

# The Gardens at Swan Creek Board Meeting

Date: 11/3/2021

Time: 6:15pm

Location: Fitchburg Community Center

## Next Meeting Information

Date: 12/8/21 Annual Meeting

Time: 6:30pm

Location: Fitchburg Community Center, Dining Hall

### ATTENDANCE

NAME	Present	NAME	Present	NAME	Present	NAME	Present
Nicole Hilsenhoff*	X	Amy Skora**					
Kristin Gumbinger*	X	Brandon O'Donnell**					
Chuck Bridwell*	X	Leticia Reyes**					
Kelley Still	X	Melissa Wuest**	X				
Jami Nemeth							

\*indicates voting Board member

\*\*indicates Member at large

### AGENDA TOPICS

Start Time	Topic (Lead)	Notes	Action Item
6:15 pm	1. <b>Call Meeting to Order (Nicole)</b>	Time Call to Order: 6:16pm  Motion to approve October meeting minutes made by Nikole with one amendment in phrasing. Seconded by Chuck.	Edit visitor policy notes on next steps for board to "possibly" amend.
	2. <b>Follow Ups from last meeting (Kelley, unless noted)</b>	<ul style="list-style-type: none"> <li>a. Revisit &amp; possibly amend visitor parking. Discussion on whether the policy needs to be amended or if we should focus on improving the enforcement of the policy. Would like to focus on improving the enforcement of the policy, not acting unilaterally. Would like to revisit how we can better enforce the policy at January meeting with new board members. Intend to obtain HOA member input.</li> <li>b. Clarify insurance coverage for window water leak causing inside damage (Homeowners vs HOA insurance) – No updates at this time.</li> <li>c. HOA Survey topics (Melissa/Nicole) – Would like to revisit questions sent last time to determine how we will use this year in obtaining feedback from HOA members.</li> </ul>	<p>Kelley to add visitor parking topic to January meeting agenda.</p> <p>Melissa- send out survey docs to Board (Chuck, Nikole, Kristen)</p>
	3. <b>New Business</b>		
	4. <b>Financial Review</b>	<ul style="list-style-type: none"> <li>a. Prepare draft budget for annual meeting</li> <li>b. 2022 project list review Draft budget looks good thus far. Board walked through both budget and project list with discussion. Project list verbiage was amended for clarity and accuracy.</li> <li>c. Annual meeting preparation – <ul style="list-style-type: none"> <li>I. Packet Includes: Agenda, draft budget, project list, most recent balance sheet, P&amp;L, property map, accomplishments document</li> <li>II. Agenda is planned.</li> </ul> </li> </ul>	<p>Kelley- begin draft of accomplishment doc. Then send to board to contribute/edit</p> <p>Kristen will update project list.</p>
	d. <b>Management Updates (Kelley)</b>	<ul style="list-style-type: none"> <li>a. Summary of Work Completed: <ul style="list-style-type: none"> <li>1. Address signs installed.</li> <li>2. Pink insulation removed/70.</li> </ul> </li> </ul>	

		<ol style="list-style-type: none"> <li>3. Ganshert landscaping.</li> <li>4. Rock walls completed.</li> </ol> <p>b. Resident issues/complaint</p> <p>c. Sales since last meeting: Please see Nov. meeting packet.</p> <p>d. Work scheduled to be done before next meeting</p> <ol style="list-style-type: none"> <li>1. Stump grinding (3 areas) (Mid-November target date)</li> <li>2. HJ Pertzborn to drain antifreeze in 2 buildings (on project list) (Mid-November target date)</li> <li>3. Alt's – continue to complete Fall Cleanup, in process.</li> <li>4. Large item disposal process – review at Annual meeting; Kelley will post document by dumpster.</li> <li>5. Prairie burn – anticipated to complete by end of November.</li> </ol> <p>e. Bids in progress</p> <ol style="list-style-type: none"> <li>6. Ace – caulk around windows set in brick to prevent water leaking.</li> <li>7. Tuckpointing &amp; flashing for buildings 2,3,4 and back of 1 (on project list).</li> </ol>	
	<b>e. Review Annual Checklist</b>		
<b>7:13 pm (2 min)</b>	<b>Summary &amp; Action Items (Melissa)</b>	See action items summary below.	
<b>7:15 pm</b>	<b>Adjourn</b>	Motion to adjourn made by Nikole. Seconded by Chuck. Adjourn time: 7:32pm	

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

<b>ITEM</b>	<b>OWNER</b>	<b>TARGET DATE</b>	<b>STATUS</b>
<ol style="list-style-type: none"> <li>1) Pull together financial impact for overage charges on recycling/waste for <i>2021 Annual Meeting</i>.</li> <li>2) Check with City of Fitchburg on process for color change on buildings (Painting Project). Status update: No issues with color from City ordinances.</li> <li>3) Follow up on Fall Walkthrough items.</li> <li>4) Obtain bids for Front Pillar and door frame painting project.</li> <li>5) Obtain bid for Garage drains/concreate sinking</li> <li>6) Begin draft of accomplishment document for annual meeting. Send to board to contribute/edit.</li> <li>7) Add Parking Policy for January agenda.</li> </ol>	Kelley	By next HOA meeting unless noted.	
Draft communication document of new standard large item disposal process and send to Board for feedback. Plan to post in glass box near dumpster. 10/6 update: Melissa to finalize and work with Kelley on getting posted.	Melissa	Prior to Nov. meeting.	Ready for Kelley to post.
Melissa to connect with Nikole on review/planning for HOA Survey. Agenda topic for November.	Melissa	Prior to Nov. meeting.	In process
Melissa to send out survey docs to Board.	Melissa	Within week.	Complete
Update/edit project list excel document.	Kristen	Prior to Annual meeting.	
Find out which insurance would cover water damage inside from window leaking. Homeowners or HOA policy?	Chris Wilson	Once known	

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

ITEM & OWNER	DATE ADDED	ACTION
Parking Policy	10/6 Revisit January 2022	Add to November HOA meeting agenda for further review and possible amendment. Tabled to January meeting for review.
Price for City of Fitchburg garden plots (Ryan)	6/9	Revisit for 2022. Infrastructure repair and planning will be needed. Would like to re-survey owners on interest for use.
<p>Paint Colors for porches, pillars &amp; doors, and Replacement of numbers: Begin conversation on color options (keep the same/change it up)? Tabled to closer to time of event.</p> <p>Painting project timeline: Currently budgeted potential for 2022 Project List (Bid came in at \$20K). Need to check with City on policy for changing colors.</p>	6/9 Revisit 7/7	Kelley to check with City of Fitchburg on whether approval process exists for changing colors.
Deck Boards: Discuss assessment & plan on for maintenance. Current state: Each individual owner is contacting Kelley when issues with boards arise.	7/7	
Re-survey HOA members for pulse check and compare to last year's assessment. Melissa has survey data.	9/1	Revisit to develop action plan.