



Date & Time: Wednesday, June 9 @6:15 pm
Subject: Gardens at Swan Creek Board Meeting
Location: Webex Video Conference

1. Approve May meeting minutes
2. Review follow-ups from last meeting
 - a. Ganshert walk through
 1. Bid attached
 - b. Roof assessment & bid for replacement for long term planning (ACE)
 - c. Rain garden (Kristen)
 - d. Address signs (arrive 6.11.2021)
3. Financial Review
4. Management Updates
5.
 - a. Summary of work done in past month
 1. Garage cleaning
 2. Rotted deck boards at 47 & 55 repaired
 - b. Resident issues/complaints
 1. Car parking in open part of garage area
 - c. Sales since last meeting
 1. See attached
 - d. Work scheduled to be done before next meeting
 1. EDM roofs bld #2 week of 6/7
 2. Building #2 rubber roofs, no ETA yet
 3. Tree work / trimming, no ETA yet
 - e. Bids in progress
6. Review Annual Checklist/Calendar

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	<ul style="list-style-type: none"> 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. b) Kelley to set up walk through with Ganshert ASAP. Include: Kristin, Tricia, Pat, Nicole c) Set up a WebEx meeting with Board & Ganshert to review bids. d) Masonry/Tuckpointing Work: Schedule work to begin – no ETA yet e) Paint Colors for porches & doors: Begin conversation on color options (keep the same/change it up)? Tabled to closer to time of event. f) Bids needed for projects (Kelley) <ul 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 g) Rain garden update (Kristin) – Draft plan in process by Claire. Rain gardens have been mowed. h) Garden Plots (Ryan) <ul 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 	

		<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 <u>address signs</u> (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). 	

	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)	See summary below. Kelley unable to attend June 2 nd meeting. Motion to move meeting from June 2 nd to June 9 th made by Kristin. Chuck seconded. Passes. June board meeting will be moved to June 9 th .	
7:15 pm	Adjourn	Motion to adjourn made by Chuck. Kristin seconded. Adjourn time: 6:18pm	

ACTION ITEMS SUMMARY (To be completed by Target Date)

ITEM	OWNER	TARGET DATE	STATUS
1) Kelley to set up walk through with Ganshert ASAP. 5/7 or week of 5/10	Kelley	Ganshert: 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.			
Send out multi-year budget to Board	Nicole		

PARKING LOT (Topics to be addressed at future meetings)

ITEM & OWNER	DATE ADDED	ACTION



**Ganshert Nursery
& Landscapes LLC**

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



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

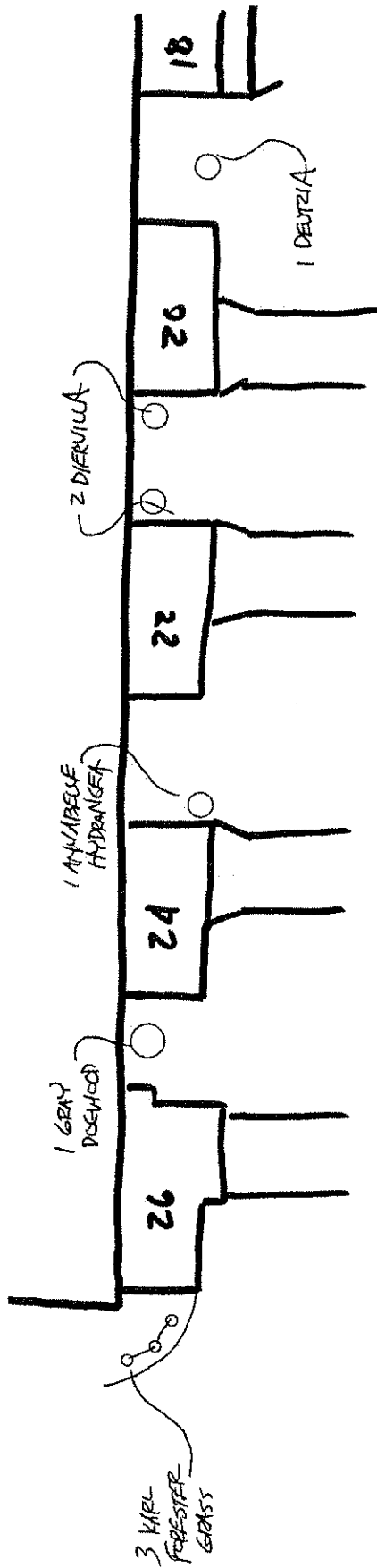
Terms and Conditions:

- **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.

