

**Minutes**  
**East Bluff Board Meeting**  
Tuesday, September 28, 2021  
Chaired by: President Nancy Michalski

**Present:** Tina, Nancy, Liam, Peggy

**Absent:** Jeff, Peggy

**Homeowners:** Kris (as office manager), Jesse (Maintenance report, etc)

**Meeting started:** 6:02 pm

1. Approval of last month's minutes
  - a. August meeting minutes
2. Homeowner concerns
3. Maintenance report by Jesse
  - a. Goals for September were not all met.
    - i. 300 lot entry sidewalks got completed today (not when the report was sent in)
    - ii. 542 fence posts were replaced, framing repaired, rot removed from under the aluminum cap, panels replaced on Northport side, caulked and painted. The inside of 542 has veggies that are either ready for harvest or close to ready. They grow alongside the fence, so we can not replace inside panels until the resident has harvested and is ready for us to trample over flower beds to complete replacement. Timbers need to be replaced which can wait until the next budget cycle begins.
    - iii. Hostas, lilies, and spireas were all cut down and removed around the compound, and the guys spent half a day once more just to tidy up.
    - iv. Downsized bushes that are located near hostas, lilies, and spireas. This did not get completed but will be something that can be done alongside winter pruning.
    - v. Oscar goes to Hawaii for a week in October.
    - vi. Alfonso was able to make repairs on 401 and completed 401 siding repair
    - vii. Alfonso left 403's yard in disrepair, so we had to clean after him by removing scrap metal, reattaching the downspout, and cleaning the mess left behind.
    - viii. Re-tilled & the soil was turned. Re-seeded 410 courtyard
    - ix. Sealed & sprayed where bees were living, and have caulked over at units 333 and 325
    - x. Bees were sprayed at 217 twice. Now siding needs to be removed and replaced to remove hives.
    - xi. 405 downspout elbow added and downspout strap added.
    - xii. Lights were checked multiple times due to a couple of calls about half the lights on the property being out. Whatever lights are out will determine the circuit string, which can help determine where the short could potentially be.
    - xiii. Along with completing the projected goals and staying on top of general maintenance i.e trash, grass, yard waste, and dump runs. We have also addressed a few other issues.
    - xiv. Cleaned workshop
      1. Replaced broken light fixture in common office space
      2. Organized workshop
      3. Installed time clock. Write-ins must be initialed by JM.
      4. Cleared electrical panel area in compliance with OSHA
  - b. Goals for October
    - i. 300 lot entry sidewalk

- ii. Mowing will slow down, so we will try to get the follow-up painting done at units 222, 234, 236, 344, 334, 401, 402, 403, 405, and 433. This will be in order to seal & finish new siding work.
- iii. Parking lot clean up (goal is for all for at least once, if not twice)
- iv. Start leaf clean up (will depend on how many leaves fall & weather)
- v. Gutter cleanup
- vi. 400 concrete hazard: The public sidewalk has significant sinking which are tripping hazards. Would like to angle-grind/cut the sidewalk to limit issues. #441 has two significant issues with a severely leaning fence due to a large amount of rocks in the yard, to be fixed next year.
- vii. Service mowers (filters, blades changed/sharpened, etc.)
- viii. Get sand cans out (toward the end of the month, when frost happens)

