

The Gardens at Swan Creek BOD Meeting

Date: November 1, 2023

Time: 630 pm

Location: Google Meet

Next Meeting Information

2023 Annual Meeting

Date: December 6, 2023

Time: 6:30pm

Location: Fitchburg Senior Center

ATTENDANCE

BOARD MEMBERS		Present
Kristin Gumbinger	*President	x
Melissa Wuest	*Vice-President/ Secretary	x
Chuck Bridwell	*Treasury	x
Jared Pinkus	Superior Management	x
Jeanne Edwards	Advisory	
Nicole Hilsenhoff	Advisory	

*Indicates voting Board member

AGENDA TOPICS

Start Time	Topic (Lead)	Notes
6:30 pm	Call to Order	<p>Called the meeting to order.</p> <p>Time Call to Order: 6:32pm</p> <p>Welcome Superior!</p> <p>Minutes Review. Kristin motioned to approve June 2023 minutes.</p> <p>Seconded by: Chuck.</p> <p>Edits: None.</p> <p>*Meeting agendas, minutes and HOA documents are accessed via Association Portal</p>
	New Business Property Management: Transition Items (Jared)	<p>As the Gardens of Swan Creek transitions</p> <p>HOA Board is ensuring financials, contracts, etc. are accurate and complete during the transition.</p> <p>Documents still needed from MPM as of meeting date:</p> <ul style="list-style-type: none"> • Bylaws, Rules • Porch & Parking Guidelines • Bank statements: Statements from this past year (2023) are yet to be received. Already requested from MPM Audrey. • April 2023 WI law states property needs to have 6 years backlog of past financials, contracts, bids, receipts. <p>Accounting Transition & Dues Updates:</p> <ul style="list-style-type: none"> • No concerns from Superior with transitioning HOA due payments. • Any outstanding bills are being addressed by Superior (handed off from MPM). • Superior and HOA Board has opened a new bank account with Summit Credit Union.

- **All residents will need to sign up and use the new portal for submitting HOA monthly dues. Check your email for instructions. You may pay your HOA dues from your portal account.** For November dues, the Board will waive a late charge penalty as a courtesy for the transition and accessing the new Portal.

New Website for minutes & newsletters

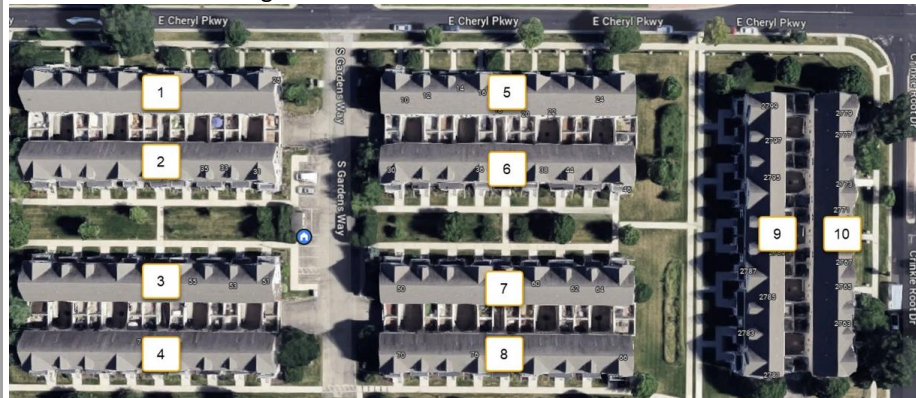
- The Neighborhood Link will no longer be used as a communication platform for the HOA. Jared shared options on how the association may want to store documents and develop new standard work process for communications to Board. More info will be shared as soon as transition is complete.
- Google Group: A new group has been created for all HOA members (owners & Board members) as a common space for communication to and from the Board. Sharing documents is also an option. Owners are encouraged to utilize Google Group to reach out to Board. More information will be provided at the Annual Meeting in December.

Annual Meeting 2023

- **2023 Annual Meeting will be on 12/6/2023 at the Fitchburg Senior Center at 6:30pm**
- 2024 Budget Review in preparation for Annual Meeting. Chuck (Board Treasurer) will begin a 2024 Budget framework draft based on 2023 Budget to use collaboratively with Superior team. Board will meet 11/15/23 to plan Annual Meeting and build 2024 Budget.

Referencing HOA Units by Building Numbers

- From here on out, we shall reference locations using Building numbers, courtside as standard dialogue format.



Sidewalk Trip Hazards

- Board is being proactive in maintaining smooth walkways around the property. Asking Jared to obtain bids to see if these locations can be fixed yet this year (2023).

