



**Date & Time:** Wednesday, March 8, 2023 @ 6:00 pm  
**Subject:** Gardens at Swan Creek Board Meeting  
**Location:** Zoom Video Conference

1. Approve meeting minutes from prior meeting.
  - a. November 2022
2. Review follow-ups from last meeting.
3. New Business.
4. Financial Review.
  - a. December 2022 Review (Chuck)
  - b. January 2023 Review (Chuck.)
  - c. Project Expense Tracking (Peter.)
5. Management Updates.
  - a. Summary of work done in past month.
    1. December 2022
    2. January 2023
  - b. Sales since last meeting.
    1. See attached.
  - c. Work scheduled to be done before next meeting.
    1. Expected Dates.
  - d. Bids in progress.
6. Adjourn.

# The Gardens at Swan Creek Board Meeting

Date: 11/09/2022

Time: 5:30 pm

Location: Zoom Video Conference

## Next Meeting Information

Date: 12/7/22

Time: 5:30 pm

Location: Fitchburg Community Center

## ATTENDANCE

BOARD MEMBERS		Present	Attendees	Present
Nicole Hilsenhoff*	President	X	Jeanne Edwards	X
Kristin Gumbinger*	Vice-President	X		
Chuck Bridwell*	Treasury	X		
Melissa Wuest	Secretary	X		
Peter Jones, MPM	Facilitator	X		

\*Indicates voting Board member

## AGENDA TOPICS

Start Time	Topic (Lead)	Notes
5:30 pm	Call Meeting to Order (Peter)	Time Call to Order: 5:35pm  Motion to approve October meeting minutes by Kristen.  Seconded by Nicole.
	Follow Ups from last meeting (Peter, unless noted)	<ol style="list-style-type: none"> <li>Riverstone Painting update: all painting is completed aside from a couple doors/touchups</li> <li>MyTreeGuy: Stumps removed as requested. Placed \$75 bush by Building 1 to fill bare space.</li> <li>Rain Gardens received 2<sup>nd</sup> Bid: Good Oaks                             <ul style="list-style-type: none"> <li>Discussion on bid where Good Oaks feels tilling is not needed. \$8860 available Spring 2023. Perennial native species, extending the north garden. Two additional visits of weed management is \$1492 for a total bid of \$10352.</li> <li>Alt's bid: \$12,000 (includes tilling, no extra visits) Peter will send out both bids to Board for further review, discussion, and plan. Likely the decision will need to be made early 2023.</li> </ul> </li> </ol>
	New Business	<ol style="list-style-type: none"> <li>Agenda &amp; Plan for Annual Review &amp; Board meeting. All owners are invited to attend. All Board seats will be at term and are looking for new HOA members to join. Date: December 7 Time: 6:30pm Location: Fitchburg Community Senior Center</li> <li>Noticing large amounts of dog waste on the property. Peter will follow up with owner/renter.</li> <li>Daylily Fall plant care has not yet occurred which usually happens during leaf removal. Peter will follow up with Alt's to check on status.</li> </ol>
	Financial Review	Please see financials in meeting packet.

