

Minutes
May 2020 East Bluff Board Meeting

Tuesday, May 26

6-8:30pm

Start time: 6:06 pm

Present: John, Brian, Nancy, Peggy, Kris, Tina

Homeowners: Andy (#443), Hemanta & Pramisha (404)

1. Homeowner Concerns

- a. Hemanta & Pramisha (Unit# 404) -- just moved in mid-May. Welcome!
- b. Andy (Unit# 443) put some requests in the slot at #309 & wants updates. His unit needs to have the inside fence to be replaced. There is a smaller tree outside his & neighbor units which has a branch growing into the yard and it rubs against the fence and makes a terrible screeching sound. The branches need to be trimmed up. Also there are lots of dead branches on the other tree. John commented that he has been working on putting cameras up and running which took a lot more time than he expected. He has 9 of 16 installed. Fences will be next after cameras. Our independent contractor is working on siding currently. Andy commented back because he is frustrated that his multiple requests have not been fulfilled for this work. John/Brian suggests: This will be done by 2 weeks from this Monday, on Monday, June 8. Andy also has a baseboard (perpendicular to the front door) that still needs to be replaced. He also had a Question: How much is that big window (in the living room) to replace? Kris/Nancy answered. It will likely be \$2000 to \$3500 maybe. Depends on what you want as well in terms of quality and what it has. It should match the existing frame of the window and not be bigger/smaller.
- c. Board involvement verses Kris's resolution. Ping pong emails not needed. If the homeowner calls, tell them to call Kris. Some homeowners may have still emailed Nikki still and she emails everyone. Kris will update the message board to remove Nikki's name. These were the issues in questions:
 - i. Squirrels in trees.
 - ii. Resident's car towed.
 - iii. Lost garbage can

2. Approval of April Minutes -- Beyond some updated spelling, the minutes have been approved. Tina will send them to Kris to post.

3. Maintenance Report (Kris Krueger):

There are no purchasing requests at this time.

April/May Projects Completed.

Carpentry: Alfonso

21 locations had siding panels replaced. The majority were the 41" x 8' panels that are on the ends of the buildings next to bedroom windows.

2 basement locations required drywall repair.

5 locations on our sidewalks were tripping hazards and Alfonso ground them down to level.

Maintenance Crew:

5 Retaining walls were replaced with concrete blocks.

- 1 200 lot landscaping is being repaired and re-grassed. All granite rock is being removed from the property. Some mulch beds are being reduced in size so we can maintain them better by mowing instead of weeding.
- 5 Phlox plants were planted on the west end of Northport and more plants will be coming when time and staff are available.

Capitol City Trees:

- 3 Ash trees were removed including stumps (except 428).

June/July Focus:

Replacement/repair of the (long) end unit window trim replacements is started. Total of 23 thus far are targeted.

An inventory of other trims/panels will be decided by John and me when the above window trim project is finished.

Jesse and crew will stay focused on lawn and landscaping repair for the Month of June. There is severe erosion that has taken place and needs to be mitigated.

John is researching this issue also.

Jesse will focus the on painting our buildings where necessary for the entire month of July. I believe he should be able cover all buildings in that time depending on the weather and other maintenance issues.

As time and weather permits we will be continuing retaining wall work throughout the season.

4 locations will be replaced. 1 location in the 300 lot will be new.

4. Parking Report:

200s:	300s:
Verbal Warning: 1	Verbal Warning: 2
Written Warning: 2	Written Warnings: 1
MDP Ticket: 0	MDP Ticket: 0
Tow: 1	Tow: 1
400s:	500s:
Verbal Warning: 2	Verbal Warning: 0
Written Warning: 2	Written Warning: 2
MPD Ticket: 0	MDP Ticket: 0
Tow: 0	Tow: 0

5. Treasurer's Report (Peggy)

Unpaid Homeowners Fees	\$1-\$500	\$501-\$999	\$1000+	Totals
May 2020	\$488.78	\$6,698.47	\$7,683.89	\$14,871.14
May 2019	\$2,015.87	\$1,984.74	\$31,968.17	\$35,968.78
Checkbook Balance	\$119,969.89			

Notes: Budget handed out. Moving Jesse under Payroll section as contracted employee

6. Old Business:

- a. Kris's correct title-- Kris handed out a list of her duties. The board voted and agreed on her new title: Operations Manager. Tina will update the newsletter to put Kris first in the contacts section.
- b. Camera update-- Cameras (see above). Trenching was harder than expected due to the amount of clay in the soil. Also navigating in the software is tough. John/Kris have access to password. John is working on getting access to the system for all board members. The view from the camera is great, but the scope/range may not be as wide as needed. The local NVR holds info for at least a week/10 days, maybe a month. Do we need a backup battery if the power goes out?

7 New Business:

- a. Role of Board -- John: in simple terms: Board should be in charge of budget, staffing and making policy. Kris is overseeing individual maintenance people. We are her boss and do hiring, but should not be not micromanaging her/people. We have to enact policy.
- b. Items needing establishment of Board Policy are below. Are there others? Guidelines needed on below topics. Need clarity, transparency, communications. It's good to give notification to the other board members on anything big that East Bluff is doing so we can answer homeowner questions.
 - i. Individual Yards -- Guidelines needed for changes/landscaping/using, etc. but not a problem for maintenance/siding
 - ii. Dogs
 - iii. Rentals
 - iv. Gates
 - v. Fence Terrace -- i.e., that sliver of grass/retaining wall in front of the fence.
 - vi. Fire/BBQs -- see MFD brochure/City rules
 - vii. Future Possible Site Amenities (i.e. Bocci court, Gazebo, Bean bags) -- What could we do? Euchre party, better use of facilities. Ice cream social --
 - 1. A party of euchre/cribbage/dirty clubs-- Wisconsin games, to be scheduled when the coronavirus eases/things open up more.

7. Newsletter/Outreach topics:

- a. Articles for newsletter due to Tina by the 8th of the month so the newsletter can go out by the 15th. Next month's articles include/will include
 - i. Gardening article from Nancy was sent to Tina
 - ii. Fire info/MFD brochure was sent to Tina
 - iii. Camera updates -- John will provide
 - iv. Thanks to essential workers & essential personnel! Article -- Tina will write
- b. Auto-reply on Facebook page -- Tina has started. It was reviewed and the Board is okay with it.
 - i. Homeowner insurance message on FB -- no action at this time

8. Other notices

- a. TruGreen -- Second application happened. Board should be notified. There will be one more application in September.

Finished: 7:28 pm

Closed Session, if needed