



Date & Time: Wednesday, April 7 @6:15 pm
Subject: Gardens at Swan Creek Board Meeting
Location: Webex Video Conference

1. Approve previous meeting minutes
2. Review follow-ups from last meeting
 - a. Schedule walk through
 1. Downspouts
 2. Wavy Siding (Kelley)
 3. Porch railings (Kelley)
 4. Exposed insulation (Kelley)
 5. Litter pick up (Kelley)
 - b. Rain garden update (Kristen)
 - c. Placement of address signs (Kelley & Nicole)
 - d. Community spring clean-up (Kristen)
3. Financial Review
 - a. Savings from change of insurance (**\$13,701.68, 69 days old policy/296 new policy**)
 1. Do we add to project list?
4. Management Updates
 - a. Summary of work done in past month
 1. **Repair railing at 2779**
 2. **Ace Exteriors (see attached email)**
 - b. Resident issues/complaint
 1. **42 siding popping**
 - c. Sales since last meeting
 1. Attached
 - d. Work scheduled to be done before next meeting
 1. Litter clean up
 - e. Bids in progress
 1. Masonry
 2. Landscape walk through with Alt's & Ganshert
5. New business
 - a. Change of insurance
 - b. Garden topics
 - c. Paint color for porches & doors
 - d. Burn of garden space
 1. Good Oak LLC 608-209-0607
6. Review Annual Checklist/Calendar

The Gardens at Swan Creek Board Meeting

Date: 3/3/2021

Time: 6:15pm

Location: WebEx

Join from the meeting link

<https://epic.webex.com/epic/j.php?MTID=m23eb663fc812f0cfa9802536a6cfba12>

Next Meeting Information

Date: 4/7/2021

Time: 6:15pm

Location: WebEx

ATTENDANCE

NAME	Present	NAME	Present	NAME	Present	NAME	Present
Nicole Hilsenhoff*	X	Amy Skora**	X	Melissa Wuest**	X	Matt Meekma	X
Kristin Gumbinger*	X	Brandon O'Donnell**	Abs.	Michael Hartzel	Abs.	Hans Hinrichsen	X
Chuck Bridwell*	X	Kevin Straka**	Abs.	Pat Berry**	X		
Kelley Still	X	Leticia Reyes**	X	Michelle Dupuis	X		

*indicates voting Board member

**indicates Member at large

AGENDA TOPICS

Start Time	Topic (Lead)	Notes	Action Item															
6:15 pm (5 min)	1. Call Meeting to Order (Nicole)	Time Call to Order: 6:20pm Meeting minutes approved.																
	2. Action Item Review (Nicole)	<table border="1"> <thead> <tr> <th>Item</th> <th>Owner</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Get bid for rest of Tuck Pointing - See Management Updates below</td> <td>Kelley</td> <td><input type="checkbox"/> In Process</td> </tr> <tr> <td>Email 2020 Property sales to HOA Board (part of meeting packet)</td> <td>Kelley</td> <td><input checked="" type="checkbox"/> Complete</td> </tr> <tr> <td>Sign edit suggestion "10-46 (even units)" Keep logo, remove road name Link to Signs</td> <td>Kelley</td> <td><input type="checkbox"/> In Process</td> </tr> <tr> <td>Email project list in Excel format to board</td> <td>Kelley</td> <td><input checked="" type="checkbox"/> Complete</td> </tr> </tbody> </table>	Item	Owner	Status	Get bid for rest of Tuck Pointing - See Management Updates below	Kelley	<input type="checkbox"/> In Process	Email 2020 Property sales to HOA Board (part of meeting packet)	Kelley	<input checked="" type="checkbox"/> Complete	Sign edit suggestion "10-46 (even units)" Keep logo, remove road name Link to Signs	Kelley	<input type="checkbox"/> In Process	Email project list in Excel format to board	Kelley	<input checked="" type="checkbox"/> Complete	Group decided on unit signs format. Where to place is tabled for next month.
Item	Owner	Status																
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	3. Financial Review - Accrual vs Cash	Comparative Analysis between Accrual vs Cash models of accounting. Proposed to consider differences in how MPM is currently recording expenses. Current state: MPM is using Cash accounting.	Nicole: email Kelley with summary to send to accountant to see if we can meet & discuss															

