

Minutes
East Bluff Board Meeting
Tuesday, August 24, 2021
Chaired by: President Nancy Michalski

Present: Nancy, Liam, Tina

Absent: Peggy, Jeff

Homeowners: Kris (as office manager)

Meeting started: 6:05 pm

1. Approval of last month's minutes
 - a. June meeting minutes -- will be posted
 - b. July meeting minutes -- public minutes: homeowner names are removed to protect privacy
 - c. August newsletter? Some changes were discussed and made during the meeting. The September newsletter will have winterizing topics from Kris as well.
2. Homeowner concerns
 - a. A homeowner sent concerns about repairs of the courtyard destroyed during the water main break via email. Kris has dealt with it.
3. Maintenance report by Jesse
 - a. August - All projected goals were completed by August 27th 2021.
 - b. The courtyard in front of 409-410 has been graded and seeded. A tree was also planted to replace the tree that was removed.
 - c. Stair retainers have been built. (just need to add backfill and plants)
 - d. 405-408 rocks added along the sidewalk to assist with draining.
 - e. 413-416 has been tilled and re-seeded.
 - f. Parking lot plot in front of 413 has been tilled and re-seeded
 - g. 412 building end has been tilled and re-seeded.
 - h. Alfonso was able to make repairs on the units 401-404. We are awaiting a pvc board to complete the work on unit 401. ETA on arrival is early September. Alfonso said he would return to do that last part, but until then he is done for now.
 - i. 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.
 - i. 410 was painted
 - ii. 224 cream board was painted
 - iii. 409 fence caulked & painted.
 - iv. 404 bees removed
 - v. 404 window leak repaired
 - vi. 309 yard waste storage area cleared and re-done in preparation for fall clean up.
 - vii. 304 wasps, we attempted to remove wasps with our own products a total of 6 times with no success so we then called pest control and they sprayed. After directions to leave alone for 48 hours we then proceeded to seal the unit.
 - viii. 300 entry sign vines removed.

- ix. 402 large tree limbs fell during the storm. We managed to remove it with ropes, ladders, and a rope harness. then took the brush to the city dump.
- j. Goals for september
 - i. 300 lot entry sidewalk
 - ii. 542 fence
 - iii. Cut down hostas, lillys, and spireas.
 - iv. Down size bushes located near hostas, lillys, and spireas.
 - *Oscar will be gone for the majority of september. So these will be our goals along with general maintenance and other possible work requests.

4. New Items

- a. Are wood prices continuing to go down and how is supply?
 - i. Expected to go down, but most of the repairs are done. Next month starts cleanup for winter
- b. Homeowners putting up security cameras for restricted spaces
 - i. Private yard cameras: (#433, #434) -- What needs to happen? Are there specific types/models of cameras that are suggested? What are the board's and maintenance staff's concerns about installation? Should they be battery operated or hardline?
 - 1. Homeowners are required to fill out a Structural Modification form, which can be found on the website. Kris suggests looking at Best Buy. It's better to run off electricity instead of batteries or solar-powered which may not work in extreme winter weather/temperature. Kris talked about it with Jesse. The board was unsure about the legality for recording common areas and/or neighbors' private yards, but thinks that the cameras cannot point to any other private yard/areas including inside windows & doors. More research will be done. The best bet would be to make sure that the camera is focused exclusively on your own private yard. In terms of attaching it to the building the board discussed if small holes for small screws would need expert installation. Reminder: all of the parking lot cameras are pointed away from private yards. In the end, the board will allow and encourage homeowners to have yard cameras, but the homeowner must fill out a Structural Modification form. If a camera is hardwired, it will need to be done by an electrician or another qualified person.
 - ii. Could this be a newsletter item? -- Yes, absolutely.
- c. Status of fencing project -- Working on unit (#542) next.
- d. Alfonso will finish siding on 4 units in 400's then is done for the year, and then he is done for the year
- e. Trim boards ordered. Trim is being replaced and our maintenance staff will do the install
- f. Cleanup in front of the shop area -- This is a future project and is being discussed with Jesse.
- g. Staffing items
 - i. What are scheduled hours for all? We need to have a schedule. Oscar is 7-3:30 and Rico and Jesse work 7:30-4, generally barring weather emergencies.
 - ii. How is absence notification handled? -- Staff either leave a message for Kris or calles Jesse. If Jesse is gone, he calls the guys and should at least text Kris.

- iii. Who if anyone is/should be approving timecards? -- Suggest getting a time clock again. Nancy will look at options and we will discuss this later. Will also require policies and procedures on falsifying their or another timecard.
 - iv. Update/recreate policy and procedure documentation to include holidays, vacation, sick leave, attendance, code of conduct, etc. -- Kris created a large 3-ring binder for procedures. No digital copies but we may be able to recover or recreate/re-scan the binder. Liam will look at the computer to check it out tomorrow morning.
5. 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
 - d. We still need to deposit money back into the checkbook for the last water main repair. It will be reimbursed from the reserve fund.
 - e. We still owe reserve funds deposits for this year.

Unpaid Homeowner's Fees	\$1 - \$500	\$500 - \$999	\$1,000 +	TOTALS
As of 05/25/2021	\$496	\$1,396	\$9,201	\$11,092
April 2020	\$3,182	\$4,333	\$8,180	\$15,094

Checkbook balance	\$60,811
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To be done: \$3,000 of insurance per month + payroll due Friday. (Nancy will look and verify)

6. Old Business (15 minutes)
- a. Comptime vs overtime
 - i. Status update – no progress
 - b. Welcome packet and guidelines/summary of rules. Kris will review the structural modification request form and corrective action forms and will send drafts to board by Kris
 - c. Gate standard status (2 options)
 - i. Jeff not present at this meeting
 - d. Rules committee updates/rules review.
 - i. Section 3000 concerning yard and structural modification will be priority-- Table and section will be reformatted. More information & clarification to reject gate locks and right of entry of East Bluff board & staff. Inspections. Liam will provide a draft to the board.
 - e. Status of large item pickup
 - i. Items on curb on non-pickup weeks must be removed
 - f. Kris retirement plans – Kris has changed her mind and is not retiring anytime soon
 - g. Position description updates – reflect transition of duties from Kris to Jesse. Updates sent to board for review. Nancy will send drafts again. We will try to answer the following issues for discussion include but not limited to:

- i. Who will review/approve structural modification form?
- ii. Discuss calls to vendors/contractors for supplies, quotes
- iii. Notifications to homeowners of utility outages
- h. Maintenance on-call rotation – discuss assigned phone rotated among staff for off-hour emergency calls? Jesse has not discussed this with staff yet.
- i. Posting maintenance email (work requests) and phone number (off hour emergency).
Phone number is not ready to post yet. Email must be monitored daily

	VERBAL WARNING	WRITTEN WARNING	TOWS
200's	0	0	0
300's	0	0	0
400's	1	0	0
500's	0	3	0

- 7. Items for next meeting
 - a. Renter policies -- We need to have tougher renter policies in order to define nuisance tenants and our ability to force eviction. For example: From the current moment, .. any further correct actions of this order will result in a fine. X number of (fined, paid & unpaid) corrective actions within a certain amount of time. Liam and Kris will work on this and we will discuss it at the next board meeting.
- 8. Adjourn open session: Time: **7:15 pm**
- 9. Closed session if needed