

Minutes
East Bluff Board Meeting
Tuesday, September 27, 2022

Chaired by: President Nancy Michalski

Present: Nancy, Mitch, Tina Marie, Liam (late)

Absent: Leni

Homeowners: none

Meeting started: 6:02 pm

1. Approval of last month's minutes — no response, can post.
 - a. Remove comment on website that meetings are held via Zoom- Done
 - b. Annual meeting minutes from 2020 still shown as draft on website- Kris and Nancy will fix
 - c. Need summary of how 2021 meeting was handled, created and posted— Tina can work on.
 - d. Verify updated rules posted with changes to security camera use- Rules, has two versions out there now. Nancy will have Kris fix
 - e. Please add note to website that no newsletter was created for June or July- Nancy will have Kris post.
 - f. August Meeting minutes— see above
2. Homeowner concerns (time based on number of homeowners who attend and their concerns)- None present
3. Maintenance report by Kris
 - a. Fencing replacement for this year has been finished.
 - i. Total fencing done was: 1 complete building and 3 building sides for a total of 20 units.
 - ii. The material installed was as follows:
 - iii. 300 4'8' fence panels.
 - iv. 125 4x4 posts dug in and concreted
 - v. 350 bags of concrete
 - vi. Approx 1500' of 2x4 framing
 - vii. 320' of 2x6 fence rail top.
 - b. Siding work will commence in October. A specific time has not been established yet
 - c. Friske Lawn Care has been contracted to do our fall clean up of leaves. They will be on site at least 3 times or as many visits as needed starting this month (October). They will mulch at least once too.

- d. Towards the end of October or beginning of November the gutters and downspouts will be cleaned.
 - e. Marlon Ashford has resigned and Merwin Potter has replaced him. Merwin will be focusing on painting the existing fences and siding until the weather gets cold.
 - f. Oscar will focus generally on grounds maintenance, trimming hedges, repairing some areas of erosion, and removing hostas and lilies among other grounds work.
 - g. Two trees will be removed this month. 1 next to 325ish, 1 by 435ish? (To be looked at: Tree by 532?)
4. Newsletter ideas- October 2022
- a. Article on issues with neighbors/renters. Deal with the homeowner/landlord or call the police for noise complaints. Physical altercations will not be tolerated.
 - b. Reminder – notify board in advance of intent to attend and topic to be discussed. This allows for necessary research and time planning. Only emergencies will be addressed if not on the agenda.
 - c. The October meeting has been rescheduled to the third Thursday.
 - d. Status of fencing/siding project— amounts, locations, cost?
 - e. Winterize
 - f. Mouse in wall 433 & 434 — Exterminator can be found by homeowners but l... Nancy will look at bylaws and talk to Kris. Maybe a newsletter article.
 - g. Parking lot reminders- motorcycle Kris send out longer
 - h. Liam will finish out position on Board til end of fiscal year, and then his position will be open
5. New Items
- a. Change meeting day? - October: 3rd Wednesday (19th). Defer final change until all members present
 - b. Newsletter
 - i. No September newsletter
 - ii. Newsletter topics by 12th
 - iii. Change to quarterly? Move newsletter ownership to the office manager? - defer topic til next meeting.
 - iv. Facebook? Messaging?
 - v. Close out EB board group
 - vi. Close out EB FB/link to contact office phone and generic email
 - c. Time to start thinking about 2023-2024 budget
 - i. Write down notes
 - d. Has website info on furnace venting been updated? — Liam had an article; other info should be condensed. Nancy/Kris will work on it.
 - e. Operations manager/supervisor position or property manager— Deferred to budget talk, but may need to research options. Nancy will start the research.
 - f. Issue with insurance coverage— Nancy has not heard back about insurance coverage.

- g. Review draft gate policy (locks and appearance) — No faceting on top/endcap of the fences is too costly. These will be painted after a year due to treatment on them. A short discussion was had but will be discussion further with the full group
 - h. Update rules on permanent vs temporary structures in restricted areas— Deferred to later
 - i. Priorities for upcoming year (board priorities)
 - i. Siding/fencing project updates and review of progress
 - ii. Define board positions
 - iii. Review of employee manual
 - iv. Website redesign
 - v. Continue rules review
 - 1. Pet policy-Nancy
 - a. (no breeding of any animals, consider breed, size, number, definition of pet)— The board will discuss docs sent out by email
 - 2. Gate policy (type and appearance) –Kris/Tina Marie (put off recommended structures)
 - 3. Gate locks(locks and appearance/upkeep)-Kris/Tina Marie — Prioritized
 - a. Discussion of gate locks and policy, more discussions to occur
 - 4. Restricted area inspection and rules enforcement-Mitch—Prioritized??
 - 5. Right of entry issues (yard and water shut-off)-Mitch — Prioritized
 - 6. Flag rules (based on Elena’s research)-Leni
 - 7. Renter Policies including define nuisance tenant and eviction policy/procedure-Liam
 - 8. Fine policy (rules for amount, time to resolve, adding cost of getting lien to the homeowners cost etc.)-Nancy
 - 9. Send out yearly rules updates— Prioritized??
6. Treasurer’s report (10 minutes)
 - a. Review of current budget status
 - a. Unpaid fees and checkbook balance
 - b. What do we really want to see here?
 - c. Add Leni to all bank accounts – need board approval reflected in minutes

Checkbook balance	\$88,614
Total 2022-2023 budget	\$421,421
YTD spent	\$204,548
Balance	\$216,872
% Used	48.54%

Total assessment fees due for 2022	\$98,912
Total assessment fees paid	\$53,991
Unpaid 2022 assessment fees	\$44,921
All other outstanding fees (fines, insurance, unpaid monthly fees)	\$12,765
September 2021 unpaid fees	\$10,457

7. Old Business (15 minutes). As needed, items may be deferred to next meeting.
 - a. Update info on furnace replacements
 - i. Web site updates
 - ii. Structural modification update with furnace info

PARKING REPORT (July 2022)

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

- c. Adjourn open session: **7:38 pm**
- d. Closed session if needed.