



Date & Time: Wednesday, July 7 @6:15 pm
Subject: Gardens at Swan Creek Board Meeting
Location: Promega Pavilion / 5511 E. Cheryl Parkway or Webex
Video Conference (weather/scheduling dependant)

1. Approve June meeting minutes
2. Review follow-ups from last meeting
 - a. Review general Ganshert bid (Melissa)
 - b. Ganshert 3 bld bid (Kelley)
 - c. Placement of address signs 7/8
 - d. Alt's - retaining walls bid / evaluation
 - e. Siding / sunlight rays (Melissa)
3. Financial Review
 - a. Mid year financial review
 - b. Reserves report (2020 and 2021 to date)
4. Management Updates
 - a. Summary of work done in past month
 1. Tuckpoint mason work build #5
 2. Rubber Roofs
 3. Tree work / trimming / pruning
 - b. Resident issues/complaint
 1. Garbage truck / S. Gardens Way
 2. 11 – check deck boards
 - c. Sales since last meeting (see attached)
 - d. Work scheduled to be done before next meeting
 1. Two porches on Crinkle Root
 2. Foundation work by 70 S. Gardens Way
 - e. Bids in progress
5. Review Annual Checklist/Calendar

The Gardens at Swan Creek Board Meeting

Date: 6/9/2021

Time: 6:15pm

Location: WebEx

Next Meeting Information

Date: 7/7/21

Time: 6:15pm

Location: WebEx

ATTENDANCE

NAME	Present	NAME	Present	NAME	Present	NAME	Present
Nicole Hilsenhoff*	X	Amy Skora**	X	Pat Berry**			
Kristin Gumbinger*	X	Brandon O'Donnell**		Tricia Hillner	X		
Chuck Bridwell*	X	Leticia Reyes**		Jeanne Edwards	X		
Kelley Still	X	Melissa Wuest**	X	Dave Kneiff	X		
Jami Nemeth	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 May meeting minutes made by Nicole Seconded by Chuck	Edits to mtg minutes: None
	2. Follow Ups from last meeting & Walk-through	<p>a) Ganshert Walk through & Bid (Kelley) Bid came in at \$18,890. The bid looks really good with choices Ganshert proposed. The Board would ideally like to do a 3-year plan. Kelley to reach out to Ganshert to clarify and see if a 2- or 3-year plan is feasible with this bid. Budget plan was originally for \$6,000.</p> <p>b) Initial Roof Assessment & Bid for long term planning (Kelley) Ace evaluated 7-10 years roof life. Please refer to meeting packet notes from Ace. Summary: Approx. price \$105K - \$115K (today) replacement costs <i>per building</i>. Note Crinkleroot will be more due to larger roof (more units). Estimate recommended to increase cost by 2-3% per year. Nicole will build into financial projects. Initial thoughts are to save \$60K per year. Board will continue to discuss funding options: special assessments, reserve fund, HOA fees and how to best proactively budget/plan.</p> <p>c) Rain garden update (Kristin) Pesticide applied to Canary grass end of May. Assessment will be performed to ensure grass extinction and whether to rototill to prep for next step. Step 2 will be to plant a ground cover plant (Rye grass). Plan for plugs to be planted in Fall '21. Kristin will continue to work with Claire.</p>	Follow up with Ganshert.

