

Minutes
East Bluff Board Meeting
Tuesday, August 23, 2022

Chaired by: President Nancy Michalski

Present: Tina, Nancy, Mitch, Liam, Leni

Absent: n/a

Homeowners: #442, #542, Kris (as Operations Manager)

Meeting started: 6:02 pm

1. Homeowner concerns #443 --
 - a. Homeowner (HO) read the copy of official City of Madison notice re: unsafe buildings from 2015: one of the reasons we started the siding project.
 - b. HO has concern about replacement of siding on his unit. Talked to Liam, did not call Kris. A week later the contractor put up the wall/fence Rot was found in siding. Zach had mentioned that the siding would be replaced. HOMEowner was concerned about the amount that was replaced. The fence is now blocking some of the repairs per homeowner. Siding will be replaced in a couple of month, per contractor. Homeowner went without fence for 2 months. Siding replacement is coming in a couple of weeks. Flower boxes not allowed. Gate was removed without earlier communication. Nancy will talk to Kris about communication. There's missing dirt and a big depression there (at a corner) now. Nancy will follow up with that issue too. Homeowner wanted quotes
 - c. Other homeowner (unit?) -- wants quotes on gate contractor quotes from the other contractors that Kris talked to.
 - d. Nancy: The board sent out information at the last annual meeting-- but there was not enough information sent out on gates etc. The price is very high for gates.
 - e. The fence policy is under draft
 - f. Wants to put designs out to the community
 - g. Concerns about how much time required to keep deck which doesn't match space requirements
 - h. Homeowner also did not have anyone mowing the lawn or weeding enough.
 - i. Fences aren't all priced the same, if the landscape is different.
 - j. 2nd homeowner wants to keep the deck as it is, since it was purchased with the deck in it.
 - k. Exception can cause problems later as well
 - l. HO #2 wants to see other fence quotes and fencing prices.
 - m. Homeowners want info on prices paid and what the fences are.
 - n. Board will communicate more about prices. (materials for gate as well as labor). Can we also get current contractor labor costs?
 - o. Nancy: other contractors backed out from the project when they saw it. Fencing was an easier process to start the project.

- p. Need better idea of which units will be worked on -- list on website and in newsletter. Asking to post contractor quote on website-- which we can't do without security on website
 - q. Kris should have quotes available for those who can come up to the office
 - r. Mad about work: come back to paint the panels which is a bad way to do. Should be painted first instead after.
 - s. Choice of gates may be too limited. have to install/re-install posts. (gate installed at ?? for examples. Board will check these to make sure they are installed correctly)
 - t. That was started with buildings in most need of repair/ as well as street-facing.
 - u. Past members who didn't pay fees for decades which is a source of concern/anger for HO#2.
 - v. HO#2: Website: Square site page with website login on each page ? Maybe be \$12/month
2. Approval of last month's minutes
- a. Remove comment on website that meetings are held via Zoom
 - b. May minutes are the last ones posted on website
 - i. June and July will be posted after errors are corrected ASAP. Mitch is still transitioning to Treasurer role and figuring out Quickbooks system and reporting to note how the money is reported. Currently doesn't separate homeowner's fees and hazard insurance as a lump sum in reporting
 - c. Annual meeting minutes from 2020 still shown as draft on website (was done by proxy/virtual) -- need record of proxy vote, etc on site
 - d. Need summary of how Annual 2021 meeting was handled, created and posted
 - e. Last newsletter posted to the website is from April, missing May. No newsletter created for May, June, or July
 - f. June minutes still not approved?
3. July minutes
4. Maintenance report by Kris
- a. Budget item for next year – tree pruning especially in areas where trees are keeping grass from growing
 - b. Fences for 437-440 and 201-204 were completed in August.
 - c. Fences for 221-224 are starting now and should be finished in approx. 14 days. (Nancy will follow up on painting. Fencing to go until we run out of money; siding to start mid September)
 - d. We are currently assessing fences to determine which fences will be replaced next.
 - e. We will be starting fall clean-up early expecting to be finished by October 31st. I received a bid in the amount of \$6,119.00 from Friske Lawn Care to do the clean-up. I believe that cost is prohibitive. Note: Fall clean up didn't get finished last year. Includes mulching leaves and taking to compost or landfill as needed. Getting sand for winter/ etc. MOSTly involved leaves, aerating, and final mowing.

