

Minutes
East Bluff Board Meeting
Tuesday, March 22, 2022

Chaired by: President Nancy Michalski

Present: Tina, Nancy, Liam, Leni

Absent: Mitch

Homeowners: Kris (as office manager)

Meeting started: 6:00 pm

1. Approval of last month's minutes
 - a. February minutes-- Most of February was focused on budget, which was shared at the annual meeting.
2. Homeowner concerns
 - a. No homeowners were present; no concerns unrelated to the annual budget were brought to members before monthly meeting
3. Maintenance report by Kris
 - a. The focus in March was spring cleanup which will continue into April
 - b. Includes: Parking lot clean-up, touch-up cleaning, and repairs around the grounds
 - c. Kris is planning that 120 siding/fencing panels be delivered to East Bluff and painted in preparation for the siding project to begin, which may start this summer.
 - d. Kris will be meeting with the siding contractor (who was chosen based on being the least expensive cost, a good past working relationship, as well as past siding accomplishments) to get a complete list of materials needed.
4. New Items
 - a. Board elections
 - i. Since all board seats were up for re-election in 2022, the terms will all start over. Members agreed to have terms similar to their original positions (or their replacement positions).
 1. Tina – 2 years, until 2024
 2. Nancy – 2 years, until 2024
 3. Leni – 3 years, until 2025 (replaced Peggy)
 4. Mitch – 3 years, until 2025 (replaced Jeff, who had replaced John)
 5. Liam – 1 year, until 2023 (replaced Brian)
 - b. Positions: All board members agreed to positions as follows:
 1. President: Nancy
 2. Vice President: Liam
 3. Treasurer: Mitch
 4. Secretary: Tina Marie
 5. Member-at-Large: Leni

5. Discussion of security of the East Bluff website currently hosted on WordPress and the possibility of changing the website to include a resident portal with online email/ contact info. We'd like to be able to have some documents behind more security, for only residents to be able to view. This also led to a discussion of more transparency by/from the board.
6. Any final discussion on the budget?
 - a. Tina Marie suggests adding the presentation to the website as part of the 2022 Annual meeting draft. This led the discussion to #5 above.
 - b. The budget vote was approved after the votes were tallied: we had 44 votes, 32 yes and 12 no for the 8% increase.
 - c. Nancy will officially update the bank accounts with additional people (Tina Marie and Leni) and will remove Peggy
 - d. Board members have discussed the assessment and fee changes with a few residents who had questions and concerns.
7. Kris vacation 6/8/22-6/22/22.
 - a. Notes: Need to plan on coverage of daily office tasks, checking voicemails, returning calls, checking office email. Automatic withdrawals for June 20th have been set up with the bank while Kris is gone. Someone may have to check that the money was actually deposited in the bank.
 - b. Rhonda will handle payroll and ACH and may also be able to handle the daily office tasks too. There will be some paperwork for board members to help answer real estate agents' questions.
 - c. Rhonda will hopefully be at next months' meeting to allow us all to iron out details.
8. Treasurer's report (10 minutes)
 - a. Review of current budget status
 - b. Unpaid fees and checkbook balance (chart below)
 - c. Input on fee increase article – long-term planning and building reserve accounts (Discussion tabled)
 - d. Still owe the checkbook for the last water main repair. Since the checkbook balance is positive starting the new fiscal year, we will not reimburse from the reserve fund. The \$15,000 from the last repair will remain in the reserve fund, by board vote.

Unpaid Homeowner's Fees	\$1 - \$500	\$500 - \$999	\$1,000 +	TOTALS
As of 03/20/2022	\$2,960	\$2,270	\$5,058	\$10,289
March 2021	\$304	\$1,392	\$8,303	\$10,089

Checkbook balance	\$58,445
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14. Priorities for the board for the upcoming year: which may be split into projects headed/researched by board members to then be discussed as a group.
- a. Overview of siding & fencing project and frequent updates of progress
 - b. Assist Mitch in his new Treasury role & define all board positions roles and responsibilities
 - c. Review of employee manual
 - d. Website redesign
 - e. Rules & Regulations review, continued:
 - i. Gate policy: (type & appearance). All existing gates will be grandfathered in unless they are falling apart or not functioning.
 - ii. Gate locks
 - iii. Restricted area inspection and rules enforcement
 - iv. Right of entry issues (yard and water shut-off)
 - v. Flag policy/rules & regulations
 - vi. Update/create renter policies
 - vii. Send out new Rules and Regulations with updates yearly
15. Priorities for the upcoming year (Maintenance)
- a. Review of Friske as a lawn care contractor. We are trialing the Friske lawn service for common green space mowing, which will cost about \$7,000 for April - October (which is cheaper than a full-time employee). This will free up our staff to focus on other grounds work: trimming bushes, weeding, landscaping/retaining walls repair, and general repair of buildings.
 - b. Possible addition of third staff groundskeeper if our lawn care trial doesn't work out (with possible transition to lead role)
 - c. Retaining walls repair
 - d. Landscape timbers repair or replacement/removal
 - e. Removal of under-fencing where rotten/unsightly
 - f. Touch up painting
16. Adjourn open session: **7:06 pm**

PARKING REPORT (March 2022)

	WARNINGS	TOWS
200's	1	0
300's	3	1
400's	0	0
500's	1	0

e. Closed session if needed.