

**Minutes -- FINAL**  
**East Bluff Board Meeting**  
**Tuesday, April 26, 2022**

**Chaired by:** President Nancy Michalski

**Present:** Tina, Nancy, Mitch Liam

**Absent:** Leni

**Homeowners:** Kris (as Operations Manager), Rhonda (temp replacement while Kris is on vacation)

**Meeting started:** 6:02 pm

1. Approval of last month's minutes
  - a. March minutes
2. Homeowner concerns
  - a. No Homeowners present
3. Maintenance report by Kris
  - a. Spring clean-up is close to complete.
  - b. The area at the end of the maintenance parking lot will be re-seeded as soon as the ground is dry.
  - c. All siding and trim for 1 building are being delivered this week and Oscar will start painting. A paint sprayer was purchased. This should reduce the time spent painting by two-thirds and reduce the amount of paint used by more than ½ of what it would take hand paint.
  - d. We are hoping to start re-siding the building from 441-448 by the end of May. It should take about a month, weather permitting.
  - e. Work on the outside fence replacement from 441 to 448 will start Wednesday of this week. The underfencing will be removed, especially if it's rotting/etc. Will only be replaced/put bag if useable, or may be replaced with dog fencing. Gates that are attached to fencing will also be removed. Gates should not be attached to fencing; should be free-standing. Homeowners will be notified in advance.
  - f. The end of building #19 in the 500 lot will be painted as soon as the weather warms up
4. New Items
  - a. Kris vacation 6/8/22-6/22/22. Need to plan on coverage of daily office tasks. Rhonda will handle payroll and ACH
    - i. Project is also starting; Oscar is the contact for contractors. Kris has a spec book for these buildings too.
    - ii. Check voice mail – Voicemail recording will be changed to call either Rhonda or Nancy. (?) return calls.

- iii. Check email. (Rhonda will check email; Kris may be able to check email and will log that work time if needed.)
  - iv. Realtor questionnaires cannot wait. Kris will be able to email Rhonda or talk to board members. We have 3 units that just were sold. 1 is currently in the process. Kris has given Rhonda examples of past answers.
  - v. Rhonda attending April meeting to work out details
- b. Parking enforcement article for newsletter (confirm it matches the current rules doc)
- c. Dog biting incident-- now between the homeowners of East Bluff. Going forward, we will make it a priority to add a new/revised pet policy. Will also include restrictions on breeding animals at East Bluff and intending to sell them. Will look at breed, size, number, limits/etc.)
- d. Remove under fencing and improperly installed gates when fences are replaced.
- e. Assign rules updates to board members and schedule for review
- f. Priorities for the upcoming year (board priorities)
  - i. Siding/fencing project updates and review of progress
  - ii. Assist Mitch in transition to Treasurer role: will work with Kris and Rhonda to work on QuickBooks reporting functions and other elements.
  - iii. Define board positions & duties
  - iv. Review of employee manual -- can be done in conjunction with above.
  - v. Web site redesign -- Lower priority, Kris's niece is out of the country now.
  - vi. Continue rules review: assigning 1st drafts. Will be sending out an update after it's done with recommendations to send them out yearly.
    - 1. Pet policy -- Nancy
    - 2. Gate policy (type and appearance) -- standardization, single types of fences, and defining working conditions (see below) -- Tina Marie
    - 3. Gate locks (see above) -- Tina Marie
    - 4. Restricted area inspection and rules enforcement (aesthetics/ healthy/etc) --see #5 as well. -- Mitch
    - 5. Right of entry issues (yard and water shut-off) -- Mitch
    - 6. Flag rules (based on Elena's research) -- Elena
    - 7. Renter Policies including define nuisance tenant and eviction policy/procedure -- Liam
    - 8. Fine policy? An example is 1 warning, 2nd offense \$50, third penalty (or another option) -- Nancy

5. Treasurer's report

- a. Review of current budget status-- 1 month into the new budget, which looks good
- a. Unpaid fees and checkbook balance

Unpaid fees and checkbook balance

Unpaid Homeowner's Fees	\$1 - \$500	\$500 - \$999	\$1,000 +	TOTALS
As of 04/26/2022 -- note that this may include Hazard insurance payments which are not yet due. Will try to make this more clear in coming months	\$4,521.84	\$5,589.85	\$13,490.86	\$23,602.55
April 2021	0	\$2,420	\$8,943	\$11,374

Checkbook balance	\$56,510
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6. Old Business. Note that items may be deferred to next meeting.

PARKING REPORT (April 2022)

	WARNINGS	TOWS
200's	1	0
300's	3	1
400's	1	0
500's	2 (fire lane infraction)	0

- c. Items for future meetings
  - a. Review of building repair project
  - b. Review of lawn care services
- d. Adjourn open session: **7:20 pm**
- e. Closed session if needed.