		<p>d) Address Signs (arriving 6/11/21). Kelley will contact Board once signs arrive to plan a time for members to meet while William installs on garbage corrals.</p> <p>e) Masonry/Tuckpointing Work: Schedule work to begin – no ETA yet *Update 6/9: No updates at this time.</p> <p>f) Siding repair: Walkthrough with Vendor completed 4/21. Ace will be completing testing (temperature findings) to help identify 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. *Update 6/9: No updates at this time.</p> <p>g) Styrofoam insulation repairs to outside of buildings: keep in mind for general maintenance, not urgent. Could we hire Sebastian for this? *Update 6/9: No, this will be a job for William. Request to prioritize Building #4 facing fire lane location.</p>	Kelley to contact Board for sign install once arrived.
	3. Financial Review	End of April Financials – no questions at this time.	
	4. Management Updates (Kelley)	<p>a. Summary of work done in past month</p> <ol style="list-style-type: none"> 1. Garage cleaning 2. Rotted deck boards at #47 & #55 repaired <p>b. Resident issues/complaint</p> <ol style="list-style-type: none"> 1. Car parking in open part of garage area <p>c. Sales since last meeting</p> <ol style="list-style-type: none"> 1. See June 2021 meeting packet. <p>d. Work scheduled to be done before next meeting</p> <ol style="list-style-type: none"> 1. EDM roofs building #2 week of 6/7 2. Tree work/trimming, no ETA yet <p>e. Bids in progress for 2021</p> <p>Ganshert Alt's Bid to evaluate to better support retaining walls</p>	
	5. Review Annual Checklist	No Additions/Edits at this time.	
	6. New Business	<p>a. Recycling/Waste Overfilling: Discussed a few options. Communicating to HOA: Expectations, Purpose, Financial impact Option to place tool to assist in flattening boxes. Noticing this occurs over holiday weekends. Kelley will pull together financial impact. Additional discussion and plan once Board analyzes financial impact.</p> <p>b. July 7 HOA Meeting: Proposing option for outside gathering, weather pending. Kelley to reach out to pavilion and library to</p>	

		see if taking reservations. Nicole will communicate plan via meeting invite email.	
7:13 pm (2 min)	Summary & Action Items (Melissa)	See action items summary below.	
7:15 pm	Adjourn	Motion to adjourn made by Kristin. Seconded by Nicole. Adjourn time: 7:09pm	

ACTION ITEMS SUMMARY (To be completed by Target Date)

ITEM	OWNER	TARGET DATE	STATUS
1) Ganshert follow up to clarify if bid is for 1-3 year? Is this feasible? Feedback is the Board really likes the choices recommended. Kelley please email Board with update ASAP.	Kelley	Next meeting 7/7	
2) Contact Board once address signs arrive to plan a time for members to meet while William installs on garbage corrals.			
3) Pull together financial impact for overage charges on recycling/waste.			
4) Contact pavilion and library to see if they are taking reservations for July Board meeting location.			
5) Alt's Bid to evaluate to better support retaining walls			
Gather group of Board & HOA members to review Ganshert plan.	Kristin	One week	Complete
Send Kelley picture of trying to capture sunlight rays to help with root cause.	Melissa	6/9	
Add July meeting location plan for outside to WebEx meeting communication.	Nicole	1 week Prior to next mtg	

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.
Paint Colors for porches & doors and Replacement of numbers: Begin conversation on color options (keep the same/change it up)? Bid will be needed. Tabled to closer to time of event.	6/9	



**Ganshert Nursery
& Landscapes LLC**

5284 Lacy Road, Fitchburg, WI 53711
PH: 608-274-2443
www.ganshert.com



Date: 5/21/2021

Estimate For: Gardens of Swan Creek
Att: Kelley
Still 10 South Gardens Way
Fitchburg, WI 53711

Client Phone #/Email: 608-259-6706/kelleys@madisonproperty.com

Proposal

1. Units # 10-26

Add plantings per plan to open spaces in planting beds.

3. Units # 30-46

Remove (5) Viburnum, add (1) Karl Forester grass, (2) Gray Dogwood, (2) Blue Muffin Viburnum, (1) Goldmound Spirea, (4) Annabelle Hydrangea, (3) Deutzia, (4) Kodiak Red Diervilla, (1) Diervilla.

7. Units #2761-2779

Remove (2) Viburnum, add (1) Gray Dogwood, (2) Summer Wine Ninebark, (2) Blue Muffin Viburnum, (2) Wine & Roses Weigela, (2) Goldflame Spirea, (2) Goldmound Spirea, (2) Knockout Rose, (2) Black Eyed Susan.

8. Unit # 2781-2799

Remove (1) Viburnum, add (1) Summer Wine Ninebark, (1) Red Prince Weigela, (2) Karl Forester grasses, (3) Black Eyed Susan, (1) Goldmound Spirea, (2) Cranberry Cotoneaster, (1) Red Baron grass, (1) Sedum Autumn Joy.

