

Minutes
April 2020 East Bluff Board Meeting

Tuesday, April 28, 2020

Via Zoom

6:00 - 8:30pm

Present: John, Nikki, Peggy, Nancy, Brian, Tina

1. Homeowner Concerns
 - a. Is storing the Bobcat outside bad for it? Will it rust? Is it the best way to take care of our investment? John says equipment can sit outside. The key is kept in the office. Soon we'll have a camera to keep track of that area.
 - b. Concern of lots of glass outside. Looking out office window at the end of the building, down the hill towards 200s. The unit at the very end has glass outside the building on Sherman Avenue on the base of one of the trees.
2. Approval of February Minutes
 - a. Update-- personal injury suit outcome: insurance claim was rejected
3. Recommended board goals for this year: Nikki
 - a. Clear expectations for staff and board members - including accountability
 - b. Establish a communication "policy" and outline what types of things need to be communicated, how, when, and to whom
 - c. Develop a list of decisions that need to be approved by the board. And that means $\frac{3}{5}$ board members
 - d. Develop a list of decisions that need to be communicated to the board prior to it occurring or within 1 day
 - e. Review where we are with expenses and budget monthly
4. Election of Officers
 - a. President: John
 - b. Vice-President: Brian (& Liaison)
 - c. Treasurer: Peggy
 - d. Secretary: Tina
 - e. Assistant Treasurer: Nancy
 - i. (Other options for 5th position: Member-at-large, Assistant Treasurer, Assistant Secretary, etc) Should have a Liaison between Maintenance and Board
5. Maintenance Report (Kris):
 - a. Alfonso is a contractor that we are using for building maintenance now. We think we've made more progress than we had last year. Has been good at communicating when he won't be here. Has been working on repairing woodpecker-damaged siding, where woodpeckers make holes and then there is existing damage below the surface. Will move to work on vertical trim on the windows, on the skinny vertical windows. Then will work on trim that has gotten bad.
 - i. Can Brian get a list of what he's been working on to evaluate. John will put it together and give it to all board members.
 - b. Have also seen issues with HVACs that have been switched out. Where the grates aren't wind-resistant.

- c. Jesse at Crescent can't come into the building because of an epidemic to put in the system -- has been helpful on the phone though. John has to figure out system pieces. Have 3 cameras on the maintenance building. Have trenched to 200 block and to 300 block and they both have conduit buried. Working on metal rod trenching which has been better than the water one. The problems included bad soil with a lot of clay, or have rocks in the way. They are on track to finish trenching/set up. Will then work on getting cameras set up. Should be set up within a couple of weeks.
- d. Homeowner requests (anything that board needs to weigh in on) -- none
- e. Purchasing requests - unexpected things we didn't budget for that we need -- none
- f. **March / April** goals & progress: Have been focused on cameras and epidemic
- g. **May** priorities and goals: Will be focusing on mowing. Our Jesse has been focusing on landscape and some retaining walls. Have been working on getting rid of red granite, especially off Troy. Jesse will be switching over to painting as the weather gets warmer. John will be working on replacing fences. John has an evaluation for siding. Will be using the same siding not smart siding. Will also be looking at higher fences within 6 inches of grade. Will also be looking at areas when they may need retaining walls later. The shorter grade will be better for making consistent under-fencing.
- h. Question about lights in parking lots (Nancy): we are looking at putting in LED lights and switching out lenses. That's a goal of ours, hopefully to take care of this year. Jesse may work on the painting of those as well.
- i. Question about Alfonso: is he strictly working on siding. John: Alfonso is our general contractor working on maintenance. Has been working on tripping hazards as well. Basically: siding, trim, soffits, etc.
- j. Peggy asked about sections cut/grind down the sidewalk to save money and remove trip hazards. This is what Alfonso has been doing for the last couple of days. In 75% of cases it went fine, but in some cases the angle is still too severe. Have to be more involved in decisions about where to grind, where to life, etc.

6. Budget Review - compare current expenses to budget

- a. In deficit for Timbers & Landscaping stones
- b. Have hired Jesse, who worked here before. He is considered an independent laborer. (Contracted Labor-Miscellaneous), taking money from Seasonal Help. \$12/hour. Cap: \$5700. John will check on the insurance aspect of it, to see if they need to be insured.
- c. We as a East Bluff board should also have more communication about hired help, especially if they are going to be here at least a week. Peggy requests that we have the bright green colors back since the navy blue blends in more.

7. Treasurer's Report (Peggy)

Unpaid Homeowners Fees	\$1-\$500	\$501-\$999	\$1000+	Totals
April 2020	5616.05	6214.19	7569.89	19400.13

April 2019	4405.19	3352.72	31994.80	39752.72
Checkbook Balance	127,319.0			

8. Old Business

- a. Cameras - update (see above)

9. New Business:

- a. Kris' job duties - choose appropriate title -- We need to develop a written list of job duties. John will talk to Kris and have that list ready for the next meeting.
- b. List of decisions that must be approved by Board (2/3) --
 - i. New hires (i.e. employees) that work at EB longer than a week
 - ii. Major budget changes (ratio/percentage/etc)
- c. List of decisions that the Board needs to be notified of prior to beginning or within 24 hours
 - i. Board should know when significant work is being done
 - ii. Board should be notified of contractors who will be at EB longer than a week (no decision needed)
 - iii. Damage to property/hazards/major problem that can spread within a unit or building and any homeowner/tenant notifies Kris or a board member (tree falls down, water main break, etc., rodents/termites, black mold)
 - iv. Structural changes to the building
 - v. If staff find out about something major, the Board should know.
 - 1. Note: Brian will be Liaison between Kris/staff and the Board.
- d. List of Board member expectations -- Wait until next meeting
- e. Who is going to take over:
 - i. Newsletter - Tina volunteered. Articles should sent to me/ added to the next newsletter two Mondays prior (~10 days beforehand)
 - ii. Gardening group - Nancy will attend the planning meeting 5/2 at 11. (John mentioned the idea that Maintenance wants to replace a retaining wall in garden area, to change from wood to cement)
 - iii. Facebook page (<https://www.facebook.com/eastbluffcondos/>) -- login: have to be assigned as an editor from Nikki. Tina volunteers
 - iv. Volunteer "database" -- started a number of years ago: volunteers for trash taking to curb and returning, being a helper to someone who needs it. Nikki kept it. Peggy volunteered.
 - 1. Suggestion to add to Google drive
 - 2. Newest volunteer: Mauricio Avila 328 maui.moon.rider@gmail.com

10. Next Month's Newsletter

- a. Rule reminder
- b. Garden update

c. Officer position announcement

11. Board training item - John and Kris -- John will talk to Brian about maintenance training for board members.

12. Parking Report: View further below -- (unavailable before meeting)

Next meeting: hopefully in person, with social distance. Send documents via email so everyone can look at their own.

Peggy suggests for warmer months: resume field trips whatever we need to look at around the priority. (They may have to be during the meeting, after we hear homeowner concerns, between 6 and 8:30)

13. Closed Session, if needed

Parking Report

	Verbal Warnings	Written warning	East Bluff Fine	City Ticket	Registration Card	Towed
200 lot	0	0	0	0	0	0
300 lot	0	0	0	0	0	0
400 lot	0	0	0	0	0	0
500 lot	0	0	0	0	0	0

LINKS:

Employee Manual ([link here](#)) - review for edits

Board position descriptions - link to beginning document - [Link to Board Position Descriptions](#)

Current Rules and Regulations [EB Rules and Regulations](#)