

East Bluff Monthly Board Meeting Minutes
February 27, 2018
6:30-9:30

Present: Nikki Sanders, Emily Miota, Stacey Jenson, Peggy Lucey, Wayne Davis, Mario Sanders, Jackson Foote (343), Kayla Dettman (347), Tricia Johnson (436), Tina Maes (433), Tammy Muehlman (234), and Tom Hancock (417)

Call to order: 6:32pm

Homeowner Concerns

- 417 - Basement water - due to underground downspout extension - resolved, but there is potential for more water in basement. Interested in sealing the basement window. Has had problems for years - believes sealed window will solve problem. There are other issues that are contributing factors: air conditioning is in front of window well, causing water, plus two overgrown trees. He was previously requested to get estimates for AC move and tree removal - both presented huge problems and costs. He did provide those estimates. He is also concerned with high number of renters. NEEDS DECISION AND COMMUNICATION. Sealing window is approved. Nikki will inform Mario.
- 234 - cold in unit. Had an energy audit (Accurate Airtight) and would like the recommended work approved and reimbursed. Recommendation was the following:
 - More attic and wall insulation
 - For the furnace in closet - remove grate and seal / replace grate
 - Cantilevers - blow foam
 - NEEDS DECISION AND COMMUNICATION. These work items are not things East Bluff is responsible for.
- 433 multiple issues
 - Cracks in sidewalk
 - Ground not level due to settling
 - Window well bubble has a crack in it - Mario can replace
 - Attic insulation is low
 - Will want patio eventually - instructed to submit structural modification form at that time
 - Grate needs new paint
 - Willing to rent out her parking spot - was instructed to talk with Kris to see if anyone is looking to rent currently
 - NEEDS DECISION AND COMMUNICATION. Staff will look at sidewalk and leveling ground, as well as grate. Insulation is not EB responsibility
- 436 - a lot of water in basement in January. Common grounds along side of the building. Sloping toward building - provided photos. Mario set up appointment for someone to inspect the foundation 3/8/18. WAITING FOR RECOMMENDATION FROM THIRD PARTY
- 347 - reporting noise from neighbors - if sounds violent, call 911. Also, reporting 3 vehicles for neighboring unit parking. Instructed to call Parking Coordinator. Nikki

emailed Neighborhood liaison, Natalie Deibel - ndeibel@cityofmadison.com also the parking coordinator to let them know of her issues.

Approval of Agenda and January's Minutes - moved / seconded by Peggy / Stacey

Parking Report - See Attached Report

Superintendent Report - See Attached Report

Treasurer's Report - in future will list all accounts for special projects

Past Due Homeowners' Fees

	2018	2017
1-200	0	0
201-500	732.49	1644.93
501-999	1438.92	2377.01
1,000+	35997.04	27782.00
Total	38168.45	31803.94

Checkbook \$73.479
Money Market \$29,840
Total: \$103,319

CD 0

Spreadsheet review - even months (12 units on spreadsheet - 4 on payment plans, 4 in small claims, 2 in foreclosure, 1 has paid \$1260, and 1 has paid \$1060.53 in 2018).

Total amount due as of 2/26/18: \$38,029.99.

Accountant Document Review: May, August, November, **February - Peggy provided later via email**

News Note review and approval

Old Business

- 406 - work will be done this week - Mario will give invoice to H.O. this week
- MARC update - potential employee not going to work out - looking for replacement

New Business

- Communicating to homeowners about what to do if selling unit - checklist to give homeowners, also for Kris' binder

- Should we be working with realtors in addition to owners? NO
- Do we expect them to fill out work orders? - YES
- Reasonable timeframes for work to be completed. - Mario will
- Prepare for Annual Meeting
 - Everyone arrive 6pm to help with set-up and registration
 - Mario will bring cookies, water, box of supplies
 - Set agenda
- Clean up yards day - June 2, with a rain date of June 9

Closed Session:9:23pm

Adjournment

Superintendent Report

Past Month Goals with Status Update

- Buildings:
 - Siding: there was no siding to be done this month.
 - Fencing: My goal was to get 4 units worth of fencing completed (~30 panels total). We got through 2 out of 4 of fences completed (~15 panels) – this is because of snowfall and Max leaving.
- Staff Management:
 - With Max leaving & new staff starting, I did spend more time dealing with this. Max did stop in and leave keys – he was offered a better paying position.
- Tremaine is here temporarily here helping until we find a new employee. He's been working ~30 hours per week as needed. Things are going well but this short term. We have posted the position at the Jobs Center – **we have two interested applicant so far**
- Basic Maintenance & Homeowner Concerns:
 - Snow and ice removal: The first half of winter went well but the second half was ok but could have been better. East Bluff had staff issues combined with two heavy snows.
 - Removed standing water off sidewalks by removing ice and digging trenches near or at Units 401 – 403, 408 – 407, 411 – 412, Northport, 536 – 534, 200 parking sidewalks, 333, 326, Corner of Troy and Sherman, End of 342 – 349, 233 – 236, 517 – 520, 218 – 217,

Resident concerns & Unit Maintenance:

- Unresolved:
 - *Unit 441 water in basement/landscaping issues with pavers and granite/Will hook underground downspout extension and put on above ground extension. This a temporary fix homeowner will look for more permanent solution in spring.
 - Unit 417 water in basement / water coming in because of broken underground downspout extension/ A/C unit in front window well changing the grade of the

landscaping/attached above ground extension/homeowner should move a/c unit to prevent more problems in future.

- Unit 436 water in basement/ will call Basement Solutions to a look at the issues
- Resolved:
 - Unit 205 leaking outside water value/Homeowner made repairs
 - Unit 201 no water going to upstairs toilet/homeowner made repairs
 - Unit 314 concerns about attic /no problems seen
 - Unit 347 dead squirrel in attic/Pest control removed squirrel
 - Unit 513 called with concerns on noise policy/ I told them that all policy are a reflection city and state laws and ordinances.

Next Month Goals

- Buildings:
 - Siding: 2 units of siding complete (units 406 & 509). In addition to this, our focus over the next year is maintaining the 200s. We have 11 units of siding that we plan to complete in the 200s, which was our plan to focus on for 2018.
 - Fencing: 18 panels total to complete (unit 230).
 - Fencing: 10 panels total to complete (units 236 and 235) .Overall we have 60 units of fencing to complete by Spring 2019
- Basic Maintenance & Homeowner Concerns:
 - I plan to resolve all homeowner concerns at units
 - Unit 224 downspout disconnected/ was reattached and will need to be caulked in spring
 - Unit 510 water in basement/ underground downspout extension frozen
 - Unit 522 concerns about front porch/will have contractor inspect/will need to replace this spring.
 - Unit 539 has reported to that their unit and car have been broken in too
- Staff management:
 - I intend to spend 6 hours working with staff to improve snow/ice removal technique, in addition to regular day to day management.
 - Hire a permanent person – orientate, train, etc.

Parking Report

	200	300	400	500
Warnings	0	1	2	1
Green Stickers	1	2	2	0
City Ticket	0	0	1	1
EB Fine	0	0	0	0
Reg Card	0	0	0	0