5. Units # 70-86

Remove (2) Alpine Currant, (4) Viburnum, add (1) Karl Forester grass, (2) Summer Wine Ninebark, (1) Wine & Roses Weigela, (2) Dwarf Korean Lilac, (1) Red Twig Dogwood, (4) Goldflame Spirea, (4) Goldmound Spirea, (4) Knockout Rose, (1) Cranberry Cotoneaster.

6. Units # 71-87

Remove (8) Viburnum, add (1) Karl Forester grass, (2) Summer Wine Ninebark, (2) Dwarf Korean Lilacs, (2) Wine & Rose Weigela, (2) Korean Spice Viburnum, (4) Goldmound Spirea, (4) Goldflame Spirea, (4) Cranberry Cotoneaster, (4) Knockout Roses.

4. Units #50-66

Remove (1) Honeysuckle & (2) Alpine Currant, add (2) Witch hazel, (1) Summer Wine Ninebark, (4) Karl Forester grasses, (3) Goldmound Spirea, (2) Annabelle Hydrangea, (2) Patriot Hosta, (2) Toad Lily, (2) Bowles Golden Sedge.

2. Units # 11-27

Add (2) Witch Hazel, (3) Karl Forester grasses, (1) Blue Muffin Viburnum, (3) Annabelle Hydrangea, (4) Kodiak Red Diervilla, (1) Deutzia, (2) Cranberry Cotoneaster, (1) Diervilla.

\$18,890 + tax

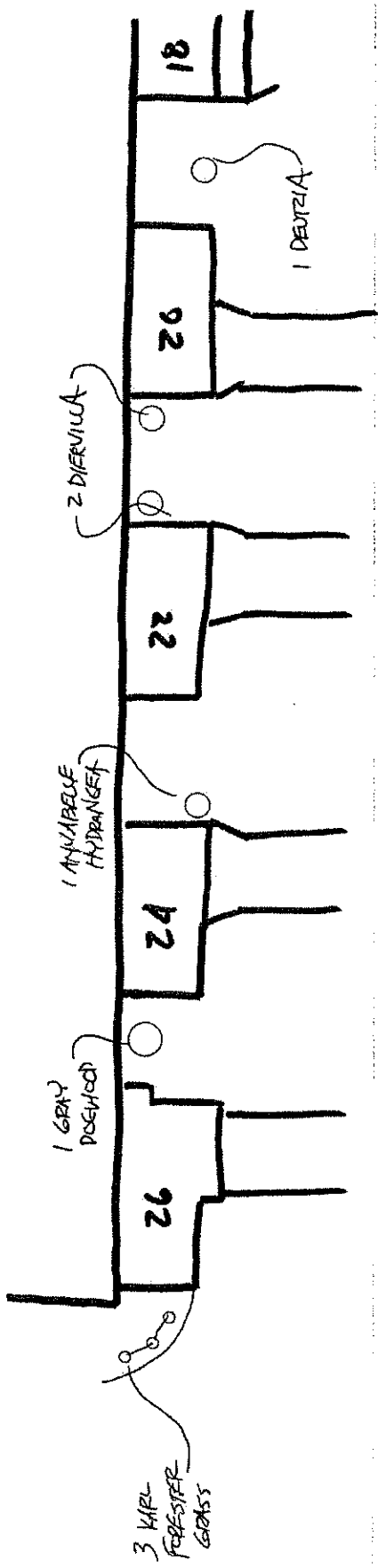
Terms and Conditions:

- **40% Deposit Required.**
- Proposal good for 30 days. Proposal becomes a contract upon signing and returning with a 40% deposit to Ganshert Nursery & Landscapes LLC.
- Payment required upon completion of work; 1.5% interest per month charged on amount not paid within 10 days from date of invoice.
- On accounts paid in full, according to terms, there is a 2-year warranty from the date of invoice on Hardscapes (excluding poured concrete) due to defective workmanship or materials, as well as a 2-year warranty on installed original plant material (if properly cared for) for one-time replacement on <= Zone 4 plant material only (annuals and perennials not included); labor for replacement plantings additional. Hardscape is defined as landscape structures constructed using natural stone, pavers, bricks, boulders, and blocks installed by Ganshert Nursery & Landscapes LLC.
- Digger's hotline will be contacted to mark the locations of buried utilities (Electric, Gas and Cable). Digger's hotline does NOT mark buried private lines including satellite dish lines, privately owned gas and electrical lines or invisible fencing. It is the responsibility of the client to mark any known private lines and Ganshert Nursery and Landscapes is not responsible for the cost of repairing any private lines should they be damaged.
- Hidden, concealed or unforeseen site conditions - large, buried boulders, tree roots, construction debris, concrete, cisterns, or any other obstruction beyond the scope of this proposal may cause deviation from the above listed work. Additional cost of materials or labor to deal with a hidden site condition will be billed on a time and materials basis.
- Ganshert Nursery & Landscapes LLC is not responsible for repair/replacement of any kind due to weather events beyond our control.
- Sod and seed are not guaranteed since their survival depends largely on the care given after installation.
- Change-orders to be approved by client prior to installation with cost revisions and charged accordingly.

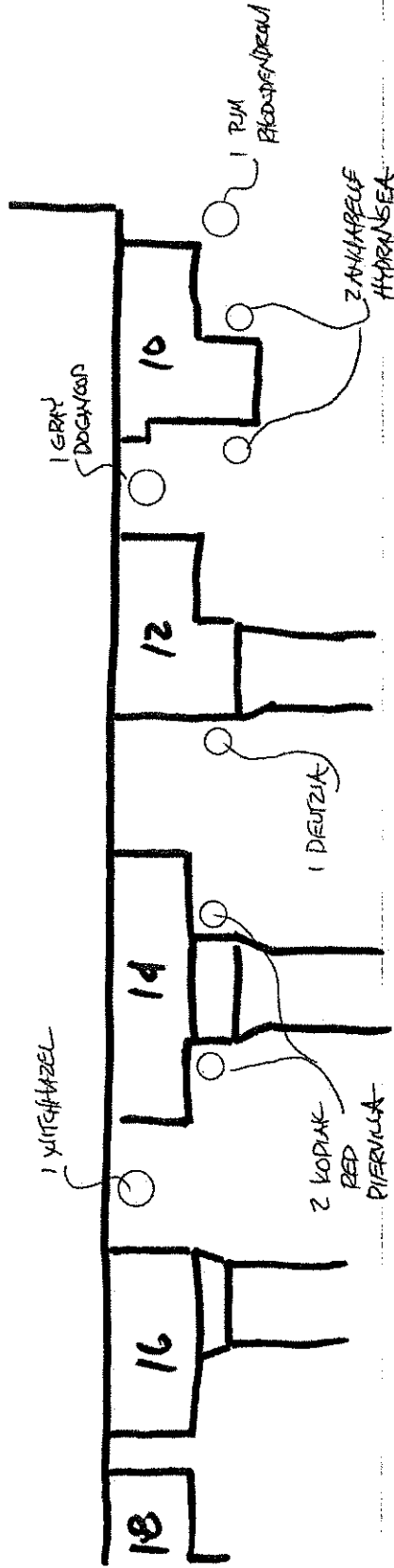
			Date <u>5/21/2021</u>
Client Signature	Date	Contractor Signature	

PLEASE SIGN AND RETURN WITH YOUR DEPOSIT TO GANSHERT NURSERY & LANDSCAPES LLC
Professional Industry Member of ASLA, NALP, WNLA, NARI, DANE BUY LOCAL

NORTH EAST BUILDING



NORTHEAST BUILDING





ALT'S Operation
 PO BOX 930250
 Verona, WI 53593-0250

2021 Landscape Contract

Date	Estimate #
7/7/21	5625

Ship Bill To
Madison Property Management Attn: Kelley Still 1202 Regent St Madison, WI 53715
608-237-7674

Bill To / Service Address:
The Gardens at Swan Creek 10-86 S Gardens Way 2761-2799 Crinkle Root Dr Fitchburg, WI 53711

Item	Description	Qty	Rate	Total
Landscape	<p>*Project area is for all the walls going down into the garages.*</p> <p>Where there are empty pockets in walls plant ground cover plugs in them. Includes a Variety of Sedum Includes 5 Flats. 32 Plugs per Flat.</p> <p>*Customer is in charge of watering newly planted sedum*</p>	1	800.00	800.00T

Sales Tax (5.5%)	\$44.00
Total	\$844.00

Conditions of Sale: -

- Invoices are due upon job completion
- All accounts unpaid after specified due date shall bear 1.5% monthly service charge.
- All guarantees and warranties are void if payment is not made as specified. This proposal void after 30 days.

