

Minutes
East Bluff Board Meeting
Wednesday, July 19, 2023
Chaired by: President Nancy Michalski

Present: Nancy, Mitch, Wayne, Tina Marie, Dennis

Absent: Jared Pinkus, Superior Property Management Group (SPMG)

Meeting started: 6:06 pm

1. Meeting minute approval
 - a. June 21, 2023 minutes—Tina Marie worked on them and sent them out for email approval. Subsequently approved and posted.
2. Homeowner concerns
 - a. No homeowners attended
 - b. Tina Marie shared zer floating deck pics after Dennis installed it. This was paid out of Tina Marie’s personal finances
 - c. Dennis noted that he had a rodent running under the baseboards of his 2nd floor, near his bathroom, and questioned if the rodent had access using the 2nd floor bathroom trap door to access tub pipes.
 - d. Homeowner in Unit # 308 requests a handicapped parking spot which the board discussed and isn’t sure how to proceed. The current parking lots may be grandfathered in since they were built before the ADA law was in effect. Does City ordinances apply? The homeowner filled out a work order for a disabled spot
 - e. Window air conditioners not allowed-- Superior Property Management Group (SPMG) staff will contact homeowners with visible AC units.
3. No updates from Jared – He was unable to attend this meeting
4. Financials
 - a. Checkbook balance \$142k as of 7/14
 - b. Moving 50% of budgeted reserve funds to respective accounts in July. The remaining reserves will be moved at the end of the year to maintain cash flow for projects
5. Oscar duties:
 - a. Oscar will begin mowing lawns on 8/1 and is expecting it to take 2.5 days per week to do the entire property, including both common and private yards.
 - b. His other tasks for the remainder of each week include work requests and weeding, as well as emptying common area trash.
 - c. Cancel Friske lawn care service effective as of 8/1
 - d. In winter, we will plan to have Oscar remove snow from parking lots for the approximately 2.5 days needed for lawn mowing.

- e. We will contract out for a service to remove snow from sidewalks. Dennis had called the company where we purchased the Bobcat and John Deere tractors. We could purchase John Deere tractor implements to help with snow removal including a 72" push plow, which would cost approximately \$9k, as well as brushes that have different dimensions/costs. These could be purchased from the saving from canceling Friske. The board will look at these possibilities further.
6. Oscar should be salaried rather than hourly
- a. Jared brought up this topic previously and Oscar is excited about it.
 - b. Allows for more flexibility in his time and schedule, especially for winter storms. Allows him to finish plowing etc. without worrying about overtime
 - c. Eliminate the need for comp time and legal issues with it
 - d. Oscar will get a small increase in salary to include what was budgeted for overtime. Salary increase would be now at \$22.50/hr
 - e. He would still have to clock in/out so that we can monitor the number of hours he's working.
 - f. Will be effective as of 8/1
 - g. If other employees come in, this model can be rearranged until we know that they are diligent, punctual, etc.
7. Insulation: USA Insulation
- a. Nancy will notify homeowner of #511 that her insulation project is approved
 - b. 10% discount for all if 10+ homeowners have insulation installed
 - c. Notify East Bluff if they are interested next year
 - i. Issues arose after the meeting discussing what liability (and whose is it) if there are leaks during the insulation process. Answers were provided in an email to Nancy which she shared:
 - 1. The company has used the foam in homes as old as 120 years. However, Nancy doesn't know if the wiring was updated or if there were structural issues.
 - 2. Before starting a job, the company does a walk thru with the homeowner to identify any leaks or other issues
 - 3. If there are any leaks, the company would clean it up.
 - 4. The insulation provides a moisture barrier, but this may not address any potential existing rot in the walls.
 - ii. Homeowners need affordable options for insulation. We will see how the insulation at #511 goes before we proceed with officially notifying all homeowners next year after winter
8. Financials update:
- a. Charter promotion: Jared had mentioned that this organization can organize a reduced rate for Charter Spectrum's services if the Association agrees to not advertise other cable/fiber companies on the property. (CCG? Consumer communication consulting group?)

