

Minutes -- DRAFT
East Bluff Board Meeting
Tuesday, February 22, 2022
Chaired by: President Nancy Michalski

Present: Nancy, Tina Marie, Mitch, Liam, Leni

Homeowners: Kris (as office manager)

Meeting started: 6:00 pm

1. Approval of last month's minutes
 - a. January minutes
2. Homeowner concerns: None present
3. Maintenance report by Kris
 - a. Jesse Moreno has resigned. His last day was Feb 16th.
 - b. Myron Ashford has been hired on a part-time basis and he will be working 3 days per week with the possibility of full-time employment.
 - c. Friske Lawncare has been hired **on a trial basis** to do all of the mowing, weed-whacking and leaf-blowing on sidewalks each week. Our staff will mow the private yards. Contracting the lawn mowing will free up Oscar and Myron, painting, flower bed repair and under fencing removal where necessary. Also, there are over 30 woodpecker holes that need to be patched. We should see an improvement in general esthetics around the common areas this year. I am negotiating with someone to do fence repair for 25.00 per hour for some select locations where it's badly needed.
 - d. In March we will be starting spring cleanup when the weather cooperates. Otherwise, the garage area will be cleaned and equipment serviced and repaired. There is a great deal of yard waste that needs to be hauled to the dump and the brush in the area in front of 327 will be cleared and more low hanging branches will be removed.
4. New Items
 - a. This meeting will focus on the 2022-2023 budget however there are a couple new items the board needs to consider
 - i. Kris vacation 6/8/22-6/22/22. Need to plan on coverage of daily office tasks. Rhonda will handle payroll and ACH
 - ii. Add sick leave benefit for staff. Currently have 1-week vacation and holidays only.
 - iii. Review presentation and budget to be presented at Annual Meeting
 - b. March newsletter

i. Highlights from Annual meeting

5. Treasurer’s report (10 minutes)

- a. Review of current budget status
- b. Unpaid fees and checkbook balance
- c. Still owe the checkbook for the last water main repair. Reimburse from the reserve fund.

Unpaid fees and checkbook balance

Unpaid Homeowner’s Fees	\$1 - \$500	\$500 - \$999	\$1,000 +	TOTALS
As of 01/25/2022	\$4,137	\$2,459	\$6,057	\$12,653
February 2021	\$2,016	\$1,566	\$9,673	\$13,255
Checkbook balance	\$41,838.91			

6. Old Business (15 minutes). As needed, items may be deferred to next meeting.

- a. Update/recreate policy and procedure documentation to include holidays, vacation, sick leave, attendance, code of conduct, etc. – waiting on Nancy and Kris to meet and review

PARKING REPORT (February 2022)

Numbers not yet received

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

- c. Items for future meetings
 - a. Flag policy – based on Elena’s research
 - b. Renter policies
 - c. Define nuisance tenant and ability to force eviction
- d. Adjourn open session
- e. Closed session if needed.