



Date & Time: Wednesday, July 6, 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.)
 - b. MyTreeGuy Property Bid.
 1. Prioritizing.
 - c. Address #'s (Kristin.)
 - d. Crack Filling - Expert Concrete - Approved.
 - e. Restriping lots - board assessing need.
3. New Business.
 - a. #66 Fallen Bird Guard.
 - b. Ryan Specht - Garden manager.
 1. Weed Whacker vs. Dirt.
4. Financial Review.
 - a. May 2022 review (Chuck.)
 - b. Mid-Year Analysis (Peter.)
5. Management Updates.
 - a. Summary of work done in past month.
 1. Bldg. 5 Utility Box Reattach
 2. 81/83 Tree Trim – Kelley.
 3. Crinkle Root Trash Bin Handle Repaired.
 4. Garages Power-washed.
 - b. Resident issues/complaints.
 - c. Sales since last meeting.
 1. See attached.
 - d. Work scheduled to be done before next meeting.
 1. Sprinkler re-charging – scheduling in process.
 2. Ace – finish porch roof replacement (Bldg. #4.)
 - e. Bids in progress.
 1. Ace – caulk around windows set brick.
6. Review annual checklist.
7. Adjourn.

The Gardens at Swan Creek Board Meeting

Date: 6/1/2022

Time: 5:30 pm

Location: WebEx

Next Meeting Information

Date: 7/6/22

Time: 5:30 pm

Location: WebEx

ATTENDANCE

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

*Indicates voting Board member

**Indicates Member at large

AGENDA TOPICS

Start Time	Topic (Lead)	Notes
5:30 pm	Call Meeting to Order (Nicole)	Time Call to Order: 5:33pm Motion to approve May meeting minutes by Kristen. Seconded by Nicole.
	Follow Ups from last meeting (Kelley, unless noted)	See process updates in Action Items. 1. Riverstone Painting update (Kelley) a. Peter sent progress spreadsheet on 5/25/22 b. Quotes for additional panel painting attached in meeting packet. This is an addition to the original plan as many units (non-brick) have wood material that matches pillars and needs to be painted. Board has approved Building 3 quote for additional painting to test colors, making sure it looks okay to proceed to other buildings. Please reach out to Board members if there are any questions or concerns regarding the painting project. 2. 81-83 Tree work a. My Tree Guy evaluation (bid attached to meeting packet at \$4365). There is some money in the budget (Landscaping \$4500). Board discussed options of how we could best get on a consistent schedule to maintain appropriate tree pruning and other tree/landscaping needs so as to not have such a large expense. There are a few priority needs identified (pruning maple trees) by My Tree Guy. Would like Kelley to follow up with My Tree Guy to identify & bid highest priorities to complete this year. Also, ask about possible maintenance plan options. Will follow up at next meeting with additional information to make decision. 3. Fitchburg Fire follow up a. No concerns regarding equipment & access (Peter). 4. Address #'s (Kristin) a. Kristin has sent out options to the board. Our hired painter, Sasha has offered to test painting address numbers versus replacing. The estimate for replacing numbers is about \$750. If Sasha paints address numbers and looks good, we won't need to buy new numbers. Kristin will follow up.
	New Business	5. Rental Units / Communications (Melissa) a. Needed some clarity on current practice. Informational only, no action needed. 6. Crack filling bid from Expert Concrete