		<ul style="list-style-type: none"> <li>Peter will need to update financial PL Comparison to make sure expenses are taken out of appropriate funds and we will have an accurate document showing in October financials. Painting project is coming from reserves.</li> </ul>
	<b>Management Updates (Peter)</b>	<p>7. Fink's will begin work early November for drain repair project. Highest urgency is driveway drain by Building 3. They will also begin repair of sidewalk drainage area outside unit #39.</p> <p>8. Survey Results for Project List Inquiry. Thank you to all who participated! Ideas will be added to project list and new Board of 2023 will need to discuss, prioritize, and filter through.</p> <ul style="list-style-type: none"> <li>➤ Deterioration of decking</li> <li>➤ Extending of landscape borders</li> <li>➤ Repair Piping water in the gardens</li> <li>➤ Banister repair</li> <li>➤ Window washing</li> <li>➤ Common BBQ Area</li> <li>➤ Cleaning of mildew underdecks</li> <li>➤ Condo numbers need paint touchup</li> <li>➤ Birds nesting under decks</li> <li>➤ Manage wasp nesting</li> </ul> <p>9. Ace – completed building #4 ERDM roofs</p> <p>10. Fall Walk Thru complete.</p> <p>11. Stump removal completed Building 5 &amp; 1 with small arborvitae added</p> <p>12. Ganshert replaced more plants</p> <p>13. Downspout repair in progress.</p> <p>Please see sales this past month in meeting packet.</p> <p>Courtyard lighting repair will be completed prior to next meeting.</p> <p>Bids in progress: Ace – prompted ACE for written bid for caulk around windows set in brick</p>
	<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 Kristen. Seconded by Nicole. Adjourn time: 6:45pm

### **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 touchups.	Peter	By next meeting unless noted.	
#13 unit is experiencing repair of seam above deck (ACE) leaking on the deck – needs repair IN PROCESS			
Courtyard light between Buildings 1 & 2 is bent from lawnmowing, needing repair. IN PROCESS			
Follow up on additional siding repair needed re: warping issues. (Kelley) There were several units previously identified needing replacement pieces.			

<p>Scheduling for siding replacement is IN PROCESS. Peter needs to clarify if siding replacement is covered under warranty.</p> <p>Peter to send out Annual meeting packet draft to Board members <b>Friday, 11/11</b></p> <p>Send out Good Oaks &amp; Alt's bids for board members to review.</p> <p>Send out communications for:</p> <ol style="list-style-type: none"> <li>1. Who would like to give our hoses a home for the winter? – Peter</li> <li>2. Reminder on taking care of dog poop (specific address)</li> <li>3. Reminder to landlord of HOA rules needing to be followed by renters</li> <li>4. Alts re: dead heading/day lilies care</li> </ol> <p>Update financials to reflect projects expense from appropriate accounts.</p>			
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**PARKING LOT (Topics to be addressed at future meetings)**

ITEM & OWNER	DATE ADDED	STATUS

# Balance Sheet

Property: The Gardens at Swan Creek

As of 12/31/22 (accrual basis)

## ASSETS

### Bank

1100 Cash in Checking	
11594 GARD - Checking	21,547.86
1100 Total Cash in Checking	<u>21,547.86</u>

### 1128 Money Market

112802 Park Money Market	195,607.27
1128 Total Money Market	<u>195,607.27</u>

Total Bank 217,155.13

### Accounts Receivable

1230 Fees Receivable	775.00
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Total Accounts Receivable 775.00

**TOTAL ASSETS** **217,930.13**

## LIABILITIES & EQUITY

### Liabilities

#### Accounts Payable

2100 Accounts Payable	8,074.76
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Total Accounts Payable 8,074.76

#### Other Current Liability

2230 Prepaid Fees	5,983.27
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Total Other Current Liability 5,983.27

#### Long Term Liability

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

**Total Liabilities** 14,340.02

### Equity

3100 Retained Earnings	210,073.22
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3999 Net Income	-6,483.11
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Total Equity 203,590.11

**TOTAL LIABILITIES & EQUITY** **217,930.13**

# Profit & Loss

Property: The Gardens at Swan Creek

01/01/22 - 12/31/22 (accrual basis)