	(Chuck/Matt Meekma)	<p>In Accrual Accounting, we should be making an entry each month for any expenses incurred. Each month should only represent 1/12th of expense vs showing 1 month of whole payment. This method gives a better picture of how much cash is present.</p> <p>Accrual method beneficial, especially towards end of year to analyze/monitor if any significant swings occur and to better plan budget for upcoming year.</p> <p>Examples shown: Insurance & Lawn Care (highlighted in Excel documents)</p>	possibilities for MPM to support this
	4. Project List Prioritization	<p>Door & Pillar painting discussed options of hire out vs owner completion. Michelle Dupuis offered a bucket of white paint available for use in this project.</p> <p>Board Recommendation to replace numbers at same time of painting.</p> <p>Garage door frames will need to be replaced, not painted. Options of metal or composite available.</p>	<p>Kelley: Bids needed</p> <ol style="list-style-type: none"> 1. Door painting 2. Pillar painting 3. Numbers replacement
	5. Reassessment of Meeting Frequency	<p><i>Motion to continue monthly meetings as 1st Wednesday at 6:15pm: Kristin</i> <i>Second by: Chuck</i></p>	Nicole: Add WebEx meetings
	6. 90-day Revisit of Resident Variance	Continue with variance and Review in June.	
	7. Management Updates (Kelley)	<ol style="list-style-type: none"> 1. Summary of work done in past month <ul style="list-style-type: none"> • Snow Removal continues • White Post Caps - purchased 50 for upper rails 2. Resident issues/complaint <ul style="list-style-type: none"> • Extensive dog waste - Fine has been issued; Owner directed to clean up. Additional fines for professional clean-up will be issued for noncompliance. 3. Sales since last meeting - Attached in meeting packed <ul style="list-style-type: none"> • One unit sold 4. Tuck Pointing Follow Up <ul style="list-style-type: none"> • Recommendation from High Point is to place metal drift edge piece on every unit (all buildings) because of the way the cement overhangs the brick. This will stop water from flowing in. Next step, tuck point. Request cost. 	

		5. Work scheduled to be done before next meeting <ul style="list-style-type: none"> • None 6. Bids in progress <ul style="list-style-type: none"> • Tuck Pointing - High Point Masonry • Landscaping (Spring) 	
	8. Rain Gardens	Request for initial \$200 for Rain Gardens consult. Board Approved unanimous.	
(3 min)	Summary & Action Items (Melissa)	See New Action Items Summary & Parking Lot below.	
7:30 pm	Adjourn		

