

East Bluff Board Meeting
Tuesday, November 2, 2021
(Rescheduled from October 26)
Chaired by: President Nancy Michalski

Present: Tina, Nancy, Peggy, Liam

Homeowners: Elena (Board member candidate), Kris (as office manager)

Meeting started: 6:02 pm

1. Approval of last month's minutes
 - a. September meeting minutes -- Will be approved by email. (Board members: email changes by Friday)
 - b. October newsletter sent out-- Yes, by Kris
2. Homeowner concerns -- none present
3. Board opening – discussion with Elena (#539). Leni (Elena) discussed her career (Board viewed resume) and aspirations including interest to be on the board. She has lived in East Bluff since July 2020 and is interested in helping manage the buildings and keep value up & maintain and increase safety and beautify our space.
4. Maintenance report by Jesse
 - a. Goals for October were almost all met.
 - i. 300 lot entry sidewalk filled along the side and the area was seeded. Has grown nicely.
 - ii. Painting list was completed
 - iii. Parking lot clean up as of 10/25/21 we have only gotten the 300 lot and 200 lot once.
 - iv. Started leaf clean-up by mulching in grass areas and have intentions on cleaning gutters 10/28-10/29
 - v. The concrete hazard at 441 has been addressed, and the tripping hazard has been removed. It was ground down.
 - vi. All mowers have been serviced
 - vii. Get sand cans out 10/29
 - b. Other tasks completed during the month:
 - i. Roofing at 214 needs to be looked at, to check sealing/nailing. Kris will call the roofing company, as part of the warranty.
 - ii. The 414 exterior light has shorted out. Northside Electric has been out to look at the problem and they need to do digging
 - iii. Tree was removed from 500 lot
 - iv. Window well covers replaced at units: 217, 323, 514
 - v. Woodpecker holes were patched at units: 220, 307, 420, 437
 - vi. Cleared vines, bushes, and fallen limb from end of building 337 & 338/330 & 329
 - vii. Signage was posted at the shop to display hazards, employees only, and cameras. "Pitch in" signs we also added to 1 trash can in each section of the property.
 - viii. 334 needed assistance with a lock change
 - ix. Retainers in front of 409 were backfilled

- x. Front of shop was cleaned
 - xi. Garage door was repaired
 - xii. Painted inside fence @402 and outside of fence to complete old painting project that was started at beginning of the year, when we painted all the outside fences in 400's
 - xiii. Roderick resigned and we had a brief new hire (Don Moore) who also resigned.
- c. These tasks were all completed along with mowing, weed whacking, and trash clean up
 - d. Goals for November.
 - i. If gutters aren't completed. Complete gutters
 - ii. Clean lots
 - iii. Pruning low hanging limbs that we can reach safely
 - iv. Downsize/hard prune bushes
 - v. Leaf removal
 - vi. Winterize shop & convert John Deere tractor from mower over to plow
 - vii. Snow plowing
 - viii. Begin budget planning

5. New Items

- a. Child at Play signs were purchased & installed by Oscar. Peggy has a concern and will email the board.
- b. Security camera status
 - i. 400 and 500 were installed and hooked up and the parking lots should be covered. Every lot has 2 cameras. Both playgrounds (400 & west one) have cameras as well.
 - ii. Security signs posted? -- The signs have been purchased and are planned to be installed at parking lot entrances.
- c. Change in trash pickup day-- Trash pick day changed. Kris will call to make sure the dates are correct and change the official PDF at <https://www.cityofmadison.com/streets/refuse/collectionlookup.cfm> (After meeting: The change will start in 2022.)
- d. Status of resident asking for assistance
 - i. Do we still have a volunteer list?
 - 1. Tina Marie will put a call out in the newsletter to ask for volunteers. Kris will maintain the list. Nancy will follow up.
- e. SWAT team response to unit in 200's. Resident charged with drug related items.
- f. Madison police presence in 400's - Tina Marie followed up to an earlier email to the board last Saturday night around 11pm when a policewoman was over on the grounds in front of 400 to 404 off Sherman with a flashlight out looking for a possible knife. She said if we find out that we should not touch it, and notify the police. Staff have not seen any knives.