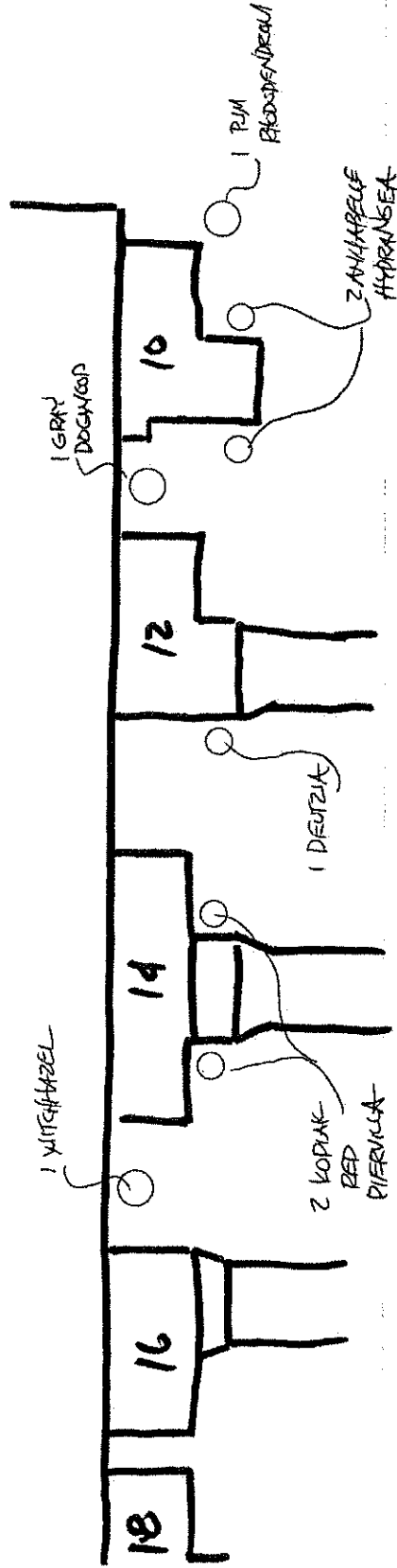
<p>_____</p>	<p>_____</p>		<p>Date <u>5/21/2021</u></p>
Client Signature	Date	Contractor Signature	

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 —



From: Ace Exterior Solutions <aceexteriorsolutions@gmail.com>

Date: June 9, 2021 at 1:19:24 PM CDT

To: Kelley Still <kelleys@madisonproperty.com>

Subject: The Gardens of Swan Creek Shingle Roof Evaluation & Estimated Replacement Cost

Hi Kelley,

This email is a follow up to our shingle roof evaluation performed at the Gardens over the last couple of days. We performed a visible inspection of the roof area from the shingle roof side only (we did not inspect from inside the attic). The existing shingle roofs on the condominium buildings are an "architectural style" laminated asphalt composition shingle roof system, and there appears to be 1 layer of shingle roofing over a plywood/osb wood roof deck, and the shingle roof system is vented with a ridge vent.

Based on our inspection findings of the shingle roofs, it is our professional opinion that the shingle roofing is in fair condition, exhibits normal wear and tear consistent with the age of the roofs, is serviceable, and has some serviceable life left. The wear and tear noted at the time of the inspection includes, but is not necessarily limited to, algae staining, granule loss, sporadic scuff marks in areas, and the like. Please see some attached pictures taken at the time of the evaluation. Based on our roof inspection findings it is our professional opinion that the existing shingle roofs are in fair condition, exhibit normal wear and tear, and the shingle roofs likely have multiple years of wear left (7-10 +/-) before replacement will be needed. Even though the level of roof wear between the different buildings appears to be relatively consistent, it appears that the shingle roof on the Crinkle Root Building exhibits slightly more wear than the other buildings. When replacement is needed, we would recommend replacement of the Crinkle Root Building roof first with the remainder of the building roofs done based on the building's age (oldest to newest) This shingle roof assessment and any recommendations are our professional opinion only.