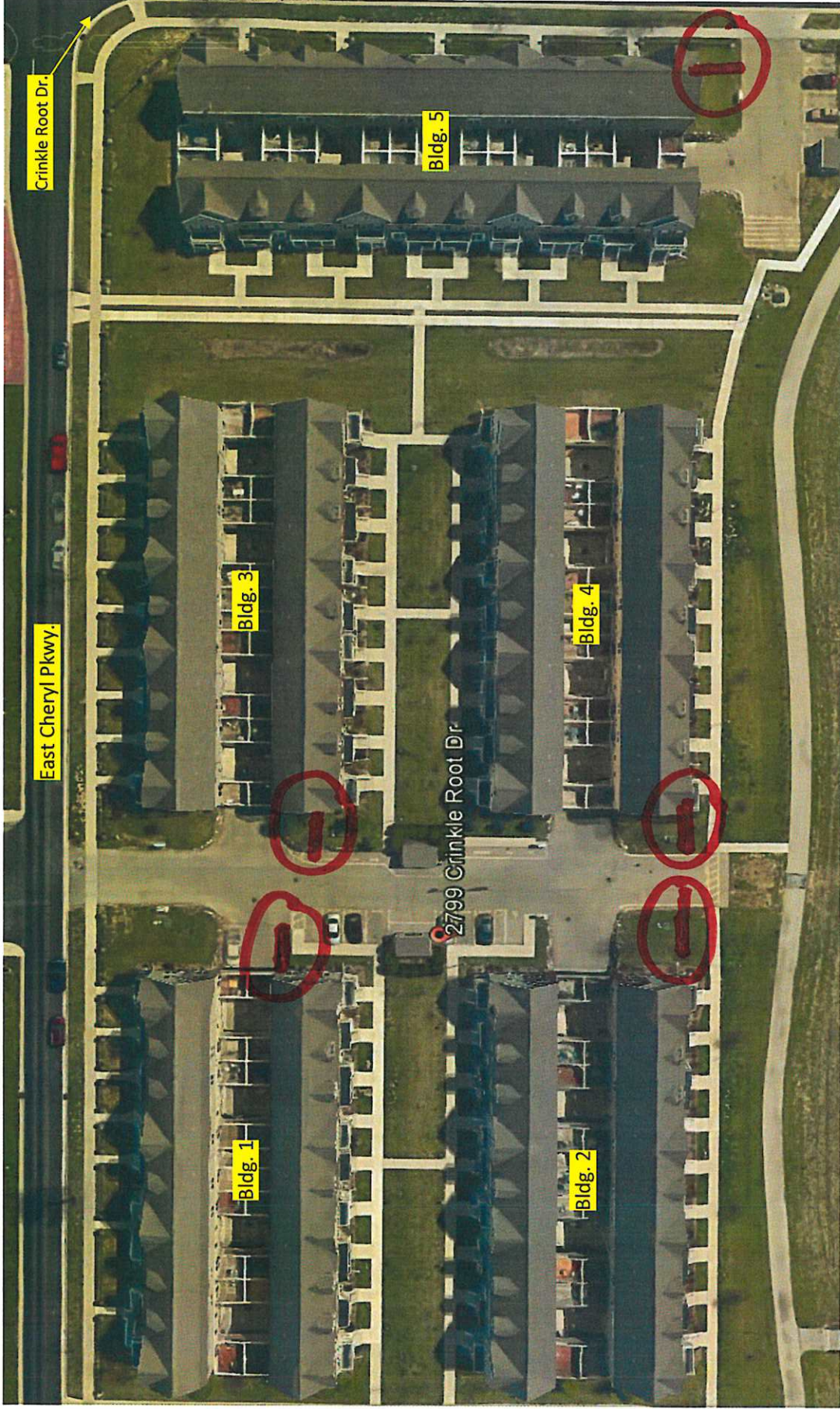
NEW ACTION ITEMS SUMMARY

ITEM	OWNER	TARGET DATE	STATUS
Email meeting Minutes & Supporting documents to all Attendees	Melissa	3/4/21	<input checked="" type="checkbox"/> Complete
Schedule follow up meeting with Board for Insurance Plan & Decision	Nicole		<input type="checkbox"/>
Bids needed for projects <ol style="list-style-type: none"> 1. Door & door frame painting 2. Pillar painting 3. Numbers replacement 	Kelley		<input type="checkbox"/>
Monthly WebEx Meeting Invites	Nicole	4/7	<input type="checkbox"/>
Email Kelley with summary of financial topic reviewed to inquire with MPM	Nicole	4/7	<input type="checkbox"/>

PARKING LOT (Topics to be addressed at future meetings)

ITEM & OWNER	DATE ADDED	ACTION
Deciding placement of unit signs (Nicole)	3/3	
Spring Clean-up (Kristin)	3/3	
Pick a Date for Spring Walk Through (Kristin) <ul style="list-style-type: none"> • Crinkle Root garbage damage; Drain spout damage 	3/3	
Siding Follow Up: Wavy siding replacement (Kelley) <ul style="list-style-type: none"> • Kelley has meeting planned with William 	3/3	
Rain Garden - Request for small budget (\$2K) to begin with 1 or 2 (Kristin)	3/3	Proposal requested at time of topic
Request Landscape Proposals from Alt and Ganshert based on \$6K budget (Kelley)	3/3	Awaiting walk through.