- b. CDs for project pots of money? Mitch will look into & move or report back on options and how much we might expect that money to earn.
- c. Reallocation of funds for the project. As in the past, reallocation will be noted on the budget tracking, but we will not actually move money in the budget.
- d. Superior Property Management Group (SPMG)/Jared had suggestions for saving the Association money:
 - i. Office Equipment - SPMG recommended relocating \$1,000 from this account. SPMG team won't be printing as much as Kris had and last year's expenses were still below \$2,000.
 - ii. ~~Water and Sewer - Last year's expenses were \$51,000 and this year \$80,000 was budgeted. Reducing the budget to \$60,000 or even \$65,000 appears safe and frees up an additional \$15,000 - \$20,000.~~ NOTE: Jared was only looking only at the budget until November 2022, not the full year. This amount will be adjusted accordingly.
 - iii. Property Management - SPMG's annual cost for management is \$52,800 and East Bluff budgeted \$65,000.
 - iv. Payroll and Medical Stipend - Each of these could likely be halved since there will be no other full-time East Bluff employees.
 - v. ~~Overtime - This could probably be eliminated completely if the Board decided to move Oscar to a salaried employee.~~ NOTE: This was used to slightly increase Oscar's salary instead.
 - vi. SPMG would not adjust the other Groundskeeper budget as we may have to find support for Oscar during the winter or these funds could also cover additional maintenance costs. If anything, possibly create a new budget line called maintenance and put these funds there.
 - vii. Siding and Cherry Picker - These two items are budgeted for \$27,000 combined. Even though there is no plan for siding this year, SPMG is reluctant to reallocate these funds since this is a larger project that needs to be done and is costly.
 - viii. Plumbing - SPMG would suggest reducing the budgeted amount from \$5,000 to \$2,500. This is still under the amount spent last year. – Note: This budget line has been previously used for a resident's sump pump if East Bluff is at fault.
 - ix. Friske - Depending on when the transition is made, there could be substantial savings here as well. East Bluff has also decided to quit the chemical treatments as well. Friske may still work on aerating the lawn, etc.
 - x. Tru Green - There is \$10,000 budgeted but SPMG/Jared hasn't personally seen them on-site and hasn't received an invoice either. Is there a contract for this work?
- e. Fencing options
 - i. How, where, and what to do? Superior is coming up with a detailed plan, and has sent Nancy pictures of versions of pressure-treated wood which

look amazing. Jared/SPMG will follow up on exactly how to install these. What is the effect on an existing deck with underground supports? East Bluff still needs to replace damaged fences. Jared will provide as many details as possible.

- f. Homeowner gate repair from last year's fencing
 - i. Homeowner at unit# 440: Existing gate didn't fit in space with the new fence size. The homeowner doesn't like the new options. There was initially no fence from the concrete wall to the fence, although that existing fence has been extended. Now the gate should fit. Another homeowner (Unit #441) also has the same problem where the existing gate doesn't fit in the new space. Replacing the fence left too much (or too little) space for the gate. East Bluff should own gates, but it's cost-prohibitive to replace them now. Any future fencing replacement contractors should make sure that the original gate fits when replacing fences.
- 9. Newsletter status/review – The July newsletter will be out for review by Monday
 - a. Articles and updates include:
 - i. Superior property management & contact info
 - ii. Parking email address
 - iii. Vehicle bumpers over the curb make snow removal difficult. East Bluff may install a yellow line on curves to help guide residents.
 - iv. BRT/Madison Metro updates
- 10. Rules updates
 - a. How do we want to proceed – Looking at the ones sent from Superior and comparing them with ours. Look at what was deemed important last year.
 - b. Priority rules – Fences & gates– have Jared look at gate ownership and replacement prices with the same; also late fees and fines, and liens and foreclosures
 - c. Assign sections for updates? The board did not have enough time so this will be done later/
- 11. Next meeting 8/16/2023 @ 6:00 pm

Adjournment: **7:34 pm**