- g. Bird and squirrels causing damage -- What to do? Don't feed the wildlife? Jesse will work on an article for the newsletter
- b. Treasurer's report
 - a. Did we receive the numbers due for the September meeting? Yes, Tina Marie sent out an email of the minutes including numbers before the meeting.
 - b. Review of current budget status: Bobcat is leaking transmission fluid. Also Kris asks to look into more roof anchors for staff to use when working on the roof. Each roof has one, and Kris suggests getting 2 more for each building.
 - c. Unpaid fees and checkbook balance
 - d. Input on fee increase article – long term planning and building reserve accounts
 - e. Still need to transfer from the EB checkbook for fixing the last water main repair. Reimburse from reserve fund.
 - f. Still need to transfer money to reserve funds deposits for this year.

Unpaid Homeowner's Fees	\$1 - \$500	\$500 - \$999	\$1,000 +	TOTALS
As of 10/24/2021	\$370	\$1,101	\$8,921	\$10,392
October 2020	\$3,010	\$3,370	\$8,438	\$14,818

Checkbook balance	\$83,201
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- c. Time to start thinking about the 2022-2023 budget along with fee increases/possible assessment to build reserves and finance the significant amount of work needed on the buildings.
 - a. We need a plan for the next 5 years, with priorities. Siding? Fencing? Aesthetics/lawncare? Siding and fencing should probably be priorities. Kris reports that it will cost approximately \$20,000/building to paint the worst spaces. The 2nd option is vinyl. The 3rd option is to change out all/most siding to Smart Siding instead of other siding options. Smart siding has 50-year warranty, although eventually we would have to paint it. We need to do an analysis/ROI to compare options. This discussion will continue in extra Board meetings in January/February to prepare for the budget/annual meeting preparation.
- d. Old Business
 - a. Recreated policy and procedure documentation to include holidays, vacation, sick leave, attendance, code of conduct, etc. This will be sent out to board meetings for review. (Holidays listed? Accrual of sick/vacation at the date of employment, or given more with seniority)
 - b. Cleanup in front of shop area-- Still to do
 - i. Part of fall cleanup in prep for snow removal
 - c. Time to start thinking about the 2022-2023 budget along with fee increases/possible assessment to build reserves and finance the significant amount of work needed on the buildings.
 - i. Begin review of 5 year plan

- d. Comptime vs overtime
 - i. Status update – in the hands of the lawyer. Waiting for a response.
- e. Final review of rules discussed at last meeting before publication.
 - i. Any updates for review? The board looked at the Rules & Regulations draft and made some changes on existing/new rules. The board will review and finalize.
- f. Position description updates – Still to be done? Needs to reflect the transition of duties from Kris to Jesse. Updates sent to board for review. Issues for discussion include but not limited to:
 - i. Who will review/approve structural modification form?
 - ii. Discuss calls to vendors/contractors for supplies, quotes
 - iii. Notifications to homeowners of utility outages
- g. Maintenance on-call rotation – Staff to discuss the assigned phone to be rotated among staff for hour off emergency calls.
 - i. Do we have a final plan for on-call? Jesse was not present, so this is unknown.
- h. The maintenance email (for work requests) has been posted and in the newsletter. Staff knows that the email must be monitored daily
 - i. Phone number (for off-hour emergencies) may be published dependent on decision for on-call

PARKING REPORT

	VERBAL WARNING	WRITTEN WARNING	TOWS
200's	0	0	0
300's	0	3	0
400's	0	0	0
500's	0	3	0

- e. Items for future meetings
 - a. Status of fencing project
 - b. Renter policies
 - c. Define nuisance tenant and ability to force eviction
- f. Adjourn open session: **7:45 pm**
- g. Closed session if needed