

# The Gardens at Swan Creek Board Meeting

Date: 12/7/2022

Time: 6:30 pm

Location: Fitchburg Community Center/Zoom Video Conference

## Next Meeting Information

Date: TBD

Time: TBD

Location: Zoom Meeting

### ATTENDANCE – MPM has complete attendee list.

BOARD MEMBERS		Present
Nicole Hilsenhoff*	President	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
6:30 pm	Call Meeting to Order	Nicole called the meeting to order. Time Call to Order: 6:42pm
	Roll of Unit Owners & Certifying Proxies (Peter/Board)	Current owner representation this evening is 28 owners. We need 37 owners for quorum to make any decisions.  *Because we did not meet quorum this evening, Peter will need to send out additional email and the board will schedule additional zoom meeting to complete annual decisions: approval of 2021 meeting minutes and election of new Board members.
	Report of Officers (Board)	Board is happy to report on projects completed this past year as the focus was both on items needing to be completed as well as applying feedback from the HOA members on addressing curb appeal requests.  Moving forward, the Board would like to see growth in engagement from owners. The Board encourages owners to get involved so the Board is able to listen and capture feedback from everyone to develop a better living community.
	MPM Management Update (Peter)	2022 Project List <ul style="list-style-type: none"><li>• 2022 Completed – See Project List</li><li>• 2022 Unfinished – See Project List<ul style="list-style-type: none"><li>○ Concrete drain and sidewalk repairs will begin early Spring 2023. Unable to attain bid and begin repair prior to appropriate weather conditions.</li></ul></li><li>• 2023 Projected – See Project List<ul style="list-style-type: none"><li>○ Discussion on potential costs for each project, options of payment (Special Assessment versus Reserve funds) and decisions the new Board will be facing for 2023.</li></ul></li></ul>

		<ul style="list-style-type: none"> <li>○ Board requested ideas for additional projects and feedback of current project list from owners present. As always, please contact Board members or Peter with your ideas, suggestions, or concerns. <ul style="list-style-type: none"> <li>▪ Tuckpointing should be of focus as wasps are able to build nests.</li> <li>▪ Front porch wood paneling (Bldg. 2) is splitting, needing attention.</li> <li>▪ Bird nesting under decks/garage area remains an issue.</li> </ul> </li> </ul>
	<b>New Business</b>	<p>2022 Financial Review</p> <ul style="list-style-type: none"> <li>• Cash reserves doing well. No Special Assessment this past year. Board is looking to keep the fees static for 2023.</li> </ul> <p>2023 Budget</p> <ul style="list-style-type: none"> <li>• Board is able to balance out our budget and not increase monthly dues even though we anticipate increase costs for insurance, water &amp; sewer.</li> <li>• Discussion on Special Assessment versus monthly dues and how Board manages any dues increases or applying special assessments. Overall, owners represented expressed preference of smaller increments (dues) over larger portions for ease of budgeting.</li> </ul>
	<b>Election of Board Directors</b>	<p>There are three (3) positions open on the Gardens Board. There three (3) voting members of the Board and can have several Members at Large. Voting Board member term is one (1) year.</p> <p>Because there is not quorum representation this evening, Peter will send out a ballot to all HOA members to vote:</p> <ol style="list-style-type: none"> <li>1. Approval of 2023 Budget</li> <li>2. Approval of 2021 Meeting Minutes</li> <li>3. Election of three (3) Board members</li> </ol> <p>If you would like to be a member at large, please send Peter an email.</p>
	<b>Recess</b>	Recess 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>
Edits to Project List: <ol style="list-style-type: none"> <li>1. Line 10 needs edit to change to insurance update.</li> <li>2. Ensure price points are correct (drain repair).</li> </ol>	Peter	By next meeting unless noted.	
See November 2022 Meeting Minutes for follow up items.			

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

<b>ITEM &amp; OWNER</b>	<b>DATE ADDED</b>	<b>STATUS</b>
See November 2022 Meeting Minutes for follow up items.		