

# The Gardens at Swan Creek Board Meeting

Date: 9/1/2021

Time: 6:15pm

Location: Pavilion at Swan Creek Park

## Next Meeting Information

Date: 10/6/21

Time: 6:15pm

Location: WebEx

## ATTENDANCE

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

\*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: 6:19pm	Group deciding to wait on both July & September meeting minutes approval for October mtg.
	2. Follow Ups from last meeting (Kelley, unless noted)	<ul style="list-style-type: none"> <li>a. Boulder retaining wall test site update (Jeanne &amp; Kristin): Experience was not as expected as this job would better be completed by Alt's due to plants availability and intense labor. Both voting board members approved to contact Alt's to honor bid and get work completed.</li> <li>b. Placement of address signs: Postponed due to need to re-order signs. Plan is for William from MPM to install in next couple weeks.</li> <li>c. Foam removal will also be completed at time of new address sign placement and completed by William from MPM.</li> </ul>	Boulder wall: Kelley to contact Alt's to see if this can get completed this Fall or first thing Spring 2022.
	3. New Business	<ul style="list-style-type: none"> <li>a. Waste Management:                             <ul style="list-style-type: none"> <li>1. Dumpster placement (Kristin): Dumpsters have been placed vertical/parallel the past few weeks.</li> <li>2. Address mattresses left at dumpster (Melissa): There is no current standard processes for large item disposal. Discussed options. New standard process for large item disposal (mattresses, couches, dressers: 1) Contact Kelley at MPM prior to setting out; 2) Kelley will outsource service and plan communication &amp; pickup.</li> <li>3. Dumpster corral in need of siding repair.</li> </ul> </li> <li>b. Owner plantings in common areas (Pat):                             <ul style="list-style-type: none"> <li>1. Are we allowing owners to plant? Owners who would like to plant in common areas need to obtain board approval of their plan, using the plant list developed by Pat's subgroup. The board does not wish to proactively encourage this as we are currently investing in</li> </ul> </li> </ul>	<p>Kelley will address dumpster placement with Waste Management.</p> <p>Melissa to draft communication document of new standard large item disposal process and send to Board for feedback. Plan to post in glass box near dumpster.</p> <p>Nicole to put together other communication for email, website on new standard large item disposal process.</p>

		<p>landscaping projects. Options for this to not be published on website or encouraged via email.</p> <p>c. Siding lawsuit updates needed. Kelley to check on.</p> <p>a. Rain Gardens Update: Kristin ordered 7 yards of topsoil to spread around rain gardens area for repair and garden development. Note there is damage to the north garden from a moving truck backing into the garden and will be needing additional repair. Kristin will continue to work on this project and keep board apprised on progress.</p>	<p>Kelley to contact Ace or William for repair of siding on dumpster corral.</p> <p>Kelley will check on status of siding lawsuit for October meeting.</p>
	<b>4. Financial Review</b>	<p>b. YTD Review: Garage cleaning and Landscaping are variances thus far because of current accounting practices. We should see end of year surplus from insurance savings and 2021 surplus. May need to budget projects (railings repair) a bit higher due to increase in product costs.</p> <p>c. Pre-budget discussion: Nicole working on pre-budget planning and running numbers based on priority, materials cost increase. Please see updated Project List comparative analysis from Nicole for possible project plans and how we might budget.</p>	
	<b>5. Management Updates (Kelley)</b>	<p>a. Summary of Work Completed:</p> <ol style="list-style-type: none"> <li>1. Leaks occurred in living room areas at 2781, 44, 46, 78. Kelley would like to have Ace come in to assess possible brick shifting. Is this a bigger issue?</li> <li>2. 2781 – fascia replaced after storm</li> <li>3. 2783 – basement foundation crack repaired</li> <li>4. 11- deck boards (3-5) replaced</li> <li>5. 25 – ceiling leak repaired due to nail in irrigation pipe from original construction</li> <li>6. 71 – fire sprinkler head leak repaired</li> </ol> <p>b. Resident issues/complaint</p> <ol style="list-style-type: none"> <li>1. Tree damage from storm by 11 S. Gardens was trimmed.</li> <li>2. Potential rock wall erosion identified in front of #11 (part of a bigger scope project). Kelley has contacted Alt's to assess.</li> <li>3. Joist concerns under deck at #24. Ace is scheduled for assessment.</li> </ol> <p>c. Sales since last meeting: Please see Sept. 2021 meeting packet.</p> <p>d. Work scheduled to be done before next meeting</p> <ol style="list-style-type: none"> <li>1. Ganshert Landscaping to begin week of 8/30. Need watering volunteers for gardening projects. No one has currently offered to help. Will outsource with Sebastian to do this.</li> <li>2. 11. S. Gardens 3 to 5 deck boards replacement</li> <li>3. Stump grinding from pine tree removal yet to be completed.</li> <li>4. Railing repair at 2769-71. Ace is scheduled.</li> </ol> <p>e. Bids in progress – None</p>	<p>Kelley to manage work needed: Schedule time with Ace for assessment of leaks at 2781, 44, 46, 78. Board &amp; members encouraged to attend.</p> <p>Kelley to reach out to Sebastian (outsourcing) for watering price estimate to support landscaping projects.</p>
	<b>6. Review Annual Checklist</b>	<p>a. Fall walk through is scheduled Thursday 9/30 at 4pm. Includes sidewalk and garage assessments.</p>	<p>Nicole will send out Fall walk through invite.</p>
<b>7:13 pm (2 min)</b>	<b>Summary &amp; Action Items (Melissa)</b>	<p>See action items summary below.</p>	
<b>7:15 pm</b>	<b>Adjourn</b>	<p>Motion to adjourn made by Melissa. Seconded by Kristin. Adjourn time: 7:45pm</p>	

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

ITEM	OWNER	TARGET DATE	STATUS
1) Pull together financial impact for overage charges on recycling/waste for 2021 Annual Meeting. 2) Check with City of Fitchburg on process for color change on buildings (Painting Project). 3) Kelley to contact Alt's: a. Boulder wall bid - Complete this Fall or first thing Spring 2022? b. Assessment of leaks at 2781, 44, 46, 78 – Investigate Brick, is this a bigger issue? 4) Contact Sebastian (outsourcing) for watering price estimate to support landscaping projects. 5) Contact Waste Management to address dumpster placement. 6) Contact Ace or William for repair of siding on dumpster corral. 7) Check on status of siding lawsuit for October meeting.	Kelley	October 6 meeting date unless noted.	
1) Send out Fall Walk through invitation. 2) Draft communication for email, website on new standard large item disposal process for HOA members.	Nicole	Within week 9/1	
Draft communication document of new standard large item disposal process and send to Board for feedback. Plan to post in glass box near dumpster.	Melissa	Within week 9/1	
July & September meeting minutes approval.	Board	October 6 meeting	

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

ITEM & OWNER	DATE ADDED	ACTION
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.
Paint Colors for porches, pillars & doors, and Replacement of numbers: Begin conversation on color options (keep the same/change it up)? Tabled to closer to time of event.  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.	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.