

**East Bluff Board Meeting**  
**Tuesday, November 23, 2021**  
Chaired by: President Nancy Michalski

**Present:** Tina Marie, Leni (Elena), Nancy, Liam

**Homeowners:** Kris (as office manager)

**Meeting started:** 6:02 pm

1. Approval of last month's minutes
  - a. October meeting minutes
2. Homeowner concerns (time based on number of homeowners who attend and their concerns)
3. Maintenance report by Jesse
  - a. Goals for November were almost all met (beyond general maintenance duties).
    - i. Completed gutters
    - ii. Clean lots--will be completed week of 11/29-12/3
    - iii. Pruning low hanging limbs that we can reach safely: in progress
      1. 346 tree
      2. Limb over shop garage lot
      3. Started pruning trees at park around shop
      4. 214 pruned tree away from building
      5. 301 removed limbs growing into gutter
    - iv. Downsize/hard prune bushes: We've downsized all of the bushes from 401 Sherman field to 235 Troy field.
    - v. Leaf removal-- Piles have been made around property, we have been collecting as we can and dropping off at Troy Gardens. Process will continue until its either completed or until the first snow falls. (The leaves are still falling.)
    - vi. Winterize shop & convert john deere from mower over to plow: completed
    - vii. Snow: None to worry about thankfully
    - viii. Begin budget planning
  - b. Other tasks completed during the month:
    - i. Bird holes patched: 202, 204, 213, 214, 217, 220, 224, 225, 226,305,307,308,346, 425, 436, 437, 507
    - ii. Repaired gutter at 204
    - iii. Replaced downspout extension at 207
    - iv. Added vent cages to 214
    - v. Removed vines from siding and wooden fencing at 215
    - vi. Replaced window well cover at 442 and provided resident with vine killer
    - vii. Assisted in valve replacement at unit 308
    - viii. A homeowner has been assisting with hedging on their own accord.
    - ix. Repaired leaf vacuum and replace vacuum hose
  - c. Goal projections for December (December projections are small due to having availability to do snow removal as necessary. Also cold weather affects paint, caulk, and other products negatively.)
    - i. Continue Pruning low hanging limbs that we can reach safely
    - ii. Continue to downsize/hard prune bushes

- iii. Snow removal
- iv. Possible ice removal

#### 4. New Items

- a. Peggy has resigned from the board -- We have a bookkeeper now that reconciles the books.
  - i. Need to find a new board member in general
  - ii. Need to find an existing board member to add to the bank account: sign checks & transfer accounts. Tina Marie will be also on the account to transfer funds. Leni will also be on the accounts (ACH & transfer funds).
  - iii. Any tasks that need to be moved to another? Kris says there aren't others. Kris will send the monthly report.
- b. Security camera status
  - i. Security signs posted? -- Not installed yet but not required, as far as we know.
- c. Water issues in 300's on 11/19 -- Reminder needed (See f.iii.). Issue was that a plumber needed a water shutoff for a valve change. #308 called an unqualified plumber with unreliable hours and had problems.
- d. EV charging stations: This will likely be an issue in 10 years but let's talk about it now. Last time it came up was January 2018. There would be a lot of issues in installing them and also to make the homeowner pay for the electricity. We would need enough members that needed it in order to make. Leni has an article about easy charging at apartment & condo complexes. Liam suggested gauging interest in EVs for homeowners.
  - i. Article link: <https://www.mge.com/our-environment/electric-vehicles/ev-charging>
  - ii. Article link: <https://www.chargepoint.com/drivers/apartments-and-condos/>
  - iii. Article link: <https://www.ksnlaw.com/blog/electric-car-charging-stations-community-associations/>
  - iv. Article link: <https://clippercreek.com/evse-rebates-and-tax-credits-by-state/>
- e. Membership for HOA Leader: Possibly about \$39/year. Talks about budget etc issues nationwide, what cases have gone to court. Then Leni uses those to look at WI law. WI condominium is \$140/year. We agreed to get the HOA Leader and all condo members would have access to articles/info
- f. December newsletter
  - i. No December Meeting
  - ii. Board member opening
  - iii. Add a call for volunteers. List to be kept by the office staff.
  - iv. Reminder – before calling in a plumber for any work, contact the office. This will allow us to determine if the building water will be impacted and make proper notifications
  - v. Article on feeding birds/squirrels in restricted areas (article by?) & damage it causes. Jesse had sent an initial draft. Nancy will forward his letter.
  - vi. TMM will add a deadline when I need edits back
  - vii. What's been done-- Maintenance corner with reminders/ hints & tips.
  - viii. Rule reminder of the month-- highlight & discuss
  - ix. Newsletters are started editing on the 10th of the month.

- x. January newsletter -- Talk about fee increases/mention that more information will be coming. Example: “We are looking at the condition of the buildings and the siding and ...”
- b. Treasurer’s report (10 minutes)
  - a. Review of current budget status
  - b. Unpaid fees and checkbook balance
  - c. Input on fee increase article – long term planning and building reserve accounts
  - d. Still owe checkbook for last water main repair. Reimburse from reserve fund.
  - e. Still owe reserve funds deposits for this year.

Unpaid Homeowner’s Fees	\$1 - \$500	\$500 - \$999	\$1,000 +	TOTALS
As of 11/23/2021	\$3,315	\$547	\$9,239	\$13,101
November 2020	\$3010	\$3370	\$14818	\$21,198

Checkbook balance	\$70,810
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\*Discussion of changing what is reported and how to grab data. Leni will look at data and work with Kris on report. Change what is out in publicly shared and internally shared/needed by board members. (like the number of units). And also we need to know trends and what to look for. What the banks are concerned about: percentage of past days, over 90 days

- c. 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
  - b. Time to start thinking about 2022-2023 budget along with fee increases/possible assessment to build reserves and finance the significant amount of work needed on the buildings. Liam sent out numbers for starting the discussion. Kris will send out the most current 5-year plan that she’s working on.
    - i. Begin review of 5-year plan
    - ii. Siding numbers – report of fees needed from Liam. Please review and be prepared during budget discussions
  - c. Comptime vs overtime
    - i. Status update – in hands of the lawyer. Waiting for response.
  - d. Rules review and updates
    - i. Any updates for review?
    - ii. Current copy sent to Tina Marie for updates discussed at last meeting to make gender neutral

**PARKING REPORT**

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

\* Maybe look at more information here too.

- d. Items for future meetings

- a. Flag policy – based on Leni’s research for a new written policy
- b. Renter policies
- c. Define nuisance tenant and ability to force eviction -- Leni also did some research on this as well.
- e. Kris would like all to research reserve studies for condo associations. Likely will cost \$6000 to do a reserve study but may show what maintenance etc is needed. May also need to research using a property management company. Kris will send out information to the board.
- f. Adjourn open session: **7:17 pm**
- g. There will be a short closed session.