

**Minutes**  
**East Bluff Board Meeting**  
**Wednesday, January 19, 2022**

**Chaired by:** President Nancy Michalski

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

**Absent:** Leni

**Homeowners:** none present

**Meeting started:** 6:07 pm

1. Approval of last month's minutes
  - a. Review and approve October meeting minutes
  - b. Review and approve November meeting minutes
    - i. Sent via email. Review by Friday to post ASAP
  - c. Need summary of how 2021 Annual meeting was handled, created and posted -- TMM to re-send to board members ASAP
2. Homeowner concerns (time based on number of homeowners who attend and their concerns)
  - a. None attended.
3. Maintenance report by Kris
  - a. Our staff at this time consists of Oscar Suggs who is working on covering woodpecker holes, clean up and standard maintenance when the weather allows.
  - b. Oscar is clearing the parking lots when it snows and Zach Sundby is in charge of taking care of the sidewalks and keeping them salted when necessary.
  - c. On Saturday Jan 7<sup>th</sup> there was a major underground water main break which forced water to enter one of the units and flooded the basement. On Sunday the 8<sup>th</sup>, Pertzborn Plumbing spent the day repairing the break 15' below the surface. It was necessary to shut the water off to the entire complex for approx. 6 hours. The break was sealed and the sidewalk was repaired.
  - d. Zach Sundby removed the wet carpeting of the unit that had major damage from the Jan 7<sup>th</sup> water main break. He also put a de-humidifier in the basement to remove the moisture. We will supply the owner with new carpeting.
  - e. Frozen water pipes in the upstairs of abandoned unit on the 20<sup>th</sup>. EB staff turned off the water source to the plumbing fixtures. Bank is foreclosing and MGE shut off power due to non-payment. On the 27<sup>th</sup>, the water pipe to the outside faucet burst again because there is no heat in the unit. We were able to access unit to have plumber cut and cap broken pipe. MGE will not turn power on until electric panel inspected/repared due to flooding which of course could lead to more pipes breaking with no heat. To mitigate our liability, EB has wrapped the pipes with insulation and placed a heater in the basement which is plugged in at the neighboring unit. Kris continues to work with bank and family to resolve.
4. Newsletter
  - a. January newsletter overdue, must be sent asap (Tina Marie)
  - b. Reminder of annual board meeting
  - c. Call for board member applications

- i. How many empty seats will there be? Liam’s term is ending and he indicated he will not run again. Any others?
- d. Water main issue
- e. Frozen pipe issue- this is what happens when you don’t shut off your outdoor water - Nancy will see if there are pictures.
- f. Property liens will be issued for unpaid assessment fees and insurance as of March 31, 2023

New Items

- g. Responsiveness to board business?
- h. Status of wage garnishment for resident
- i. Annual meeting planning – important dates

Send out bio requests and heads up meeting notice	Monday Feb 13th	Kris
Send out reminder article for Jan newsletter		Tina Marie
Bios need to be back no later than	Friday, Feb 24th	Kris
Budget to Kris for printing	Friday, Feb 24th	Nancy
Meeting agenda to Kris for printing	Friday, Feb 24th	Nancy
Official meeting announcement to Kris for printing	Friday, Feb 24th	Nancy
Last year’s meeting minutes		Tina Marie
All documents printed and put in envelopes by Kris	Thurs, March 1st	Kris
All documents to be mailed by	Friday, March 3, 2023	Kris

5. Budget 2023-2024

- a. There will be a base budget with the regular yearly expenses. Alternate versions will look at things like:
  - i. A base budget with current staffing and no projects which will be used to create alternatives
  - ii. A budget with current staffing, continuing to use contractors to continue with the siding project, also hiring one additional full time person. Will likely include special assessment.
  - iii. A budget with hiring an onsite maintenance/operations manager. Kris moving to bookkeeper only, retain Oscar, hire additional full time person. This version will contain no major projects, but supplies and staff to fix the worst of the siding and get the property in shape. We will plan for the siding project in 2024 after a review of how things went and what can be improved.
  - iv. A budget with hiring an onsite maintenance/operations manager. Kris moving to bookkeeper only, retain Oscar, hire additional full time person. This version will contain the continuation of the siding project with the 11 year plan in mind. Will likely contain another special assessment
  - v. A budget with hiring a property management company. Staffing would include Kris for approximately 6 months to assist with transition and retaining Oscar..

This version will contain no major projects allowing the property manager to assess our situation and be part of the long term planning and budgeting to meet our goals. Focus for the year would be assessment, grounds cleanup and repair and repairing the worst of the siding and fencing.

6. Meetings with Property Managers
  - a. Mitch and Nancy met with Jared from Superior Property Management
  - b. Mitch has reached out to other Property Managers to get some ball park numbers for planning
    - i. Notes: Superior Property Management: Discussion of pricing models. High end: \$53,000/yr. : all books, banking, 24 hour on-call for emergency maintenance, etc. Project managers but would incur cost for some labor, like siding. No snowplowing, but would coordinate and do followup. New website with rules, private portals, ability to pay payments, fines and fees. Could roll in projects into budget. Could assist with budget creation, and marketing to homeowners.
    - ii. Top Level Management: \$34/mon= \$72k high end
    - iii. Kane Property Management: \$22 -\$30/mon
    - iv. Average: \$42k-\$72k/ year.
    - v. Next steps Request For Proposal for these/other companies-- compare with Kris' duties, other budget lines
7. Schedule additional meetings for budget and annual meeting planning
8. Treasurer's report
  - a. Review of current budget status
  - b. Annual deposits to reserve funds done in December.

Total 2022-2023 budget	\$421,421
YTD spent	\$307,294
Balance	\$114,126
% Used	72.92%
Total assessment fees due for 2022	\$98,912
Total assessment fees paid	\$75,047
Unpaid 2022 assessment fees	\$23,864
All other outstanding fees (fines, insurance, unpaid monthly fees)	\$20,736
November 2021 unpaid fees	\$11,438

Outstanding fee per homeowner ranges

(Note: This includes potential outstanding quarterly assessment payments due):

\$0 – 500	85 homeowners
\$500 – 1,000	17 homeowners
\$1,000 -2,500	5 homeowners

\$2,500+	2 homeowners
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- 9. Old Business (To be addressed after budget is complete. Did not discuss at this meeting)
  - a. Rules update related to umbrellas and tents
  - b. Definition of permanent structure
  - c. Has website info on furnace venting been updated? Use article by Liam
  - d. Structural modification form update with furnace info
  - e. Issue with insurance coverage – need update from Kris and to ensure this is not an issue at renewal time.
  - f. Review draft gate policy (locks and appearance)
  - g. Board Priorities for 2023-2024
    - vi. Siding/fencing project updates and review of progress
    - vii. Define board positions
    - viii. Review of employee manual
    - ix. Web site redesign
    - x. 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(locks and appearance/upkeep)-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

PARKING REPORT (January 2023)

	WARNINGS	TOWS
200’s	6	1
300’s	5	1
400’s	1	0
500’s	1	0

- b. Adjourn open session: **7:40 pm**
- c. Closed session if needed.