		<ul style="list-style-type: none"> a. There are large gaps forming between concrete pads around building #30-46 and #71-87. Board would like to take a proactive approach to maintain concrete. Nicole proposes to approve Expert Concrete bid for repairing concrete gaps. Chuck seconds. Approves. Kelley to follow up. <p>7. Restriping lots – previously completed in 2020. Tabling topic so Board can assess lines. Will add to next month’s agenda.</p> <p>8. Property Walk Thru 5.13.22 notes attached.</p> <ul style="list-style-type: none"> a. Discussed parking stops located on Crinkleroot are in need of replacement.
	Financial Review	<p>9. Financial Review – see meeting packet for financial documents.</p> <ul style="list-style-type: none"> a. April 2022 review (Chuck)
	Management Updates (Kelley)	<p>10. Management Updates</p> <ul style="list-style-type: none"> a. Summary of work done in past month <ul style="list-style-type: none"> 1. Cold patched drive 2. Gutter repair (23) 3. Ganshert landscape work completed (Sebastian set up to water) b. Resident issues/complaints - None c. Sales since last meeting <ul style="list-style-type: none"> 1. See attached d. Work scheduled to be done before next meeting <ul style="list-style-type: none"> 1. Garage Cleaning scheduled 6/13 2. Sprinkler re-charging – scheduling in process 3. Ace – finish porch roof replacement for Building #4 e. Bids in progress <ul style="list-style-type: none"> 1. Ace – caulk around windows set in brick 2. High Point Masonry – Peter reviewed bid during walk thru <p>11. Review Annual Checklist/Calendar</p> <p>12. Community Garage Sale</p> <ul style="list-style-type: none"> a. There will be a sale, set up on E. Cheryl near the Gardens on June b. Board discussed and approved any HOA members to participate if wishes.
	Review Annual Checklist	See Meeting Packet for Annual Checklist document.
(2 min)	Summary of Action Items (Melissa)	See action items summary below.
6:45 pm	Adjourn	Motion to adjourn made by Chuck. Seconded by Nicole. Adjourn time: 6: pm

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

ITEM	OWNER	TARGET DATE	STATUS
Collaborate with Sasha (painter) and Communication Plan for painting project.	Kelley/Peter	Now - ongoing	
Follow up with “My Tree Guy” on getting more information for board to revisit next month and make decision on bid. Add topic to June agenda.			
Add parking lot Striping to revisit next month. Should we do it or postpone to 2023?			
Ace-Caulk around windows bid – in process			
Continue to learn more about donation vs charging for garden plots (Peter)			
Follow up with Expert Concrete on bid approval.			

Paint Project – continuing.			In process
Follow up with Sasha on Building 3 test and numbers being painted.	Kristin		

PARKING LOT (Topics to be addressed at future meetings)

ITEM & OWNER	DATE ADDED	ACTION
Create & Send HOA Annual Survey to all members. Include a voting question for paint color. 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.	5/4	Revisit in July.

Profit & Loss

Property: The Gardens at Swan Creek

01/01/22 - 05/31/22 (accrual basis)

	<u>Amount</u>
INCOME	
4105 Condominium Income	
410501 Condo Fees	103,500.00
410504 New Owner Fees	450.00
4105 Total Condominium Income	<u>103,950.00</u>
4300 Late Fee/NSF Income	210.00
4650 Interest Income	40.09
TOTAL INCOME	104,200.09
EXPENSE	
5175 Cleaning	
517502 Apt/Bldg Cleaning - Other	395.65
517507 Vent Cleaning	5,520.00
5175 Total Cleaning	<u>5,915.65</u>
5180 Condo Fees	24.00
5200 Fire Prevention	
520002 Sprinkler Inspections	3,736.95
5200 Total Fire Prevention	<u>3,736.95</u>
5301 Grounds Care - Other	
530102 Landscaping	422.00
530104 Snow Removal	28,973.05
530110 Lawn Care Contract	8,086.59
5301 Total Grounds Care - Other	<u>37,481.64</u>
5350 Insurance	13,163.44
5400 Legal/Professional	140.00
5424 Licenses/Fees	
542401 Online Pmt Fees	73.40
5424 Total Licenses/Fees	<u>73.40</u>
5500 Management Fees	9,890.00
5600 Pest Control	572.00
5700 Repairs & Maintenance - MPM	
570005 General Repairs	542.05
570007 Inspections	581.65
570010 Plumbing Repairs	198.00
5700 Total Repairs & Maintenance - MPM	<u>1,321.70</u>
5701 Repairs & Maintenance - Other	
570105 General Repairs	131.88
5701 Total Repairs & Maintenance - Other	<u>131.88</u>
5712 Nonrecurring Project Expense	9,701.78
5725 Supplies & Materials	
572501 Supplies & Materials - MPM	1.41
572502 Supplies & Materials - Other	447.10
5725 Total Supplies & Materials	<u>448.51</u>
5765 Trash Removal	7,923.26
5775 Utilities	
577501 Electric	2,009.40
577507 Water & Sewer	3,921.16
5775 Total Utilities	<u>5,930.56</u>
5850 Miscellaneous Expense	39.66
TOTAL EXPENSE	96,494.43