Please highlight the services you wish to receive before signing and returning the contract to Alt's Operation. Please return signed contract with a 50% down payment

Alt's Operation:Alt's OperationDate: July/ 07 / /2021

Signature:

Date:

Phone- 608-497-0010
 Email- Kory@altsoperation.com
 Website- altsoperation.com
 Facebook- ALT'S Operation

Balance Sheet

Property: The Gardens at Swan Creek

As of 06/30/21 (accrual basis)

ASSETS

Bank

1100 Cash in Checking	
11594 GARD - Checking	46,369.21
1100 Total Cash in Checking	<u>46,369.21</u>

1128 Money Market

112802 Park Money Market	173,003.51
1128 Total Money Market	<u>173,003.51</u>

Total Bank 219,372.72

Accounts Receivable

1230 Fees Receivable	3,369.20
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Total Accounts Receivable 3,369.20

TOTAL ASSETS

222,741.92

LIABILITIES & EQUITY

Liabilities

Accounts Payable

2100 Accounts Payable	17,681.00
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Total Accounts Payable 17,681.00

Other Current Liability

2230 Prepaid Fees	6,521.74
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Total Other Current Liability 6,521.74

Long Term Liability

2245 Certainteed - Future Siding Replace	281.99
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Total Long Term Liability 281.99

Total Liabilities 24,484.73

Equity

3100 Retained Earnings	54,754.48
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3999 Net Income	143,502.71
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Total Equity 198,257.19

TOTAL LIABILITIES & EQUITY

222,741.92

The Gardens at Swan Creek 2021 Adopted Budget

	2021 Adopted Budget Dues at \$225	6/30/2021 YTD Expenses	Variance	
Condominium Income				
410501 Condo Fees	248,400.00	\$ 124,200.00	\$ 124,200.00	
TOTAL INCOME	248,400.00	\$ 124,200.00	\$ 124,200.00	
5180 Swan Creek Condo fees	50.00	\$ 24.00	26.00	Annual SC Fee
5150 Bank Fees	25.00	\$ 12.05	12.95	Annula Fee
517502 Apt/Bldg Cleaning - Other	1,000.00	\$ 510.65	489.35	Gar Corral Cleaning
517507 Dryer Vent Cleaning	-		-	Due for 2022
517504 Garage Cleaning	1,000.00	\$ 1,055.00	(55.00)	Annual
520001 Fire Alarm Inspections/Repairs	3,000.00	\$ 474.75	2,525.25	Monitering
520002 Sprinkler Inspections/Repairs	7,100.00	\$ 3,474.75	3,625.25	Sprinkler Testing (\$2,188 5 yr testing)
530102 Landscaping	7,500.00	\$ 5,602.05	1,897.95	Mulch/mowing/Tree work
530104 Snow Removal	40,000.00	\$ 29,445.00	10,555.00	
530105 Irrigation		\$ -	-	
530110 Lawn Care Contract	20,000.00	\$ 8,086.59	11,913.41	
5350 Insurance	47,265.10	\$ 12,485.27	34,779.83	
540001 Legal Fees	1,000.00	\$ 592.50	407.50	updating new owner fee & Coll policy
5400 Other Legal/Professional	175.00	\$ 140.00	35.00	Tax Return
5424 Licenses/fee	10.00		10.00	Annual WDFI
542401 Online Pmt Fees	270.00	\$ 76.40	193.60	Check scan/online
5500 Management Fees	23,184.00	\$ 11,592.00	11,592.00	
5540001 Website	175.00		175.00	Annual
5600 Pest Control	1,500.00	\$ 645.00	855.00	Monthly
570105 General Repairs MPM/Other Vendors	15,000.00	\$ 3,160.56	11,839.44	
5712 Nonrecurring Projects	24,505.90	\$ 15,675.00	8,830.90	Masonry
572502 Supplies & Materials	1,000.00	\$ 1,488.29	(488.29)	
576001 Income Tax	100.00		100.00	
5765 Trash Removal	20,000.00	\$ 9,549.46	10,450.54	
577501 Electric	4,000.00	\$ 2,506.78	1,493.22	
577507 Water & Sewer	5,200.00	\$ 1,674.54	3,525.46	
5850 Misc Expense	500.00	\$ 49.00	451.00	Taxes
TOTAL EXPENSES	223,560.00	\$ 108,319.64	115,240.36	
Reserve Transfer	24,840.00	\$ 12,240.00	\$ 12,240.00	
Total Expenses + Reserve	248,400.00	120,559.64	127,480.36	
Net	-	3,640.36	(3,280.36)	

