



**Date & Time:** Wednesday, August 3, 2022 @5:30 pm  
**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. Riverstone Painting update (Peter.)
    1. Bump Out Update.
  - b. MyTreeGuy Property Bid. (Peter)
    1. Pine outside #47.
      1. Move forward based on MTG Recommendation.
  - c. Address #'s (Kristin and Sasha.)
  - d. Garden (Peter)
    1. Ryan S. purchased weedwhacker \$212.02 on 7/11/2022.
  - e. Waste management and corrals (Peter)
  - f. Annual Checklist Re-Write (Peter.)
3. New Business.
4. Financial Review.
  - a. June 2022 review (Chuck.)
5. Management Updates.
  - a. Summary of work done in past month.
    1. Building 5's parking blocks fixed along with signs/weeding.
    2. Bird Guard (66 and 79) and Downspouts (11 and 13) (Peter.)
      1. ACE to complete
    3. Left bank of Mailboxes on S. Gardens Closure repaired. (Peter.)
      1. It has since broken again. Work ticket issued.
    4. Gansher addressed dead plants from 2021's project after a site visit.
  - b. Resident issues/complaints.
  - c. Sales since last meeting.
    1. See attached.
  - d. Work scheduled to be done before next meeting.
    1. Sprinkler re-charge.
      1. 8/17/22 - 8/19/22
      2. Access letter to owners coming.
    2. Ace – finish porch roof replacement (Bldg. #4.)
      1. Needed to order some parts for remaining porches.
  - e. Bids in progress.
    1. Ace – Caulk around windows set in brick.
    2. Ace - Bird Guard Check
    3. Ace – Downspouts by 11 and 13
6. Adjourn.

# The Gardens at Swan Creek Board Meeting

Date: 7/6/2022

Time: 5:30 pm

Location: Zoom Video Conference

## Next Meeting Information

Date: 8/3/22

Time: 5:30 pm

Location: Zoom Video Conference

## ATTENDANCE

NAME	Present	NAME	Present
Nicole Hilsenhoff*	x	Jeanne Edwards	--
Kristin Gumbinger*	x	Melissa Wuest**	x
Chuck Bridwell*	x	Dave Kneifl	x
Kelley Still	--		
Peter Jones	x		

\*Indicates voting Board member

\*\*Indicates Member at large

## AGENDA TOPICS

Start Time	Topic (Lead)	Notes
5:30 pm	Call Meeting to Order (Peter)	Time Call to Order: 5:33pm  Motion to approve June meeting minutes by Kristen.  Seconded by Nicole.
	Follow Ups from last meeting (Peter, unless noted)	See process updates in Action Items.  1. Riverstone Painting update (Peter) a. Painting progress is being tracked between Peter and Sasha. We have good progress where most all doors are completed and transitioning to unit pillars. Please continue to communicate and schedule times to complete painting.  Board discussed additional painting of "bump outs" located around the porches and within porches. Total bump out cost (external & internal) for all buildings is \$10,400. Bump outs will match colors of pillars. Decisions needing to be made: 1. Buildings 2 & 3: Using Mushroom color on pillars will also be used on bump outs. Kristen made motion to use mushroom color on pillars for building 3 to match building 2. Nicole seconds. Passed. 2. Options for completing bump outs: 1. Post pone to next year 2. Complete some bump outs based on need/deteriation (bldg. 5 & 3) 3. Complete all this year Kristen made a motion to complete building 5 & 3 bump outs (\$4600). Post pone other buildings (1,2,4 at \$5,800) to next year, 2023. Nicole seconds. Passed.  2. MyTreeGuy Property Bid a. My Tree Guy evaluation (bid attached to meeting packet at \$4365). There is some money in the budget (Landscaping \$4500). Maples (2100) high priority. Board discussed options on how to best manage trees, as historically the board has taken more of a reactionary approach to fix trees when needed versus taking more of a proactive approach to budget annually, assessing each year. We see higher cost when we don't maintain upkeep versus a smaller cost of upkeep each year. b. Nicole makes a motion to move forward with current bid, pending recommendation for the tentative removal of dying pine at #47 for \$500. In addition, begin a consistent follow up assessment from MyTreeGuy to ensure we maintain a more consistent approach. Chuck seconds. Passed.