Scheduling Dumpster Corral Maintenance

- Board is exploring options for maintaining corral cleaning and litter pickup as this was previously completed by Sebastian from MPM.
- Jared will bring options to next meeting for fulfilling this request using Superior resources currently in place.

HOA Reserve Funds Investments

- Edward Jones: Board members Met with Matt Gerlach in Verona (referred to us by McKenzie Cleary in Fitchburg).
 - HOA Board continues to look at secure options for better rates of return of where reserve funds are housed.
 - Recommendation from Edward Jones is to develop an investment policy statement and have in place prior to making any decisions.
 - Summit has CD options we can pursue.
 - No action taken at this time.

	Follow Up on Action Items	Outstanding Action Items listed from June 2023 meeting assigned to MPM will be addressed offline with Board members & Jared. Melissa will update minutes as appropriate.
	Accomplishments for 2023	<ol style="list-style-type: none"> 1. New property management company. 1. Flooded sidewalk repair/courtyard side building #1 2. Water access to the gardens is working! 3. Extension of sidewalk to Crinkle Root parking area. 4. Repair of sinking alley drain. 5. New courtyard lights between buildings 1 & 2 6. Tree replacement between buildings 1 & 2 7. Landscaping
	Deferred Topics	<p>Topics listed below will be deferred to next regular HOA Board meeting:</p> <ul style="list-style-type: none"> • Project List Review • Parking lot items • Poll/Survey owners (Fireplace cleaning for all units; Annual project survey)
	Action Items Summary	
	Adjourn	<p>Motion to Adjourn made by: Kristin. Seconded by: Chuck. Adjourn Time: 8:18pm</p>

ACTION ITEMS SUMMARY (To be completed by Next Meeting or Target Date)

OWNER	ACTION	TARGET DATE	STATUS
Peter HOA & Superior	<ul style="list-style-type: none"> • <i>Satellite dish removal of poles (email to owners)</i> • <i>Downspouts repair (Troy)</i> • <i>Pillar trim parts replacement (Troy) Evaluation – still open</i> • <i>BID for Window sealing (brick façade) from Exterior Renovation, Legacy, Frey</i> • <i>Fireplace Cleaning Survey: Survey HOA members for chimney fireplace cleaning servicing all units at same time, similar to dryer vent cleaning. Include (2 quotes).</i> • <i>Garbage corrals repair (Troy) date TBD</i> • <i>BID needed for My tree guy to address dead tree at #59 & replacement suggestion for #47</i> • <i>#43 Courtyard light needing repair (wobbles, light out)</i> • <i>Tall lamp post protective plate (4 ft from ground) continues to fall off, needing attention.</i> • <i>Contact concrete company for Bids to repair Drains for Buildings #2 & #4 (Peter HIOP)</i> • <i>Obtain estimate for deck replacements with composite for entire HOA.</i> • <i>Schedule Zoom meeting with Edward Jones for later afternoon with BOD. (ASAP)</i> • <i>Contact mowers, set up an on-site walkthrough to identify barriers for mowing between the rain garden and the gardens prairie limits.</i> 	July meeting	
HOA Board	Review options for Create a Website versus Portal platform to see what may be best to management documents, communication, managing the association needs.		To be scheduled
HOA Board & Superior	<p>2024 Budget Review & Plan</p> <ul style="list-style-type: none"> • Board will reconvene on Wednesday, 11/15/23 to plan for Annual Mtg. 		Scheduled.

	<ul style="list-style-type: none"> • Chuck (Board Treasurer) will begin a 2024 Budget framework draft based on 2023 Budget to use collaboratively with Superior team on 11/15/23. • Complete 2024 Budget in prep for Annual Meeting 12/6/23 		
Superior - Jared	<input type="checkbox"/> Requested Bids to work on: <ul style="list-style-type: none"> • Alt's – Snow Removal 2023 - COMPLETED • Contractor through Superior - Concrete sidewalk fix <input type="checkbox"/> Schedule Fitchburg Senior Center for Annual Meeting. <input type="checkbox"/> Look into Water Shutoffs & Process (what is the standard process). <input type="checkbox"/> Follow up on Dumpster Corral cleaning request. <input type="checkbox"/> Follow up on MPM documents needed for transition. <input type="checkbox"/> Obtain Quarterly sprinkler testing info.		
Kristin	Send out: <ul style="list-style-type: none"> <input type="checkbox"/> Bylaws, Financials to Jared <input type="checkbox"/> Budget 2023 to Chuck <input type="checkbox"/> Annual meeting packet to Jared 		ALL COMPLETED

PARKING LOT (Topics to be addressed at future meetings)

ITEM & OWNER	DATE ADDED	STATUS