**Minutes**

**September 2020 East Bluff Board Meeting**

**Chaired by President Nancy Michalski**

Tuesday, September 22

6-7:30pm

Present: Nancy, Kris, Jeff, Liam, Peggy, Jesse, Tina

Started: 6:02 pm

1. Approval of last month’s minutes (2 minutes) -- Peggy made a motion. Jeff seconded. Approved unanimously.
2. Walkaround with Jesse to look at the location of the two water main breaks. Changes priorities with cameras, etc. 9 need to be installed. 7 need to be swapped. 7 need to be trenched and put up. Some have been trenched. (hope to do these more, possibly at a different day) (also review of where lighting for parking lot lights are)
3. Welcome Liam as new board member
	1. Brian’s leaving left Vice President slot open
	2. Do we just vote to fill that slot? YES
	3. Review roles and responsibilities of board members TBD
4. Homeowner concerns (time based on number of homeowners who attend and their concerns) - NONE present
	1. Fast driving in the parking lot worried a EB homeowner. Suggest: Notice in newsletter
	2. As seen in the newsletter, we are requesting that homeowners planning to bring issues to the board notify us in advance to be added to the agenda. This will allow us to do any investigation or research needed.
5. Maintenance report by Kris Krueger (15 minutes)
	1. Take a walk to view the damage done to yards by water main breaks and amount of work to repair by maintenance staff
	2. Priorities will change due to the repairs needed
	3. Security Camera Update: Plans for trenching the underground in September had to be suspended due to 2 major water main breaks, which were located at Unit 230 and one at 412. These breaks happened at the same time we intended to start trenching. It was necessary for the crew to clear away all shrubbery and plantings to allow for entry of large equipment and help the contractors where needed. At this time we will not be able to complete the Camera project this year because the staff will need to repair the extensive damage done to the property during the water main repairs. This will entail re-grading, fence replacement, soil cover etc . The most difficult and time consuming project will be to re-build the 2-tiered stone wall that was removed in front of 412 as well as stump removal at each site. This needs to be done before the ground freezes. The courtyard by the 412 break will also need to be entirely re-landscaped. This is a huge project for our staff and we are fortunate that they are willing to take on the task. At the same time we need to start fall clean up, leaf removal and gutter cleaning which we can’t delay. October could find us covered with snow.
	4. Lawn Care: The last week of September Tru-Green will aerate and over-seed the entire property. This hasn’t been done in many years and is long overdue. This will ensure that a healthier and greener lawn will be evident next spring. Will use money that is left over in the budget.
6. Treasurer’s report (10 minutes)
	1. Impact of water main breaks on budget
		1. Total cost is $9908 for 200s water main break. $8700 for payment approximately $2000 for dirt, walls, panels, etc. The other is more expensive. Where will the money come from?
	2. We will need to replenish the water main repair reserve in the next budget -- Can we keep it from somewhere else in budget? Or take from emergency funds. Peggy would prefer to not take money from the emergency fund. Hadn’t had a break for a number of years. Have had 2 this year. We wanted to build up our reserve and the last 2 were about $20k. Must take into account that these are 50 year old pipes.
	3. Had $12k in budget this year. It will not cover the cost of the 2 breaks
	4. Should we work to build the water main reserve higher than $12k?
	5. Review of budget will continue later next month
	6. Unpaid fees and checkbook balance as of 09/20/2020

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| **Unpaid Homeowner’s Fees** | **$1 - $500** | **$500 - $999** | **$1,000 +** | **TOTALS** |
| **September, as of 09/20/2020** | $4,198.12 | $3,059.30 | $8,508.99 | $15,766.41 |
| **Compared to September 2019 board meeting numbers** | $2,231 | $2,532 | $25,371 | $30,133.54 |
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| **Checkbook Balance** | $132,010 |  |  |  |
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1. Old Business (15 minutes)
	1. Finalize language for change of rule #3003 (returning trash cans to restricted area). Should we change language to city ordinance that says they must be returned within 12 hours of pickup, leave the language as we discussed at last meeting saying they must be returned by 0700, or combination. -- Agreed to update to City ordinance. Nancy and Kris will work on. (12 hours after pickup)
	2. Continued discussion on the role of the board.
		1. Level of detail and day-to-day involvement of board should be kept to minimum
		2. High level budget oversight
		3. Staffing decisions made by Operations Manager
		4. Board will be made aware of critical and/or costly decisions with weekly updates as needed
2. New Business (30 minutes)
	1. Website updates needed
		1. Annual meeting minutes end at 2017
		2. Board meeting minutes – need to scale back on detail per next agenda item
	2. Review document from online forum on meeting note content
	3. Suggestion to have ‘walking tour’ with Kris and Jesse to review work in progress, priorities, plans. Will be much the same as given to new board members. Schedule tour for interested members.
	4. Discuss electronic forum options for ongoing communications (blog, google group, outlook for mail, other ideas?)
	5. Location for meeting notes and agendas that all can access? -- Tina will talk to Emily Miota and make sure that EB is the only owner for all documents/folders and all current board members are editors only for Google Drive documents.
	6. Add to rules
		1. Security camera policy -- Peggy will send info that she created from convo with officer, Howard Payne.
		2. Nuisance tenants and association’s rights to take corrective action up to and including eviction for non-compliance
		3. No locks allowed on fences due to the requirement for staff to access restricted areas “The East Bluff Condo Association technically owns all private yards.” per <https://eastbluffcondos.files.wordpress.com/2018/09/guidelines-for-homeowners-common-questions.pdf>)
3. Rules review – select rules for review and possible update for each meeting (As time permits)
	1. How do rules get changed/updated/published?
	2. RULES 3002, 3007 AND 8000 (enforcement and collection of penalties) related to maintenance of restricted areas.
		1. How often
		2. Who
		3. Corrective actions
		4. Fines
		5. Review and update rules
4. Next month’s newsletter (10 minutes)
5. Parking report (2 minutes)

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| **8/25/2020-9/21/2020** | **VERBAL WARNING** | **WRITTEN WARNING** | **TOWS** |
| **200’s** | 1 | 2 | 0 |
| **300’s** | 0 | 2 | 0 |
| **400’s** | 5 | 3 | 3 |
| **500’s** | 2 | 1 | 0 |

1. Adjourn open session: **7:55 pm**
2. Closed session if needed