4. New Items

- a. Board opening – Jeff is stepping down from the board. New applicants should send a letter of interest/etc to the office and include them in the next meeting. Have them talk to us and we’ll discuss after they leave.
- b. Status of fencing project-- Plan to keep up with the 5-year plan. Wood price is still high but should crash at some point and become much cheaper. Do we reprioritize, etc? Do we stock up on extra materials and store them closer to us in a small shed? Getting a load of 10’ in bulk would be ideal.
- c. Cleanup in front of the shop area -- A small shed could help store the Smart siding and store extra trash cans that add to extra mess in front of the shop.
- d. Time to start thinking about the 2022-2023 budget along with fee increases/possible assessment to build better reserves and finance the significant amount of work needed on the buildings. May also need to think of a special assessment. We need to think about it now. We think we need about \$250,000 to fix everything we’d need. An example is about \$20/month which could help bolster our reserves in order to maintain these older buildings.
- e. Staffing items
  - i. Time clock was purchased and installed, effective 9/20/2021.
  - ii. Update/recreate policy and procedure documentation to include holidays, vacation, sick leave, attendance, code of conduct, etc. – Kris is in progress
- b. Treasurer’s report (10 minutes)
  - a. Review of current budget status
  - b. Unpaid fees and checkbook balance
  - c. Input on fee increase article – long-term planning and building reserve accounts. Include the (previously-emailed to Board) WPR article to the Association and include it in the annual meeting.
  - d. Still owe the checkbook for the last water main repair. The plan is to reimburse from the reserve fund.
  - e. Still owe reserve funds deposits for this year.
  - f. Checkbook discrepancy was just a timing issue with two views on two different days.

<b>Unpaid Homeowner’s Fees</b>	<b>\$1 - \$500</b>	<b>\$500 - \$999</b>	<b>\$1,000 +</b>	<b>TOTALS</b>
<b>As of 09/xx/2021</b>	\$1,149	\$547	\$8,761	\$10,457
<b>September 2020</b>	\$4,198	\$3,059	\$8,509	\$15,766

<b>Checkbook balance</b>	\$132,010
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- c. Old Business (15 minutes)
  - a. Comptime vs overtime
    - i. Status update-- Nancy sent it out to the lawyer
  - b. Review forms from Kris. Corrective actions (trash), Structural modification, Welcome packet and guidelines/summary of rules
  - c. Gate standard status: follow what's in the updated Structural Modification form instead of having only two options.
  - d. Rules committee updates/rules review.
    - i. Section 3000 concerning yard and structural modification will be priority
    - ii. Any updates for review?
  - e. Status of large item pickup
    - i. Items on the curb on non-pickup weeks must be removed
  - f. Position description updates – reflect the transition of duties from Kris to Jesse. Updates sent to board for review. Issues for discussion include but are not limited to:
    - i. Who will review/approve the structural modification form?
    - ii. Discuss calls to vendors/contractors for supplies, quotes
    - iii. Notifications to homeowners of utility outages
  - g. Maintenance on-call rotation – discuss assigned phone, suggesting to be rotated among staff for off-hour emergency calls? Jesse – was this discussed among staff? Staff is mostly interested in using an emergency phone on a rotating schedule. Off-hour work is still work-time and needs to be accounted for. Will also need to be taken to the lawyer to understand payment at hourly. At Meadows, JM was compensated at overtime wage from the minute the phone was answered to the minute they returned home. The phone number will not be published yet.
  - h. Posting maintenance email (work requests. Email must be monitored daily

	<b>VERBAL WARNING</b>	<b>WRITTEN WARNING</b>	<b>TOWS</b>
<b>200's</b>	0	1	0
<b>300's</b>	0	0	0
<b>400's</b>	0	0	0
<b>500's</b>	2	1	0

**Rule updates:**

Wisconsin laws for nuisance tenants seem to be going away. Mostly they are between landlords & tenants, not from condo associations. Not as much ground to evict tenants. When you rent your condo to a renter, you have to include the clauses about nuisance renters and their lease has to add to follow rules and regulations, etc in agreement. Landlords must enforce those rules There are a lot of laws designed around protecting tenant rights. All that should be discussed with a lawyer.

**Large item collection:**

3005 doesn't make sense and Liam has been working on updates. The current proposed wording is from the City of Madison website. It's also hard to track who dropped it off on the curb.

3018 and 3019 -- would be new rules to address for the right of entry into restricted areas, aka, private yards & security cameras. (Discussion also flowed to having signage around #309 about it being a restricted area as well.)

- d. Items for future meetings
  - a. Renter policies
  - b. Define nuisance tenant and ability to force eviction
- e. Adjourn open session: **7:34 pm**
- f. Closed session if needed
  - a. Plan for a short closed session for board members