General Ledger

Property: The Gardens at Swan Creek

Detail 01/01/21 - 12/31/21 (accrual basis)

Date	Type	Reference	Description	Debit	Credit	Balance
410504 New Owner Fees (Income)						0.00
01/01/21	CHARGE	174357	Hans Hinrichsen 70 New Owner Fee		450.00	450.00
01/18/21	CHARGE	174710	Ryan Teppen 2781 New Owner Fee		420.00	870.00
05/01/21	CHARGE	182625	Amai Aly 10 New Owner Fee		450.00	1,320.00
05/01/21	CHARGE	183536	Awa Sanneh 80 New Owner Fee		450.00	1,770.00
06/21/21	CHARGE	186845	Karl Kuschel 16 New Owner Fee		450.00	2,220.00
410504	New Owner Fees	Beg Bal:	0.00	Activity:	2,220.00	2,220.00
				Totals:	0.00	2,220.00

TOTAL HIGH LOW AVG MED

LISTING COUNT: 5

DAYS ON MARKET: 13 0 5 4

	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LIST PRICE:	\$249,900	\$239,000	\$245,140	\$247,000	\$1,225,700
SOLD PRICE:	\$271,500	\$247,000	\$259,875	\$260,500	\$1,039,500

Pic	Count	MLS #	Status	Class	Address	Unit #	Location	Price	Beds	Full Baths	Half Baths	FinSqFt
	1	1900388	Sold	Condo	2781 Crinkle Root Dr		FITCHBURG - C	\$247,000	3	2	1	1,860
	24	1904811	Sold	Condo	10 S Gardens Way		FITCHBURG - C	\$261,000	3	2	1	1,739
	30	1905806	Sold	Condo	80 S Gardens Way		FITCHBURG - C	\$271,500	3	2	1	1,683
	28	1909830	Sold	Condo	16 S Gardens Way		FITCHBURG - C	\$260,000	3	2	1	1,848
	34	1912513	Offer-Show	Condo	40 S Gardens Way		FITCHBURG - C	\$249,900	3	2	1	1,848

The Gardens at Swan Creek
Annual maintenance checklist
Updated March 2021

January

- Prioritize project list for the year
- Schedule meetings for the year

February

- Approve landscaping bid (if not done already)

March

- Quarterly sprinkler testing

April

- Spring walkthrough
 - Evaluate trees for trimming
 - Mulch (bi-annual)
 - Evaluate sidewalks for uneven areas/pooling
 - Landscaping - condition
 - General building maintenance
- Bring hoses out
- Send out communication for garden plots

May

- Set up underground parking power washing
- Parking lot re-stripping (biannual)

June

- Annual sprinkler testing (two days)

July

- Summer landscape pruning

August

- Snow bids for following season (is not signed already)

September

- Fall walkthrough
 - Evaluate sidewalks for uneven areas/pooling
 - Bring hoses in
- Begin draft budget
- Quarterly sprinkler testing

October

- Review draft budget

November

- Finalize budget for Annual Meeting

December

- Quarterly sprinkler testing
- Annual Meeting