	<u>Amount</u>
<b>INCOME</b>	
4105 Condominium Income	
410501 Condo Fees	248,400.00
410504 New Owner Fees	3,600.00
4105 Total Condominium Income	<u>252,000.00</u>
4300 Late Fee/NSF Income	635.00
4650 Interest Income	479.36
4800 Miscellaneous Income	
480014 Misc Income	52.75
4800 Total Miscellaneous Income	<u>52.75</u>
<b>TOTAL INCOME</b>	<b><u>253,167.11</u></b>
<b>EXPENSE</b>	
5175 Cleaning	
517502 Apt/Bldg Cleaning - Other	903.42
517504 Garage Cleaning	1,318.75
517507 Vent Cleaning	5,520.00
5175 Total Cleaning	<u>7,742.17</u>
5180 Condo Fees	24.00
5200 Fire Prevention	
520001 Fire Alarm Inspections/Repairs	1,899.00
520002 Sprinkler Inspections	7,457.20
5200 Total Fire Prevention	<u>9,356.20</u>
5300 Grounds Care - MPM	
530004 Snow Removal	2,625.00
5300 Total Grounds Care - MPM	<u>2,625.00</u>
5301 Grounds Care - Other	
530102 Landscaping	6,636.59
530104 Snow Removal	43,178.05
530110 Lawn Care Contract	19,121.91
5301 Total Grounds Care - Other	<u>68,936.55</u>
5350 Insurance	31,816.83
5400 Legal/Professional	140.00
5424 Licenses/Fees	
542401 Online Pmt Fees	262.76
5424 Other Licenses/Fees	25.00
5424 Total Licenses/Fees	<u>287.76</u>
5500 Management Fees	23,736.00
5540 Office Expense	
5540001 Website Fees	166.00
5540 Total Office Expense	<u>166.00</u>
5600 Pest Control	1,384.00
5700 Repairs & Maintenance - MPM	
570005 General Repairs	1,200.55
570007 Inspections	940.20
570010 Plumbing Repairs	198.00
5700 Total Repairs & Maintenance - MPM	<u>2,338.75</u>
5701 Repairs & Maintenance - Other	
570105 General Repairs	8,887.64
5701 Total Repairs & Maintenance - Other	<u>8,887.64</u>

5712 Nonrecurring Project Expense	36,649.46
5725 Supplies & Materials	
572501 Supplies & Materials - MPM	3.81
572502 Supplies & Materials - Other	462.91
5725 Total Supplies & Materials	<u>466.72</u>
5765 Trash Removal	19,703.10
5775 Utilities	
577501 Electric	4,141.08
577507 Water & Sewer	9,829.30
5775 Total Utilities	<u>13,970.38</u>
5850 Miscellaneous Expense	<u>39.66</u>
<b>TOTAL EXPENSE</b>	<b><u>228,270.22</u></b>
<b>NOI</b>	<b><u>24,896.89</u></b>
<b>NON OPERATING EXPENSE</b>	
6150 Reserve Expense	<u>31,380.00</u>
<b>TOTAL NON OPERATING EXPENSE</b>	<b><u>31,380.00</u></b>
<b>NET INCOME</b>	<b><u>-6,483.11</u></b>

**NET INCOME SUMMARY**

Income	253,167.11
Expense	<u>-228,270.22</u>
Net Operating Income	24,896.89
Non Operating Expense	<u>-31,380.00</u>
<b>NET INCOME</b>	<b><u><u>-6,483.11</u></u></b>



# Balance Sheet

Property: The Gardens at Swan Creek

As of 01/31/23 (accrual basis)

## ASSETS

### Bank

1100 Cash in Checking	
11594 GARD - Checking	14,132.50
1100 Total Cash in Checking	<u>14,132.50</u>

1128 Money Market	
112802 Park Money Market	200,671.39
1128 Total Money Market	<u>200,671.39</u>

Total Bank 214,803.89

### Accounts Receivable

1230 Fees Receivable	1,290.03
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Total Accounts Receivable 1,290.03

**TOTAL ASSETS** **216,093.92**

## LIABILITIES & EQUITY

### Liabilities

#### Accounts Payable

2100 Accounts Payable	5,680.46
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Total Accounts Payable 5,680.46

#### Other Current Liability

2230 Prepaid Fees	5,727.30
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Total Other Current Liability 5,727.30

#### Long Term Liability

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

**Total Liabilities** 11,689.75

### Equity

3100 Retained Earnings	203,590.11
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3999 Net Income	814.06
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**Total Equity** 204,404.17

