

## Minutes

### East Bluff Board Meeting

Wednesday, August 16, 2023

Chaired by: President Nancy Michalski

**Present:** Nancy, Mitch, Wayne, Tina Marie, Dennis, Jared Pinkus (Superior Property Management Group (SPMG))

**Meeting started: 6:04 pm**

1. Meeting minutes approval
  - a. July 19, 2023 minutes--Approved during the meeting. Sent after the meeting.
2. Homeowner concerns
  - a. The homeowner in #204 has water damage in his foyer, and wants to make sure if the water is coming from outside or inside; it could also be from the rainstorm when the power at East Bluff went out for 7 hours. Jared/SPMG will look into the request.
  - b. Homeowner in #204: The cream board under the large first-floor window is rotting out and Kris didn't want to deal with it. Jared will talk to his maintenance people about fixing it and will get back to the homeowner.
  - c. The expectation is that work requests are scheduled and get fixed quickly. Someone at SPMG is supposed to respond to residents within 24 hours. If the requests remain open, contact Jared via email or phone.
  - d. Update on adding disabled parking spots and ramps from sidewalk cutouts.
    - i. Jared and Ryan are continuing to look into this. We need to determine what the resident who requested the disabled spot is referring to. The homeowner has a dedicated parking spot already.
  - e. Update on bringing in pest control for Dennis and the next homeowner: the critter was last heard in the wall between his unit and the neighbor. It seems to be in the area near the shower access panel. Jared will schedule pest control and contact Dennis for scheduling, who made the request.
  - f. Update on insulation in #511. Insulation was installed by USA Insulation. The Board is waiting to hear over the winter how it went before a wider notification is made. A note: there were some panels that contained styrofoam instead of insulations, which weren't blown.
3. Financials
  - a. Checkbook balance is \$132k as of 8/14. This is the balance after moving \$35k into reserve accounts:
    - i. Parking lots \$15k
    - ii. General Reserve \$10k

- iii. Roofs \$10k
  - b. Nancy will move the remaining reserves at the end of the fiscal year to maintain cash flow for any projects.
  - c. Update from Mitch on moving the long-term reserve funds into CDs to earn extra money: Right now, the reserve accounts are just at specific accounts at Old National. From their own research, CDs at various banks seemed to have the same rate of return. Jared and Mitch are also waiting to hear back from other banking institutions for more information on their high-yield savings accounts. There will be some reserve money kept available for current-year use (if a panel needs to be replaced, if we need to repair a parking lot, etc) but most of it would be kept in multiple-year CDs.
  - d. East Bluff will need to keep an independent accountant for taxes, etc. but not for monthly account balancing.
4. Updates from Jared
- a. Status of tree removal by office; this tree is scheduled for removal. Another tree's branch broke off so the trimming for that one will be scheduled as well. Jared will also get a tree plan in place after the Board finds out the cost. This will help us get ahead of taking care of our trees and may reduce the number of trees we have to cut down and remove.
  - b. Jared will also look into cleaning the roof vents as well, to keep them free of critters.
  - c. Cement work quote-- trimming, replacing and raising sidewalks instead of trimming. The cost was approximately \$23k and will include a lot.
  - d. Fencing costs and updates
    - i. The fencing part of the project is on hold as siding has been deemed to be more important.
    - ii. We are also discussing other fence options.
    - iii. Fences that are falling or damaged may be replaced at need.
  - e. Siding quotes -- The board agreed to focus on siding and will not replace fencing until falling/damaged. Jared has gotten a few preliminary quotes which vary from \$38k to \$82k per building, but these are not yet complete quotes. His team and the Board will also look into grants and other funding options for our repair needs. The Board hopes to replace siding for a whole building: if timing and cost allow us to. Before anything starts, we will attempt to get complete quotes for the cost of the whole project: all 22 East Bluff buildings. When final quotes are available, we will make sure to have the information concisely put in a newsletter and available at request. Making the decision may also require a vote of preference by homeowners, although the Board makes the final say. We looked at the two (2) preliminary proposals in hand for siding; we would like to have more too. We also would need separate proposals for fencing replacement from different companies.
5. Oscar duties
- a. The board discussed hiring a second part-time worker or contracting with a snow removal company to assist Oscar with snow removal. Jared will ask his group if

any one of them could be on call since we haven't had timely responses from newly hired companies in the past.

- b. A few quotes were received to purchase a plow implement for the Bobcat to make clearing the snow from the middle of the parking lots easier. The quote is based on needing any accessories to attach the parts, though. Reps can come out and fit the plow and scoop, and then the Board will have final quotes. The scoop will still be used for parking spots; we will look into using some of the reallocated funds to purchase this. Oscar should easily be able to change the implements.
  - c. Purchase brush for John Deere for snow removal on sidewalks is also being looked into, at the same time and same issues as above. The Board will also look into using some of the reallocated funds to purchase this.
  - d. The Board would like to implement rules/fines for parking over the sidewalk curb to get residents used to it before the snow flies and causes plowing issues. The Board is going to paint the curb edge yellow (adding stripes) in each space which will be the line that cannot be crossed when parking
6. Gate rules
- a. Review draft rule from Mitch
  - b. The question Jared was asking in his email to the board was 'What do we consider the gate area?'. Initially, it was thought that the gate should cover the expanse of the sidewalk only. However, looking at actual spaces and gates, the gate is considered the space between the middle fence between neighbors and go to the original/existing fences for 2-bedroom units, or from the retaining wall to the original/existing fences for 3-bedroom units.
  - c. On the end units with cement retaining walls where there currently is no fence, a fence panel will be added from the cement wall to the sidewalk so all the units are consistent in size.
  - d. We will continue to allow each homeowner will be able to select their fence style, although the Board briefly suggested setting a couple of preferred standard styles moving forward.
  - e. All gates must be free-standing and no part of the gate can be attached to the fence. This is partly to make sure that there's no additional weight on the fences which will result in earlier replacement. It also doesn't require that the gate is replaced during fence replacements.
  - f. Gate locks continue to be an issue. The board is suggesting that we modify the rule to say gates can be locked but only from the inside. This will ensure that the resident is home when the gate is locked, and allows someone into the private yard for emergencies. Is this acceptable?
7. Newsletter status/review
- a. Major topics for the next one: fencing, siding, parking in winter, homeowner concern of leaking, test insulation, email tips and tricks on how to be notified of East Bluff newsletters and news, etc

- b. How do we want to handle future newsletters? Tina Marie still requires topic ideas, input, and review by other board members. If residents have suggested topics, please reach out.
  - c. It may be possible to have a combined newsletter with input from both the board and from Jared/SPMG.
  - d. Newsletters will be sent via email and posted outside the office door of #309 on the bulletin board.
8. Parking lot curb painting – Will happen ASAP after we get quotes. Fines will be implemented after the rules are updated, although a warning will be issued first.
  9. Patrick is requesting a 2<sup>nd</sup> parking coordinator. The Board needs more information about the issues he is seeing and will discuss the issue later.
  10. Next meeting 09/20/23 @ 6:00

**Adjournment: 7:54 pm**

ADDITIONAL ITEMS, which we did not have time to discuss.

1. Tru-Green will no longer apply weed-killer or pesticides. They or someone else will still aerate and over-seed.
2. Jared indicated SPMG is not currently tracking water usage at East Bluff, which Kris used to do. He or Ryan will talk to Madison Water Utility about sending alerts when there is a noticeable change in water use.
3. Vehicle in 300 lot that has not moved for years because it does not run. The resident must remove the vehicle or it will be towed. Per the rules, any vehicle not road worthy cannot be parked in the lots.