		<p>3. Address #'s (Kristin)</p> <p>a. Sasha continues to test how to best paint the numbers. The board would like to continue with painting versus replacing as it is estimated at an additional \$750 is replaced. We are awaiting Sasha's confirmation on best approach to complete.</p> <p>4. Crack Filling – Expert Concrete – Approved at June meeting. Work will be completed by units #71-87.</p> <p>5. Restriping parking lots – Board assessing need and have determined to postpone to 2023. Peter will add to 2023 Budget.</p> <p>Additionally, the parking blocks in building 5 parking lot need more priority. Peter will reach out to contacts to develop a plan for repair/replacement.</p>
	<b>New Business</b>	<p>6. Tickets for repair: #66 Fallen Bird Guard, Gutter repairs at #13 above deck, #11 downspout; #79 Bird guard. William will also do a scan of all bird guards. Peter will get Ace to complete these.</p> <p>7. Garden Manager – Ryan Specht</p> <p>a. Path to garden paths is very overgrown. Requesting to purchase a Weed whacker to maintain the path for gardeners. Board agrees to allow purchase up to \$350 to needed weed whacker. Ryan can go ahead and pick something out. The weed whacker will be stored with the community rototiller at Ryan's garage #59.</p>
	<b>Financial Review</b>	<p>8. Financial Review – see meeting packet for financial documents.</p> <p>a. May 2022 review (Chuck). We are seeing a small deficit as of today and keeping an eye on our spending while trying to balance upkeep and needed maintenance of landscape, trees and building upkeep.</p> <p>b. Mid-year Analysis (Peter)</p>
	<b>Management Updates (Peter)</b>	<p>9. Management Updates</p> <p>a. Summary of work done in past month</p> <ol style="list-style-type: none"> <li>1. Bldg. 5 Utility Box reattached</li> <li>2. 81/83 Tree Trim (Kelley)</li> <li>3. Crinkle Root Trash Bin – Handle repaired</li> <li>4. Garages Power-washed.</li> </ol> <p>b. Resident issues/complaints</p> <p>c. Sales since last meeting</p> <ol style="list-style-type: none"> <li>1. See attached</li> </ol> <p>d. Work scheduled to be done before next meeting</p> <ol style="list-style-type: none"> <li>1. Sprinkler re-charging – scheduling in process</li> <li>2. Ace – finish porch roof replacement for Building #4</li> </ol> <p>e. Bids in progress</p> <ol style="list-style-type: none"> <li>1. Ace – caulk around windows set in brick</li> <li>2. High Point Masonry – Peter reviewed bid during walk thru</li> </ol>
	<b>Review Annual Checklist</b>	See Meeting Packet for Annual Checklist document.
<b>(2 min)</b>	<b>Summary of Action Items (Melissa)</b>	See action items summary below.
<b>6:45 pm</b>	<b>Adjourn</b>	Motion to adjourn made by Chuck. Seconded by Kristin. Adjourn time: 7:13pm

### **ACTION ITEMS SUMMARY (To be completed by Next Meeting or Target Date)**

<b>ITEM</b>	<b>OWNER</b>	<b>TARGET DATE</b>	<b>STATUS</b>
Continue to Collaborate with Sasha (painter) and Communication Plan for painting project.	Kelley/Peter	By next meeting unless noted.	
Ace-Caulk around windows bid – <b>in process</b>			

<p>Reach out to Waste Management to manage the placement of the bins once trash is taken out. Develop a visual "map" control, laminate, and post on each dumpster.</p> <p>Follow up on dumpster siding repair western side garbage corral for siding repair. Kristin sent pics to Peter.</p> <p>Follow up on additional siding repair needed re: warping issues. (Kelley) There were several units previously identified needing replacement pieces.</p> <p>Peter will reach out to his contacts to develop a plan for repair/replacement of parking lot bumpers.</p>			
<p>Purchase weed whacker for gardens community. Cost approved up to \$350.</p>	<p>Ryan &amp; David</p>		

**PARKING LOT (Topics to be addressed at future meetings)**

ITEM & OWNER	DATE ADDED	ACTION
<p>Create &amp; Send HOA Annual Survey to all members. Include a voting question for paint color.</p> <p>Update 3/2: Melissa put together a slide deck for Board to review and reflect on previous survey data. Will identify edits to survey based on feedback and add a question for paint color voting.</p>	<p>5/4</p>	<p>Revisit in July.</p>

# Balance Sheet

Property: The Gardens at Swan Creek

As of 06/30/22 (accrual basis)

## ASSETS

### Bank

1100 Cash in Checking	
11594 GARD - Checking	26,565.79
1100 Total Cash in Checking	<u>26,565.79</u>

1128 Money Market	
112802 Park Money Market	191,022.65
1128 Total Money Market	<u>191,022.65</u>

Total Bank 217,588.44

### Accounts Receivable

1230 Fees Receivable	1,318.86
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Total Accounts Receivable 1,318.86

**TOTAL ASSETS** 218,907.30

## LIABILITIES & EQUITY

### Liabilities

#### Accounts Payable

2100 Accounts Payable	4,498.44
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Total Accounts Payable 4,498.44

#### Other Current Liability

2230 Prepaid Fees	5,371.47
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Total Other Current Liability 5,371.47

#### Long Term Liability

2245 Certainteed - Future Siding Replace	281.99
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Total Long Term Liability 281.99

