



Date & Time: Wednesday, March 2, 2022
Subject: Gardens at Swan Creek Board Meeting
Location: Zoom Video Conference

1. Approve meeting minutes from prior meeting
2. Review follow-ups from last meeting
 - a. Signed Riverstone Paint (signed bid). Will get on her early spring schedule.
 1. Survey monkey for color choices
 - b. Tuck Pointing bid attached
 - c. Ganshert – updated bid sent to board (not signed yet)
 - d. Status of CertainTeed lawsuit – No funds 😞
 - e. Parking infractions (Kristin/Chuck/Melissa)
3. New Business
 - a. Message boards by dumpsters
4. Financial Review
 - a. January 2022 review
5. Management Updates
 - a. Summary of work done in past month
 1. Dryer vent cleaning
 - b. Resident issues/complaint
 - c. Sales since last meeting
 1. See Attached
 - d. Work scheduled to be done before next meeting
 1. Sprinkler re-charging – scheduling in process
 - e. Bids in progress
 1. Ace – caulk around windows set brick
 2. Finks 2nd Concrete bid
6. Review Annual Checklist/Calendar

The Gardens at Swan Creek Board Meeting

Date: 2/2/2022

Time: 5:30 pm

Location: WebEx

Next Meeting Information

Date: 3/2/22

Time: 5:30 pm

Location: WebEx

ATTENDANCE

NAME	Present	NAME	Present
Nicole Hilsenhoff*	X	Amy Skora**	X
Kristin Gumbinger*	X	Matt Meekma	X
Chuck Bridwell*	X	Jeanne Edwards	X
Kelley Still	X	Melissa Wuest**	X
Jami Nemeth		Unknown ??	X

*Indicates voting Board member

**Indicates Member at large

AGENDA TOPICS

Start Time	Topic (Lead)	Notes
5:30 pm	1. Call Meeting to Order (Nicole)	Time Call to Order: 5:33pm Motion to approve October meeting minutes made by Nicole Seconded by Chuck
	2. Follow Ups from last meeting (Kelley, unless noted)	See process updates in Action Items.
	3. New Business	No new business.
	4. Financial Review	No updates.
	a. Management Updates (Kelley)	Summary of work done in past month (See Action Items for additional details) a. Resident issues/complaint 1. Snow moved into garage area b. Sales since last meeting 1. See Attached c. Work scheduled to be done before next meeting 1. Sprinkler re-charging d. Bids in progress 1. Ace – caulk around windows set brick 2. Masonry tuck pointing

		<p>3. Concrete</p> <p>4. Dryer vent cleaning – still need to schedule; noticing several unit dryers are beginning to fail, possibly due to equipment lifespan. We have added this as standard process for regular maintenance.</p> <p><u>Exterior Painting Bids: (see meeting packet)</u> River Stone = \$26,680 Hourglass Painting = \$39,987</p> <p>Board discussed options of cost, funding, timeline, and color. Board would like to include a HOA survey question to obtain all members input on color.</p> <p>Chuck made a motion to vote on painting all units (doors, frames, pillars), accept Riverstone Painting bid at \$26,680 and use monies from 2021 and reserve funds. Kristen seconded. Vote: Passed unanimously.</p> <p>Color decision is tabled until weather improves and obtain survey results. Double check if building numbers are included or not.</p>
	a. Review Annual Checklist	Complete for February.
(2 min)	Summary of Action Items (Melissa)	See action items summary below.
6:15 pm	Adjourn	Motion to adjourn made by Nicole. Seconded by Kristin. Adjourn time: 6:26pm

ACTION ITEMS SUMMARY (To be completed by Target Date)

ITEM	OWNER	TARGET DATE	STATUS
<p>New: Contact River Stone painting to accept bid & double check if building numbers are included in bid.</p> <p>Follow up with CertainTeed (status of settlement) – in process</p> <p>Contact Ganshert to request updated price + schedule Landscaping – in process</p> <p>Follow up on caulk and tuckpointing bids (Ace + Highpoint Masonry)-in process</p> <p>Contact (Finks) Concrete for second bid on alleyway repairs for garages – in process</p>	Kelley		
Distribute parking refraction printouts to Kristin/Chuck/Melissa	Nicole		
Create & Send HOA Annual Survey to all members. Include a voting question for paint color.	Nicole & Melissa	Draft review March HOA	