The Gardens at Swan Creek – 10-86 S. Gardens Way & 2761-2799 Crinkle Root Dr. Fitchburg, WI 53711



- ★ = Sprinkler Closets (garage code) – inside garage
- ★ = Sprinkler Closets (garage code) – enter garage and go through man door

Legend

Kelley Still

From: Kristin Gumbinger <kristingumdrop@gmail.com>
Sent: Wednesday, March 3, 2021 7:02 PM
To: Kelley Still; Chuck Bridwell; Nicole Hilsenhoff
Subject: sign info



<https://www.buidesign.com/SignReview.aspx?T=4F4C7A6D5A46704E37694A6738746837714966796A513D3D>

Kelley Still

From: Ace Exterior Solutions <aceexteriorsolutions@gmail.com>
Sent: Tuesday, April 6, 2021 2:27 PM
To: Kelley Still
Subject: Re: The Gardens

Hi Kelley,

Here is list of repairs working on:

Repaired are of wind blown off shingles on Crinkle Root Building. Walked around property to check for other wind related shingle blow offs. The blow off was likely from high winds last monday (it was a common request from last week)

Repaired some disconnected gutter downspouts sections (likely dislodged/disconnected from winter related stressors, and possibly high winds)

Previously reported (during winter) leaky gutter seam repairs (unit 2791 and unit 2769) (remember this work could not be done during winter conditions)

Re-secured some "loose" circular bath fan vents coming out of 3rd story soffits (these were dropping down from soffit, so needed to be screwed to secure)

Met with Pierre at 42 S. Gardens Way regarding his concern about "popping noise". Looked over siding to see if there was anything out of the ordinary and nothing was found. Sounds associated with thermal movement (expansion/contraction) of siding is not abnormal. See my previous email for more info.

Re-secured bottom gutter elbows (where previously not screwed) on underground garage side of Crinkle Root building (this we are not billing for)

Thanks,

Chad

p.s. - I am sending over the epdm bid so you will have it for your meeting.

Also, I noticed a bunch of broken railing trims (the white skirt trims at the base of posts, etc.) on the crinkle root building. Do they need repairs there? (it looks like some masonry work was occuring in the area)

--
Ace Exterior Solutions, LLC

Email: aceexteriorsolutions@gmail.com

Office Phone: 608.220.3950



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TOTAL**HIGH LOW AVG MED**

LISTING COUNT: 3

DAYS ON MARKET: 13 0 4 1

	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LIST PRICE:	\$249,900	\$239,000	\$245,300	\$247,000	\$735,900
SOLD PRICE:	\$247,000	\$247,000	\$247,000	\$247,000	\$247,000

	PicCount	MLS #	Status	Class	Address	Unit #	Location	Price	Beds	Full Baths	Half Baths	FinSqFt
1	30	1905806	Active	Condo	80 S Gardens Way		FITCHBURG - C	\$239,000	3	2	1	1,683
2	1	1900388	Sold	Condo	2781 Crinkle Root Dr		FITCHBURG - C	\$247,000	3	2	1	1,860
3	24	1904811	Offer- Show	Condo	10 S Gardens Way		FITCHBURG - C	\$249,900	3	2	1	1,739

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



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

Estimate

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

Date	Estimate #
4/7/2021	21055

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

Description
Exterior Masonry Repairs to the Front Porches on Building - Unit # 2761 thru 2799 1. Remove and dispose of damaged brick. - approximately 30 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 15 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 450 ln ft. - caulk above flashing. 7. Clean up and wash new masonry.