**Total Liabilities** 10,151.90

### Equity

3100 Retained Earnings	210,073.22
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3999 Net Income	-1,317.82
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**Total Equity** 208,755.40

**TOTAL LIABILITIES & EQUITY** 218,907.30

# Profit & Loss

Property: The Gardens at Swan Creek

01/01/22 - 06/30/22 (accrual basis)

	<u>Amount</u>
<b>INCOME</b>	
4105 Condominium Income	
410501 Condo Fees	124,200.00
410504 New Owner Fees	450.00
4105 Total Condominium Income	<u>124,650.00</u>
4300 Late Fee/NSF Income	260.00
4650 Interest Income	48.16
<b>TOTAL INCOME</b>	<b>124,958.16</b>
<b>EXPENSE</b>	
5175 Cleaning	
517502 Apt/Bldg Cleaning - Other	902.05
517504 Garage Cleaning	1,318.75
517507 Vent Cleaning	5,520.00
5175 Total Cleaning	<u>7,740.80</u>
5180 Condo Fees	24.00
5200 Fire Prevention	
520002 Sprinkler Inspections	6,031.95
5200 Total Fire Prevention	<u>6,031.95</u>
5301 Grounds Care - Other	
530102 Landscaping	422.00
530104 Snow Removal	28,973.05
530110 Lawn Care Contract	8,165.72
5301 Total Grounds Care - Other	<u>37,560.77</u>
5350 Insurance	15,828.21
5400 Legal/Professional	140.00
5424 Licenses/Fees	
542401 Online Pmt Fees	143.00
5424 Total Licenses/Fees	<u>143.00</u>
5500 Management Fees	11,868.00
5600 Pest Control	688.00
5700 Repairs & Maintenance - MPM	
570005 General Repairs	616.60
570007 Inspections	649.10
570010 Plumbing Repairs	198.00
5700 Total Repairs & Maintenance - MPM	<u>1,463.70</u>
5701 Repairs & Maintenance - Other	
570104 Electrical Repairs	178.98
570105 General Repairs	2,837.42
5701 Total Repairs & Maintenance - Other	<u>3,016.40</u>
5712 Nonrecurring Project Expense	9,701.78
5725 Supplies & Materials	
572501 Supplies & Materials - MPM	1.41
572502 Supplies & Materials - Other	453.50
5725 Total Supplies & Materials	<u>454.91</u>
5765 Trash Removal	9,636.24
5775 Utilities	
577501 Electric	2,009.40
577507 Water & Sewer	3,921.16
5775 Total Utilities	<u>5,930.56</u>

5850 Miscellaneous Expense	<u>39.66</u>
<b>TOTAL EXPENSE</b>	<b>110,267.98</b>
<b>NOI</b>	<b>14,690.18</b>
<b>NON OPERATING EXPENSE</b>	
6150 Reserve Expense	<u>16,008.00</u>
<b>TOTAL NON OPERATING EXPENSE</b>	<b>16,008.00</b>
<b>NET INCOME</b>	<b>-1,317.82</b>

**NET INCOME SUMMARY**

Income	124,958.16
Expense	<u>-110,267.98</u>
Net Operating Income	14,690.18
Non Operating Expense	<u>-16,008.00</u>
<b>NET INCOME</b>	<b><u>-1,317.82</u></b>

**TOTAL**

**HIGH LOW AVG MED**

LISTING COUNT: 6

DAYS ON MARKET: 30 2 9 7

	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LIST PRICE:	\$290,000	\$269,000	\$278,616	\$279,900	\$1,671,700
SOLD PRICE:	\$300,000	\$265,000	\$286,300	\$293,000	\$1,431,500

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
	50	1932716	Sold	Condo	38 S Gardens Way	FITCHBURG - C	\$277,500	3	2	1	1,848
	44	1932873	Sold	Condo	41 S Gardens Way	FITCHBURG - C	\$293,000	3	2	1	1,683
	43	1933006	Sold	Condo	27 S Gardens Way	FITCHBURG - C	\$300,000	3	2	1	1,848
	41	1935445	Sold	Condo	19 S Gardens Way	FITCHBURG - C	\$296,000	3	2	1	1,662
	34	1938990	Offer-Show	Condo	46 S Gardens Way	FITCHBURG - C	\$290,000	3	2	1	1,848