NOI	<u>7,705.66</u>
NON OPERATING EXPENSE	
6150 Reserve Expense	<u>16,008.00</u>
TOTAL NON OPERATING EXPENSE	16,008.00
NET INCOME	<u>-8,302.34</u>

NET INCOME SUMMARY

Income	104,200.09
Expense	<u>-96,494.43</u>
Net Operating Income	7,705.66
Non Operating Expense	<u>-16,008.00</u>
NET INCOME	<u>-8,302.34</u>

Balance Sheet

Property: The Gardens at Swan Creek

As of 05/31/22 (accrual basis)

ASSETS

Bank

1100 Cash in Checking	
11594 GARD - Checking	16,556.67
1100 Total Cash in Checking	<u>16,556.67</u>

1128 Money Market

112802 Park Money Market	196,538.58
1128 Total Money Market	<u>196,538.58</u>

Total Bank 213,095.25

Accounts Receivable

1230 Fees Receivable	901.19
----------------------	--------

Total Accounts Receivable 901.19

TOTAL ASSETS

213,996.44

LIABILITIES & EQUITY

Liabilities

Accounts Payable

2100 Accounts Payable	7,414.77
-----------------------	----------

Total Accounts Payable 7,414.77

Other Current Liability

2230 Prepaid Fees	4,528.80
-------------------	----------

Total Other Current Liability 4,528.80

Long Term Liability

2245 Certainteed - Future Siding Replace	281.99
--	--------

Total Long Term Liability 281.99

Total Liabilities

12,225.56

Equity

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

3999 Net Income	-8,302.34
-----------------	-----------

Total Equity 201,770.88

TOTAL LIABILITIES & EQUITY

213,996.44

The Gardens at Swan Creek FINANCIAL SUMMARY

The Gardens at Swan Creek
Board Meeting
Today's Date: July 6, 2022

Financial Summary As of 07/06/2022

Assets

Checking (Operating)	\$ 30,964.22
<u>Savings (Reserve)</u>	<u>\$191,014.58</u> (Note: Riverstone Painting paid \$16,008.00.)

Total Assets	\$221,978.80
<u>(checking plus reserve)</u>	

.....

Year to date income and expenses 06/30/2022

****Not all bills are in****

Income (condo fees)	\$124,200.00
<u>New owner (reserve fees)</u>	<u>\$450.00</u>
TOTAL	\$124,650.00

Expenses	\$110,037.58
<u>Reserve transfer</u>	<u>\$14,480.00</u>
TOTAL	\$124,517.58

Total Assets	\$132.42
(expenses minus income)	

TOTAL**HIGH LOW AVG MED**

LISTING COUNT: 5

DAYS ON MARKET: 30 2 10 8

	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LIST PRICE:	\$283,000	\$269,000	\$276,340	\$279,900	\$1,381,700
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
41	1935445	Sold	Condo	19 S Gardens Way		FITCHBURG - C	\$296,000	3	2	1	1,662
43	1933006	Sold	Condo	27 S Gardens Way		FITCHBURG - C	\$300,000	3	2	1	1,848

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
- **Create annual report for prior year for owner distribution Per 10.06 Bylaw**
- **Bi-annual accounting audit (last done 2020 by 360 accounting)**

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
- Schedule Community clean up day (May)

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
- Tally accomplishments for the year

December

- Quarterly sprinkler testing
- Annual Meeting