Total Amount	\$15,675.00
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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 _____



Ace Exterior Solutions, LLC

245 Horizon Dr. #102, Verona, WI 53593

Phone: (608) 220-3950

E-mail: aceexteriorsolutions@gmail.com
www.aceexteriorsolutions.com

PROPOSAL/CONTRACT

PROPOSAL#: TG17EPDM

DATE: 04/01/21

CONTRACTOR: ACE

PROPOSAL SUBMITTED TO:		WORK TO BE PERFORMED AT:	
NAME THE GARDENS AT SWAN CREEK C/O MADISON PROPERTY MANAGEMENT ATTN: KELLEY STILL		JOB NAME THE GARDENS BUILDINGS #2 & #4 REMAINING ENTRANCE AREA EPDM ROOF REPLACEMENTS	
STREET 1202 REGENT ST		STREET	
CITY MADISON	STATE WI	CITY MADISON	STATE WI
PHONE		PHONE	

We hereby submit specifications and estimate for:

THE GARDENS BUILDINGS #2 & #4 REMAINING ENTRANCE AREA EPDM ROOF REPLACEMENTS

REMOVE & REPLACE REMAINING TEN (10) EPDM ROOFS ON BUILDING #2 AND SEVEN (7) ON BUILDING #4 .

INCLUDES REMOVAL, CLEAN UP, AND DISPOSAL OF EXISTING EPDM RUBBER ROOFING MEMBRANE AND 1/2" RECOVERY BOARD; INCLUDES INSTALLATION OF NEW 1/2" HD FIBERBOARDED RECOVERY BOARD AND NEW 60 MIL (.060) BLACK EPDM MEMBRANE (FULLY ADHERED); INCLUDES NEW METAL ROOF EDGE METAL.

CUT-IN MASONRY COUNTER FLASHING REPLACEMENT: INSTALL NEW CUSTOM FABRICATED COLOR COATED STEEL MASONRY CUT-IN COUNTER FLASHING TO REPLACE EXISTING. INCLUDES 21 LINEAL FT. OF NEW CUT IN FLASHING PER UNIT ENTRANCE AREA; INCLUDES SEALING TOP EDGE OF CUT IN FLASHING WHERE IT MEETS BRICK.

*ROTTED WOOD FASCIA, FRAMING, OR ROOF DECK REPAIRS AND/OR REPLACEMENT WOULD HAVE ADDITIONAL COST PER RATES SPECIFIED BELOW.

REMAINING 10 ENTRANCE EPDM ROOFS ON BUILDINGS #2 REPLACEMENT (as per above specs.)	COST = \$12,960.00
REMAINING 7 ENTRANCE EPDM ROOFS ON BUILDING #4 REPLACEMENT (as per above specs.)	COST = \$9,072.00
EPDM ROOF AREAS NEW MASONRY CUT-IN COUNTER FLASHING (as per above specs)	COST: \$215.00 /UNIT

*Cost includes all labor, materials, equipment, taxes, and waste fees.

*Cost subject to change after 21 days based if the proposal/contract is not accepted with 21 days of proposal date.

+Additional work performed not specified above (to address unforeseen conditions - i.e. -roof deck degradation repairs, wood fascia rot repair, and the like) would have an additional cost of \$60.00/hr. plus material cost (material cost includes 10% overhead)

Customer to be informed of rotted plywood and/or roof boards and need for replacement prior to performing repairs.

This contract shall begin after date of acceptance and shall be completed within (To be Determined) of date of acceptance.

No additional work with additional costs to proposal cost to be performed without customer notice & approval.

*This contract shall begin after date of signed acceptance and shall be completed within (To be Determined) of the date of acceptance.

We hereby propose to furnish labor and materials—complete in accordance with the above specifications, for the sum of SEE PRICING ABOVE Dollars (\$) with payments to be made as follows:

25% DOWN PRIOR TO START OF PROJECT; FULL REMAINING BALANCE DUE UPON COMPLETION(30 DAYS)

*1.0 % SERVICE FEE/MONTH (MINIMUM \$30 SERVICE FEE/MONTH) MAY BE ASSESSED ON PAST DUE AMOUNTS AFTER EVERY 30 DAYS

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon customer approval (as per contract conditions), and will thereby constitute an additional charge over and above the proposal amount. All agreements are contingent upon factors within Ace Exterior Solutions, LLC's control. Ace Exterior Solutions, LLC. will not be responsible for factors outside of the company's control, such as delays due to strikes, accidents or adverse weather conditions. This proposal/contract is subject to acceptance within 30 days and may be considered void thereafter at the discretion of the undersigned.