PARKING LOT (Topics to be addressed at future meetings)

ITEM & OWNER	DATE ADDED	ACTION
Parking Policy	10/6	Tabled to March/April 2022 meeting.
Price for City of Fitchburg garden plots (Ryan)	6/9	Revisit April 2022. Infrastructure repair and planning will be needed. Would like to re-survey owners on interest for use.
Paint Project: Colors for porches, pillars & doors Replacement of numbers: Currently would like to replace all.	6/9 Revisit 7/7	In process as of 2/2/22.
Deck Boards: Discuss assessment & plan for maintenance. Current state: Each individual owner is contacting Kelley when issues with boards arise.	7/7	Revisit Spring 2022
Re-survey HOA members for pulse check and compare to last year's assessment. Melissa has survey data.	9/1	In process as of 2/2/22



Eric Erickson
 3014 Mourning Dove Dr
 Cottage Grove WI 53527
 608-577-6664

www.highpointmasonry.com
 eric.highpointmasonry@gmail.com

Estimate

Date	Estimate #
2/21/2022	22017

Estimate Submitted To
Madison Property Management Kelley Still 1202 Regent St Madison WI 53715

Job Location
Gardens at Swan Creek 27 S Gardens Way Fitchburg WI 53711

Description

- Exterior Masonry Repairs to the Front Porches on Buildings- Unit #51-81, 50-86. 10-46, 11-47
1. Remove and dispose of damaged brick.
 - approximately 40-50 brick
 2. Install new brick and mortar to match existing as close as possible.
 3. Tuckpoint area's where mortar joints have deteriorated around front porches
 - approximately 40-50 sq ft
 4. Drill in weep holes every two feet at the base of porches.
 5. Caulk voids between concrete steps and masonry.
 6. Install flashing with over hang above the top course of brick.
 - approximately 1,245 ln ft.
 - install caulk joint between new flashing and concrete.
 7. Clean up and wash new masonry.

Total Amount \$55,000.00

We propose hereby to furnish material and labor - complete in accordance with the above specifications with payment to be made within 30 days upon completion of the work specified within this estimate.
 Any attention or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate.

Respectfully Submitted _____ Eric Erickson _____
 Note - this proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The prices, specifications, and terms stated herein are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance _____ Signature _____



5284 Lacy Road, Fitchburg, WI 53711
PH: 608-274-2443
www.ganshert.com



Date: 2/21/2022

Estimate For: Gardens of Swan Creek

Att: Kelley

Still 10 South Gardens Way

Fitchburg, WI 53711

Client Phone #/Email: 608-259-6706/kelleys@madisonproperty.com

Proposal

Units # 70-86

Remove (2) Alpine Currant, (4) Viburnum, add (1) Karl Forester grass, (2) Summer Wine Ninebark, (1) Wine & Roses Weigela, (2) Dwarf Korean Lilac, (1) Red Twig Dogwood, (4) Goldflame Spirea, (4) (1) Goldmound Spirea, (4) Knockout Rose, (1) Cranberry Cotoneaster.

Units # 71-87

Remove (8) Viburnum, add (1) Karl Forester grass, (2) Summer Wine Ninebark, (2) Dwarf Korean Lilacs, (2) Wine & Rose Weigela, (2) Korean Spice Viburnum, (4) Goldmound Spirea, (4) Goldflame Spirea, (4) Cranberry Cotoneaster, (4) Knockout Roses.

Units #50-66

Remove (1) Honeysuckle & (2) Alpine Currant, add (2) Witch hazel, (1) Summer Wine Ninebark, (4) Karl Forester grasses, (3) Goldmound Spirea, (2) Annabelle Hydrangea, (2) Patriot Hosta, (2) Toad Lily, (2) Bowles Golden Sedge.

