

The Gardens at Swan Creek Board Meeting

Date: 5/5/2021

Time: 6:15pm

Location: WebEx

Next Meeting Information

Date: 6/2/2021-6/9/21

Time: 6:15pm

Location: WebEx

ATTENDANCE

| NAME | Present | NAME | Present | NAME | Present | NAME | Present |
|--------------------|---------|---------------------|---------|----------------------|---------|-----------------|---------|
| Nicole Hilsenhoff* | X | Amy Skora** | X | Pat Berry** | | Jeanne Edwards | |
| Kristin Gumbinger* | X | Brandon O'Donnell** | | Shawn Wagner | X | Hans Hinrichsen | |
| Chuck Bridwell* | X | Leticia Reyes** | | Ryan Specht-Boardman | X | Dave Kneifl | X |
| Kelley Still | X | Melissa Wuest** | X | Tricia Hillner | X | Sarah Schroeder | X |

*indicates voting Board member

**indicates Member at large

AGENDA TOPICS

| Start Time | Topic (Lead) | Notes | Action Item |
|------------|--|---|-------------|
| 6:15 pm | 1. Call Meeting to Order (Nicole) | Time Call to Order: 6:16pm Motion to approve April meeting minutes made by Kristin. Seconded by Nicole. | |
| | 2. Follow Ups from last meeting & Walk-through | <p>a) Kelley to obtain bid with Good Oak, LLC for prairie control burn. Prairie mowed over burn due to time of year and recommendation to wait for Fall from Good Oak, LLC. Plan to complete Fall.</p> <p>b) Kelley to set up walk through with Ganshert ASAP. Include: Kristin, Tricia, Pat, Nicole</p> <p>c) Set up a WebEx meeting with Board & Ganshert to review bids.</p> <p>d) Masonry/Tuckpointing Work: Schedule work to begin – no ETA yet</p> <p>e) Paint Colors for porches & doors: Begin conversation on color options (keep the same/change it up)? Tabled to closer to time of event.</p> <p>f) Bids needed for projects (Kelley)</p> <ol style="list-style-type: none"> 1. Door / trim / post painting – Bid updated & added to project list 2. Numbers replacement – plan to replace once posts are painted <p>g) Rain garden update (Kristin) – Draft plan in process by Claire. Rain gardens have been mowed.</p> <p>h) Garden Plots (Ryan)</p> <ol style="list-style-type: none"> 1. Offer to current owners (Kelley sent email) 2. Interest in outside owners – More interest seen from owners within; 3 new owners & expansions of current gardener plots. 2 open plots left. 12 total owners. No solicitation from outside owners at this | |

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| | | <p>time. Opportunity exists for future seasons. Topsoil and irrigation repair will be needed in future.</p> <p>3. Price for City of Fitchburg plots: _____</p> <p>i) Walk through follow ups (Kelley):</p> <ol style="list-style-type: none"> 1. Porch Railing Repair: Added to Project List. All will eventually need to be repaired. 2. Cement around drive drains: Quote needed. Added to project list. 3. Styrofoam insulation repairs – keep in mind for general maintenance, not urgent. Could we hire Sebastian for this? Kelley will check out. 4. Water Main – south end Gardens Way replacement in 2022. Added to project list. 5. Downspouts Broken – Kelley follow up with Will to make sure no follow-up needed. <p>j) Walk through with Siding Vendor: Completed 4/21</p> <ol style="list-style-type: none"> 1. Findings attached in meeting packet. Ace will be completing some testing (temperature findings). Still identifying cause. Kelley will check with Ace on follow up. Is there a warranty? Are there other sidings that would withstand the temp.? First we will identify root cause and then develop plan. <p>k) Litter pick up – addressed at Spring Clean Up – Complete! Nice work to everyone who attended. Thank you!</p> <p>l) Placement of address signs (Kelley & Nicole) – will finalize placement during walk through to assess real time. Once signs come in, will take more time to decide.</p> | |
| | <p>3. Financial Review – Review & Gain Input on Multi-year draft budget</p> | <p>1. Nicole’s multi-year draft budget – Obtain consensus in understanding longer-term financial state to assist Board in planning and decision making. Reviewed budget projections. Discussion on reserve monies and allocation for future projects.</p> | |
| | <p>4. Management Updates (Kelley)</p> | <p>a. Summary of work done in past month</p> <ol style="list-style-type: none"> 1. Mulch installed throughout property 2. Prairie mowed down; Burning planned for Fall ’21. <p>b. Resident issues/complaint</p> <ol style="list-style-type: none"> 1. Wasps 2. Rotted deck boards at 47 & 55 – Kelley has listed Alt’s to address. <p>c. Sales since last meeting</p> <ol style="list-style-type: none"> 1. No sales. One unit added to market. <p>d. Work scheduled to be done before next meeting</p> <ol style="list-style-type: none"> 1. Garage cleaning (power washing) – scheduled May 25th. Kelley will communicate to owners. 2. Building #2 Rubber Roofs – no ETA yet 3. Tree work / trimming – no ETA yet <p>e. Bids in progress for 2021</p> <ol style="list-style-type: none"> 1. Landscaping – awaiting bids. (Board would like to do a phased approach over a few years). | |

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| | 5. New Business | <p>a) Request for approval of Composite deck covering at 24 S. Gardens Question brought up on whether to implement a standardized material, color, etc.? Current State: Board has been approving on case by case basis. Composite replacement currently paid by owner. Motion to approve 24 S. location for composite addition on deck made by Kristin. Nicole seconded. Unanimous approval.</p> <p>b) Reviewed project list – added follow up items from walk thru</p> | |
| 7:13 pm (2 min) | Summary & Action Items (Melissa) | <p>See summary below. Kelley unable to attend June 2nd meeting. Motion to move meeting from June 2nd to June 9th made by Kristin. Chuck seconded. Passes. June board meeting will be moved to June 9th.</p> | |
| 7:15 pm | Adjourn | <p>Motion to adjourn made by Chuck. Kristin seconded. Adjourn time: 6:18pm</p> | |

ACTION ITEMS SUMMARY (To be completed by Target Date)

| ITEM | OWNER | TARGET DATE | STATUS |
|---|--------------|-------------------------------|---------------|
| <p>1) Kelley to set up walk through with Ganshert ASAP. 5/7 or week of 5/10 2) Include: Kristin, Tricia, Pat, Nicole 3) Styrofoam insulation repairs – keep in mind for general maintenance, not urgent. Could we hire Sebastian for this? Kelley will check out. 4) Obtain assessment for roof replacement 5) Downspouts Broken – Kelley follow up with Will to make sure no follow-up needed.</p> | Kelley | Ganshert: 5/7 or Week of 5/10 | |
| Send out multi-year budget to Board | Nicole | | |
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PARKING LOT (Topics to be addressed at future meetings)

| ITEM & OWNER | DATE ADDED | ACTION |
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