice of annual meeting with note that the board is looking into how to hold the meeting (Note: Focus on annual meeting, proxy vote, rule change re: keys, etc)
10. Parking report (2 minutes)
  - a. Most of the warnings were related to vehicles not being moved or registered.

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

11. Adjourn open session: **7:30 pm.** (TMM votes to adjourn. Peggy seconds)
12. Closed session if needed