**TOTAL LIABILITIES & EQUITY** **216,093.92**



# Profit & Loss

Property: The Gardens at Swan Creek

01/01/23 - 01/31/23 (accrual basis)

	<u>Amount</u>
<b>INCOME</b>	
4105 Condominium Income	
410501 Condo Fees	20,700.00
4105 Total Condominium Income	20,700.00
4300 Late Fee/NSF Income	100.00
4650 Interest Income	104.12
<b>TOTAL INCOME</b>	<b>20,904.12</b>
<b>EXPENSE</b>	
5175 Cleaning	
517502 Apt/Bldg Cleaning - Other	79.13
5175 Total Cleaning	79.13
5200 Fire Prevention	
520001 Fire Alarm Inspections/Repairs	304.63
5200 Total Fire Prevention	304.63
5301 Grounds Care - Other	
530104 Snow Removal	10,515.00
5301 Total Grounds Care - Other	10,515.00
5350 Insurance	2,667.34
5500 Management Fees	2,002.00
5600 Pest Control	116.00
5700 Repairs & Maintenance - MPM	
570007 Inspections	35.50
5700 Total Repairs & Maintenance - MPM	35.50
5701 Repairs & Maintenance - Other	
570105 General Repairs	499.26
5701 Other Repairs & Maintenance - Other	168.80
5701 Total Repairs & Maintenance - Other	668.06
5765 Trash Removal	3,349.40
5775 Utilities	
577501 Electric	353.00
5775 Total Utilities	353.00
<b>TOTAL EXPENSE</b>	<b>20,090.06</b>
<b>NET INCOME</b>	<b>814.06</b>

## NET INCOME SUMMARY

Income	20,904.12
Expense	-20,090.06
<b>NET INCOME</b>	<b>814.06</b>

# 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
  - Assess mulch needs
  - Evaluate sidewalks for uneven areas/pooling
  - Landscaping - condition
  - General building maintenance
- Bring hoses out
- Summer landscape pruning
- Send out communication for garden plots
- Schedule Community clean-up day (May)

## May

- Set up underground parking power washing
- Parking lot re-striping (biannual / odd years starting 2023.)

## June

- Annual sprinkler testing (two days)

## July

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## August

- Snow bids for following season (is not signed already / make sure to include contract dates.)

## September

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

## October

- Review draft budget
- Bring hoses in.

## November

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

## December

- Quarterly sprinkler testing
- Annual Meeting

**TOTAL****HIGH LOW AVG MED**

LISTING COUNT: 3

DAYS ON MARKET: 10 3 5 4

	<b>HIGH</b>	<b>LOW</b>	<b>AVERAGE</b>	<b>MEDIAN</b>	<b>TOTAL PRICE</b>
LIST PRICE:	\$319,900	\$299,000	\$306,266	\$299,900	\$918,800
SOLD PRICE:	\$299,000	\$292,000	\$295,500	\$295,500	\$591,000

<b>Picture Count</b>	<b>MLS #</b>	<b>Status</b>	<b>Class</b>	<b>Address</b>	<b>Location</b>	<b>Price</b>	<b>Bedrooms</b>	<b>Finished SqFt</b>	<b>List Date</b>	<b>Closing Date</b>
1	29 1947793	Sold	Condo	2773 Crinkle Root Dr	FITCHBURG - C	\$292,000	3	1,785	12/8/2022	1/19/2023
2	19 1950074	Offer-No Show	Condo	2793 Crinkle Root Dr	FITCHBURG - C	\$319,900	3	1,848	2/9/2023	
3	29 1947000	Sold	Condo	16 S Gardens Way	FITCHBURG - C	\$299,000	3	1,848	11/16/2022	1/17/2023