\$9,196 + tax

Terms and Conditions:

- **40% Deposit Required.**
- Proposal good for 30 days. Proposal becomes a contract upon signing and returning with a 40% deposit to Ganshert Nursery & Landscapes LLC.
- Payment required upon completion of work; 1.5% interest per month charged on amount not paid within 10 days from date of invoice.
- On accounts paid in full, according to terms, there is a 2-year warranty from the date of invoice on Hardscapes (excluding poured concrete) due to defective workmanship or materials, as well as a 2-year warranty on installed original plant material (if properly cared for) for one-time replacement on <= Zone 4 plant material only (annuals and perennials not included); labor for replacement plantings additional. Hardscape is defined as landscape structures constructed using natural stone, pavers, bricks, boulders, and blocks installed by Ganshert Nursery & Landscapes LLC.
- Digger's hotline will be contacted to mark the locations of buried utilities (Electric, Gas and Cable). Digger's hotline does NOT mark buried private lines including satellite dish lines, privately owned gas and electrical lines or invisible fencing. It is the responsibility of the client to mark any known private lines and Ganshert Nursery and Landscapes is not responsible for the cost of repairing any private lines should they be damaged.
- Hidden, concealed or unforeseen site conditions - large, buried boulders, tree roots, construction debris, concrete, cisterns, or any other obstruction beyond the scope of this proposal may cause deviation from the above listed work. Additional cost of materials or labor to deal with a hidden site condition will be billed on a time and materials basis.
- Ganshert Nursery & Landscapes LLC is not responsible for repair/replacement of any kind due to weather events beyond our control.
- Sod and seed are not guaranteed since their survival depends largely on the care given after installation.
- Change-orders to be approved by client prior to installation with cost revisions and charged accordingly.

Balance Sheet

Property: The Gardens at Swan Creek

As of 01/31/22 (accrual basis)

ASSETS

Bank

1100 Cash in Checking	
11594 GARD - Checking	26,378.58
1100 Total Cash in Checking	<u>26,378.58</u>

1128 Money Market	
112802 Park Money Market	194,140.65
1128 Total Money Market	<u>194,140.65</u>

Total Bank 220,519.23

Accounts Receivable

1230 Fees Receivable	1,501.12
----------------------	----------

Total Accounts Receivable 1,501.12

TOTAL ASSETS 222,020.35

LIABILITIES & EQUITY

Liabilities

Accounts Payable

2100 Accounts Payable	3,028.00
-----------------------	----------

Total Accounts Payable 3,028.00

Other Current Liability

2230 Prepaid Fees	6,278.73
-------------------	----------

Total Other Current Liability 6,278.73

Long Term Liability

2245 Certaineed - Future Siding Replace	281.99
---	--------

Total Long Term Liability 281.99

Total Liabilities 9,588.72

Equity

3100 Retained Earnings	210,073.22
------------------------	------------

3999 Net Income	2,358.41
-----------------	----------

Total Equity 212,431.63

TOTAL LIABILITIES & EQUITY 222,020.35

Profit & Loss MTD Comparison

Property: The Gardens at Swan Creek

01/01/22 - 01/31/22 (accrual basis)

	Month to Date	
	01/01/22 - 01/31/22	01/01/22 - 01/31/22
INCOME		
4105 Condominium Income		
410501 Condo Fees	20,700.00	20,700.00
410504 New Owner Fees	450.00	450.00
4105 Total Condominium Income	21,150.00	21,150.00
4300 Late Fee/NSF Income	135.00	135.00
4650 Interest Income	8.16	8.16
TOTAL INCOME	21,293.16	21,293.16
EXPENSE		
5175 Cleaning		
517502 Apt/Bldg Cleaning - Other	79.13	79.13
5175 Total Cleaning	79.13	79.13
5301 Grounds Care - Other		
530104 Snow Removal	10,515.00	10,515.00
5301 Total Grounds Care - Other	10,515.00	10,515.00
5350 Insurance	2,508.17	2,508.17
5500 Management Fees	1,978.00	1,978.00
5700 Repairs & Maintenance - MPM		
570007 Inspections	92.30	92.30
5700 Total Repairs & Maintenance - MPM	92.30	92.30
5765 Trash Removal	1,461.59	1,461.59
5775 Utilities		
577501 Electric	342.43	342.43
577507 Water & Sewer	1,958.13	1,958.13
5775 Total Utilities	2,300.56	2,300.56
TOTAL EXPENSE	18,934.75	18,934.75
NET INCOME	2,358.41	2,358.41

NET INCOME SUMMARY

Income	21,293.16	21,293.16
Expense	-18,934.75	-18,934.75
NET INCOME	2,358.41	2,358.41

