

PUBLIC Minutes

East Bluff Board Meeting

Tuesday, July 27, 2021

Chaired by: President Nancy Michalski

Present: Tina, Nancy, Liam, Peggy, Jesse

Absent: Jeff

Homeowners: #542

Meeting started: 6pm

1. Approval of last month's minutes
2. Homeowner concerns
 - a. A homeowner joined to discuss the fencing project in the 500's. The board noted we have enough to do 4 units of fencing. That is also the same material used for siding. Do we halt on fencing unless safety issues since we have some leaning fences which could fall? We do have siding with holes in them. The deck might be affected-- might have to cut outside boards. Jesse needs to assess the deck to have a better answer. May be able to get around the deck. Worst case scenarios would avoid structural damage to the deck. (Would only be about an inch that would get cut to the deck, so there shouldn't be structural damage to the deck. The homeowner wants to make sure that the deck is structurally sound. Nancy recounts that when the fence was replaced and so the fence was cut short to accommodate the deck which was also right up to the fence.
 - b. Jesse and Liam will assess the deck tomorrow at 8:30 am
 - c. The homeowner asked about the resolution of the waived homeowner fees. The board reports that we are no longer getting discounts.
3. Maintenance report by Jesse

July accomplishments

- i. Siding requests were completed at the following units
 1. 225, outer window replaced
 2. 344, upper siding replaced
 3. 334, upper siding, middle cream both replaced (middle with PVC board)
 4. 301, outer window and 3 grey panels at the end of the unit as well as rods & studs replaced
 5. 234, fence replacement, paint and timber installation along with reseeding in front of fence. Damaged posts were replaced 234 lower siding was also replaced along with downspout.
- ii. Downspouts were replaced at units 426, 427, 334, 344, 410

- iii. 410s fencing inside and out has been replaced and painted (siding still needs to be painted to finish all work at 410.)
- iv. The front and back of 409's fencing was replaced. Front was also painted (fencing inside the yard of 409 still needs to be caulked and painted. We kept getting locked out of the yard.)
- v. Filling and re-grading along the sidewalk in front of fence of 410, along with planting grass.
- vi. The courtyard in front of 409 and 410: the grading and resurfacing is in progress.
- vii. Area in front of 412 was tended since baby rabbits were living there. These were removed. Along 412 the Retaining stones were removed by Dave Jones.
- viii. Sidewalk in front of 300s is backfilled with granite to save on topsoil and help with drainage (still need to add top soil and seed)
- ix. Community gardens were removed and re-graded, grass seeded, covered. Sprinklers are set up at this location currently.
- x. All trash cans have been structurally repaired. (new wood, etc, Just need to re-paint.)
- xi. 337-336 water drain issues
- xii. 235 window well A/C hose placement was addressed and patched so tenant could replace window well cover.
- xiii. Hedging and small tree removal on the right side of the 200 parking lot entry. Including hedging and small tree removal along the 200s fence line area.

Branches were also collected and disposed of at city drop off site

All of this was performed alongside daily duties such as weed whacking, mowing, trash, Helping Alfonso move scaffolding and equipment, picking up new siding and disposing old siding, with an occasional dump run or notice delivery.

B. Plans for August, priorities will consist of

- a. Finishing grading and surfacing courtyard in front of 409-410
 - b. Finish building stair retainers in the same courtyard.
 - c. Fix equipment tracks along 405-408, same with 413-416.
 - d. Repair parking lot grass plot used as equipment entry in front of unit 413.
 - e. Resurface along 412 where the stones were removed.
 - f. In August Jesse will be going on vacation for 4 work days. Oscar also has a medical appointment (possibly longer time off as needed). (Dates for all those days off are posted on the calendar in the office.) We all still feel like these are accomplishable alongside regular duties and circumstances, so long as weather, emergencies, or other interference can comply.
- c. New Items
- a. Continued wood shortage and increased prices. Consider delaying fencing and moving money to continue with siding work? Some fencing needs to be done, some siding has holes and also needs to be replaced. Liam suggests that we keep our supplies for fencing for immediate needs. LP Smart siding has been open

about their supply, and comments that it's the pulp that holds everything together that is in short supply. Fences in need of repair could get temporary bandages. Fences that are falling and in danger of hurting someone are higher priority. Mario may have sawed the posts off partly. We'll keep Alfonso on to address the siding issues in the 3 units that need repair (401, 402, 403, & 404) and Jesse & crew will work on the stretch in front of Lyndsey's place and either temporary cheaper materials in the meantime on other fixes unless the smart siding becomes available. (Jesse estimates 1,800 panels of 5'x4' panels to repair everything needing repair on the property.) Natural knots get attacked more by insects, and also sun-facing units get more damaged than others. Smart siding is more bug- and woodpecker-resistant.