Authorized Signature

Executive Meeting: Insurance Policy

Attendees: Kristin, Chuck, Nicole, Kelley (MPM), Jami (MPM)

1. Call to order: 2:05pm -- Nicole
2. Review proposed policies
 1. What happens if there's a catastrophic event and it causes more damage than our coverage with a limited policy?
 - a. Docs specify that we have to repair or reconstruct
 - b. If the amt of insurance doesn't fully cover, it would result in special assessments to cover the balance
 - c. Perhaps there's a rider that individual owners could choose to add to their home owner policies if they wanted to. -- Nicole to contact her agent to see if that's even something insurance companies offer
 2. If we move forward with the Neckerman policy would we up the coverage to \$34,728,800 to meet the others and give us a bit more protection?
 - a. Yes
 3. What does the cyber protection cover? Do we think we need this
 - a. Get more info from Neckerman if we move forward
 - b. Likely not necessary
 4. Mold coverage is better with our current plan
 5. What happens with our current policy if we move away considering we've paid in full?
 - a. Prorated based on termination date
 6. Significant cost savings with all alternate options
 7. Greater risk with the limited policy options but likelihood of a catastrophic event is slim
 - a. Increase in product cost is a consideration
 - b. If there's a catastrophic event it's likely impacting others which would also drive up cost of
 8. AmFam option could be a good compromise - guaranteed replacement and still ~\$10K in savings in comparison to our current plan
3. Decision on how to proceed
 1. Motion to vote on moving forward with the Neckerman insurance policy in place of our current policy - Kristin; Seconded - Chuck
 - a. Kristin - yes
 - b. Chuck - yes
 - c. Nicole - No
 2. Kelly will contact both insurance providers for next steps
4. Adjourn

**The Gardens at Swan Creek
Annual maintenance checklist
Updated March 2021**

January

- Prioritize project list for the year
- Schedule meetings for the year

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-striping (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

December

- Quarterly sprinkler testing
- Annual Meeting

**The Gardens at Swan Creek
2021 Adopted Budget**

	2020 Adopted Budget Dues at \$210.00	2021 Adopted Budget Dues at \$225
Condominium Income		
410501 Condo Fees	231,840.00	248,400.00
TOTAL INCOME	231,840.00	248,400.00
5180 Swan Creek Condo fees	50.00	50.00
5150 Bank Fees	25.00	25.00
517502 Apt/Bldg Cleaning - Other	1,000.00	1,000.00
517507 Dryer Vent Cleaning	4,500.00	-
517504 Garage Cleaning	1,000.00	1,000.00
520001 Fire Alarm Inspections/Repairs	2,300.00	3,000.00
520002 Sprinkler Inspections/Repairs	6,000.00	7,100.00
530102 Landscaping	-	7,500.00
530104 Snow Removal	40,000.00	40,000.00
530105 Irrigation	500.00	
530110 Lawn Care Contract	20,000.00	20,000.00
5350 Insurance	41,917.48	47,265.10
540001 Legal Fees	1,000.00	1,000.00
5400 Other Legal/Professional	175.00	175.00
5424 Licenses/fee	10.00	10.00
542401 Online Pmt Fees	270.00	270.00
5500 Management Fees	20,976.00	23,184.00
5540001 Website	175.00	175.00
5600 Pest Control	1,500.00	1,500.00
570105 General Repairs MPM/Other Vendors	12,500.00	15,000.00
5712 Nonrecurring Projects	6,141.52	24,505.90
572502 Supplies & Materials	1,500.00	1,000.00
576001 Income Tax	100.00	100.00
5765 Trash Removal	20,000.00	20,000.00
577501 Electric	5,300.00	4,000.00
577507 Water & Sewer	6,600.00	5,200.00
5850 Misc Expense	500.00	500.00
TOTAL EXPENSES	194,040.00	223,560.00
Reserve Transfer	23,184.00	24,840.00
Total Expenses + Reserve	217,224.00	248,400.00
Net	14,616.00	-