TOTAL

HIGH LOW AVG MED

LISTING COUNT: 1

DAYS ON MARKET: 30 30 30 30

	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LIST PRICE:	\$269,900	\$269,900	\$269,900	\$269,900	\$269,900
SOLD PRICE:	\$265,000	\$265,000	\$265,000	\$265,000	\$265,000

PicCount	MLS #	Status	Class	Address	Unit #	Location	Price	Beds	Full Baths	Half Baths	FinSqFt
38	1923068	Sold	Condo	2787 Crinkle Root Dr		FITCHBURG - C	\$265,000	3	2	1	1,848

* Closed 1/6/22

The Gardens at Swan Creek Project List - Updated January 2022

Funding \$27,731.00 (budget) \$5,218.64 (2021 surplus)

Project	Cost	Timeline	Status	Urgen	Funding/Notes
1 Water main repair on south end of S. Gardens Way		2022		High	Reg Maintenance budget
2 Porch roof replacement Building #4	\$9,072	2022		High	Budgeted non-recurring
3 Building #2 Sprinkler Antifreeze (1/2 done)	\$2,400	2022		High	Budgeted non-recurring
4 Building #4 Sprinkler Antifreeze (1/2 done)	\$2,400	2022		High	Budgeted non-recurring
5 Building #5 Sprinkler Antifreeze Maint.	\$6,000	2022		High	Budgeted non-recurring
6 Landscaping	\$8,000			High	Budgeted non-recurring
7 Garage concrete drain 10-26 S. Gardens Way (4 panels)	\$11,960		Worst	High	?
8 Front door painting	\$13,670	Tent. 2022			?
9 Front pillar and door frame painting	\$13,110	Tent. 2022			?
10 Repair sidewalk drainage #39	\$16,753	Tent. 2022			?
11 Masonry Repairs - Tuck pointing/Flashing /Weep holes		Potential 2022	Bld 2, 1, 4 & backside of 3 High Point Masonry bidding all (est \$10,000 per bld)	TBD	?
Garage concrete drain 70-86 S. Gardens Way (6 sections)	\$16,980		2nd worst		
Garage concrete drain 71-87 S. Gardens Way (4 panels)	\$11,960		3rd worst		
Garage concrete drain 70-86 S. Gardens Way (6 sections)	\$16,980	2022	4th worst		
Window sealing (brick facades only)					Waiting on bid from Ace Exteriors
Porch railing repairs/replacements	500 Ea.				
Irrigation system for garden plots				Low	
Create fire / grill area				Low	
Create dog area / trash bin				Low	
Concrete drives (sealing/crack filling)	\$17,000		Preventative Maint.	Medium	
Courtyard sidewalks (sealing/crack filling)			Preventative Maintenance	TBD	Courtyards of bld 1-4
Add light fixture to bike path	5,000-6,000		Safety, Structural	Medium	
Clogged courtyard drain/Crinkle Root Swamp - Engineer to Review				Medium	
Reserve Study	\$3,700				
Asphalt replacement for driveways	\$60,000	Not urgent		TBD	
Install sidewalk extension by bldg #5 courtyard (for trash access)					
Update condo docs	\$5,000			TBD	
Garage door frames (composite)					
Replace address numbers	\$2,200				

The Gardens at Swan Creek

Annual maintenance checklist

January

- Prioritize project list for the year
- Schedule meetings for the year
- Change PIN with Prairieland Towing
- Revise and send owner survey

February

- Approve landscaping bid (if not done already)

March

- Quarterly sprinkler testing

April

- Spring walkthrough
 - Evaluate trees for trimming
 - Mulch (bi-annual)
 - Evaluate sidewalks for uneven areas/pooling
 - Landscaping - condition
 - General building maintenance
- Bring hoses out
- Send out communication for garden plots

May

- Set up underground parking power washing
- Parking lot re-stripping (biannual)

June

- Annual sprinkler testing (two days)

July

- Summer landscape pruning

August

- Snow bids for following season (is not signed already)

September

- Fall walkthrough
 - Evaluate sidewalks for uneven areas/pooling
 - Bring hoses in
- Begin draft budget
- Quarterly sprinkler testing

October

- Review draft budget

November

- Finalize budget for Annual Meeting
- Tally accomplishments for the year

December

- Quarterly sprinkler testing
- Annual Meeting