- b. Kris retirement plans – posting position. Rhonda is not interested in Kris's position but may be willing to train a new person and may be a backup. Tina will talk to Nikki about posting the position.
- c. Position description updates – reflect transition of duties from Kris to Jesse. Nancy will get those out by Monday 8/1 to board members for review. More calls usually happen during the workday because someone has found a problem but there are some emergency calls. It is useful for someone on the premises to have it. Jesse notes that in other jobs the work phone was rotated weekly but there was more emergency use for things like fire/pulling fire alarms. He is not sure how often it rings. Jesse leans towards rotation and Jesse will talk it over with Oscar about the phone rotation.
- d. Maintenance on-call rotation – discuss assigned phone rotated among staff for hour off emergency calls? Updates will be sent by 8/1 for review.
- e. Posting maintenance email (work requests)
- d. Treasurer's report
 - a. Review of current budget status. Peggy will get the budget out soon as she figures out why Quickbooks wasn't working to give numbers.
 - b. Unpaid fees and checkbook balance
 - c. Input on fee increase article – long term planning and building reserve accounts
 - d. Still owe the checkbook for the last water main repair. It will be reimbursed from the reserve fund.
 - e. We still need to deposit the expected money into the reserve funds for this year.
 - f. Article discussion on “Why Steady, Low Condo Fees Should Raise A Flag -- And Other Tips For Owners And Buyers”
<https://www.npr.org/2021/07/19/1016940192/why-steady-low-condo-fees-should-raise-a-flag-and-other-tips-for-owners-and-buye> & pros/cons to change to property management or some sort of hybrid. May come up at budget time.

| Unpaid Homeowner's Fees | \$1 - \$500 | \$500 - \$999 | \$1,000 + | TOTALS |
|--------------------------------|--------------------|----------------------|------------------|---------------|
| As of 07/23/2021 | \$1,540 | \$2,472 | \$9,041 | \$13,053 |
| July 2020 | \$4,399 | \$3,237 | \$7,846 | \$15,481 |

| | |
|-------------------|----------|
| Checkbook balance | \$58,944 |
|-------------------|----------|

- e. Old Business
 - a. Comptime vs overtime--
 - i. Status update – We have finalized the question and sent it out to the lawyer.
 - b. Welcome packet and guidelines/summary of rules. Review doc along with structural modification request form. Review/finalize draft -- will be sent to the board by Kris. This is still in progress.
 - c. Gate standard status (2 options)
 - 1. Jeff is not here to discuss
 - d. Rules committee updates/rules review.
 - i. Section 3000 concerning yard and structural modification will be priority
 - ii. No updates for review
 - e. Violation tracking software – no progress
 - f. A homeowner wants to move the new tree in front of her unit since they've planted a lot of plants and flowers and doesn't want the plants to die. The tree was planted a couple of months ago and is not much taller now. (The cost would be due to the labor and number of hours. The tree cost approximately \$60.)
 - g. Status of large item pickup
 - i. Kris has fined some homeowners when they've put items out incorrectly.

| | VERBAL WARNING | WRITTEN WARNING | TOWS |
|-------|----------------|-----------------|------|
| 200's | 0 | 0 | 0 |
| 300's | 0 | 0 | 1 |
| 400's | 0 | 1 | 0 |
| 500's | 4 | 0 | 0 |

- f. Items for next meeting
 - a. Renter policies -- Liam will work on this
 - b. Define nuisance tenant and ability to force eviction -- Liam will work on this
- g. Adjourn open session: **7:18 pm**
- h. Closed session if needed