- f. Six large trees have been hard pruned and one (1) dead tree removed by our carpenter Zach Sundby.
 - g. Budget summary needed for where we are currently in the year.
 - h. Two large trees are scheduled to be removed in October by Capital City Trees . One at unit 429 and one at unit 325. (HO#2: 542, tree that is dead)
 - i. No new projects for the crew will be started this year. Painting the panels for the fences and demolition clean up and removal will take up a considerable amount of the staff time.
 - j. Contractor will work on the siding issue.
5. New Items
- a. Issue with Hazard insurance coverage (Unit#542) -- Email from Rocket Mortgage forwarded to Mitch from Fannie May. Issue re: 100% insurance or coinsurance. May not be able to sell without it. (Schwartz/Rockford insurance. 100% to 90%) -- If increase, board will pay the difference
 - b. Security camera use -- Leni had concerns about policy, Liam amended rules 9001/9006 to note camera footage may be used to enforce EB rules and that some footage for ongoing investigation will be saved longer than 7 days.
 - c. Updated rules with changes in bold:
 - i. **9001** Security cameras will monitor parking lots, adjacent sidewalks and some common areas. Private yards will not be monitored via video.
Security camera footage may be used for enforcement of East Bluff Rules and Regulations.
 - 9002** The existence of the security cameras is in no way meant to imply or set the expectation of real-time monitoring.
 - ii. **9004** Video footage will be retained for seven (7) days and is then automatically deleted. **Video footage containing information vital to a currently ongoing investigation may be saved.**
 - d. Pet policies
 - i. Will not be discussed this time with only 15 minutes left. Previous altercations have not been reported to DNR. Will be looked at again Review draft gate policy (locks and appearance) --- Board to review by next meeting
 - e. Review draft gate policy (locks and appearance) Board to review and update/add comments by next meeting.
 - f. Update rules on permanent vs temporary structures in restricted areas: Change rule to allow over fences if temporary structure. Have it up if you are using; take it down if you aren't using it. Tailgate tents when people are over is fine. Take it down after.
 - g. MagicPak memo -- Liam updated and will review the newsletter and give it to Kris to send out. Leni will look at the website and work with Kris to update information on the website. Liam will add note that struc mod form needs to be in/approved before HVAC
 - h. Priorities for upcoming year (board priorities)

- i. Siding/fencing project updates and review of progress
 - 1. Communication required with upcoming work especially when things get stalled as well as current process/progress/costs/expected cost, etc.
 - ii. Assist Mitch in transition to Treasurer role - ongoing
 - iii. Define board positions
 - iv. Review of employee manual
 - v. Website redesign
 - vi. Continue rules review
 - 1. Pet policy-Nancy
 - a. (no breeding of any animals, consider breed, size, number, definition of pet)
 - 2. Gate policy (type and appearance) –Kris/Tina Marie
 - 3. Gate locks-Kris/Tina Marie
 - 4. Restricted area inspection and rules enforcement-Mitch
 - 5. Right of entry issues (yard and water shut-off)-Mitch
 - 6. Flag rules (based on Elena’s research)-Leni
 - 7. Renter Policies including define nuisance tenant and eviction policy/procedure-Liam
 - 8. Fine policy (rules for amount, time to resolve, adding cost of getting lien to the homeowners cost etc.)-Nancy
 - 9. Send out yearly rules updates
6. Treasurer’s report (10 minutes)
- a. Review of current budget status
 - a. Unpaid fees and checkbook balance
 - b. What do we really want to see here?
 - c. Had discussion with the bank on removing Peggy and John from accounts and adding Mitch. She (bank personnel) had to research what needs to be done and will get back to me. We will schedule a meeting at the bank to complete the process. Mitch and anyone being added to accounts should attend meetings if possible. Leni will be added. Nancy will try and set up meeting

Unpaid Homeowner’s Fees	\$1 - \$500	\$500 - \$999	\$1,000 +	TOTALS
As of 08/23/2022 (process for obtaining numbers under review)				
August 2021	\$496	\$1,396	\$9,201	\$11,092
Unpaid 2022 assessment fees				\$58,863
All other outstanding fees (fines, insurance, unpaid monthly fees)				\$12,630

Checkbook balance	\$72,668			
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Total assessment due for the year: \$98,912
 Total assessment fees paid up to this point (8/22/22): \$40,048.88
 Remaining assessment fees due for 2022: \$58,863.12
 All other outstanding overdue charges (fines, homeowner fees, unpaid insurance): \$12,629.88
 Nancy will be moving money to reserve accounts later, before the end of the year.

- 7. Old Business (15 minutes). As needed, items may be deferred to the next meeting.
 - a. Update info on furnace replacements
 - i. Website updates
 - ii. Structural modification update with furnace info

PARKING REPORT (July 2022)

	WARNINGS	TOWS
200's	1	0
300's	2	0
400's	0	0
500's	2	0

- c. Items for future meetings
 - a. Review of building repair project
 - b. Review of lawn care services
- d. Adjourn open session: **7:30 pm**
- e. Closed session if needed.