Although we hold the professional opinion that the existing shingle roofing evaluated is serviceable, we cannot and do not guarantee and/or warranty the performance level of the existing roofs, how long the shingle roofs will actually last before requiring replacement, or whether the shingle roofs are currently leak free and/or will remain leak free. There are many potential unforeseen weather variables and other possible variables that can affect the serviceable life of a roof. There are also details on the roof system that are not visible in their entirety for inspection and evaluation.

With regards to estimated roof replacement cost, four of the buildings are of the same size and should cost approximately the same to replace (depending on costs at the time the roofs are replaced). The Crinkle Root building roof is larger than the others and would have a higher replacement cost. Based on today's costs, we would estimate each of the four similar buildings to have a roof replacement cost of approximately \$105,000.00 - \$115,000.00 +/- . The Crinkle Root building would have an estimated additional cost of \$10,000.00 +/- over the other buildings. Once again, this information provided is based on our professional opinion only. If you have any questions regarding the inspection and our professional opinion regarding the shingle roofs, please feel free to email and/or call.

Thanks,
Chad

Balance Sheet

Property: The Gardens at Swan Creek
As of 04/30/21 (accrual basis)

ASSETS

Bank		
1100 Cash in Checking		
11594 GARD - Checking		100,349.83
1100 Total Cash in Checking		<u>100,349.83</u>
1128 Money Market		
112802 Park Money Market		86,781.99
1128 Total Money Market		<u>86,781.99</u>
Total Bank		<u>187,131.82</u>
Accounts Receivable		
1230 Fees Receivable		1,998.01
Total Accounts Receivable		<u>1,998.01</u>
TOTAL ASSETS		<u>189,129.83</u>

LIABILITIES & EQUITY

Liabilities

Accounts Payable		
2100 Accounts Payable		2,437.50
Total Accounts Payable		<u>2,437.50</u>
Other Current Liability		
2230 Prepaid Fees		20,262.70
Total Other Current Liability		<u>20,262.70</u>
Long Term Liability		
2245 Certainteed - Future Siding Replace		281.99
Total Long Term Liability		<u>281.99</u>
Total Liabilities		<u>22,982.19</u>

Equity

3100 Retained Earnings		54,754.48
3999 Net Income		111,393.16
Total Equity		<u>166,147.64</u>
TOTAL LIABILITIES & EQUITY		<u>189,129.83</u>

Profit & Loss MTD Comparison

Property: The Gardens at Swan Creek
01/01/21 - 04/30/21 (accrual basis)

	Month to Date 04/01/21 - 04/30/21	01/01/21 - 04/30/21
INCOME		
4105 Condominium Income		
410501 Condo Fees	20,700.00	82,800.00
410504 New Owner Fees	0.00	870.00
410506 Special Assessment	<u>16,084.80</u>	<u>65,411.49</u>
4105 Total Condominium Income	36,784.80	149,081.49
4300 Late Fee/NSF Income	100.00	325.00
4650 Interest Income	<u>2.09</u>	<u>6.05</u>
TOTAL INCOME	36,886.89	149,412.54
EXPENSE		
5160 Bank Charges	12.05	12.05
5175 Cleaning		
517502 Apt/Bldg Cleaning - Other	<u>131.88</u>	<u>448.39</u>
5175 Total Cleaning	131.88	448.39
5200 Fire Prevention		
520001 Fire Alarm Inspections/Repairs	0.00	474.75
520002 Sprinkler Inspections/Repairs	<u>0.00</u>	<u>950.00</u>
5200 Total Fire Prevention	0.00	1,424.75
5301 Grounds Care - Other		
530102 Landscaping	316.50	316.50
530104 Snow Removal	0.00	29,445.00
530110 Lawn Care Contract	<u>0.00</u>	<u>2,695.53</u>
5301 Total Grounds Care - Other	316.50	32,457.03
5350 Insurance	-24,064.10	-19,076.61
5400 Legal/Professional		
540001 Legal Fees	531.50	531.50
5400 Other Legal/Professional	<u>0.00</u>	<u>140.00</u>
5400 Total Legal/Professional	531.50	671.50
5424 Licenses/Fees		
542401 Online Pmt Fees	<u>0.00</u>	<u>76.40</u>
5424 Total Licenses/Fees	0.00	76.40
5500 Management Fees	1,932.00	7,728.00
5600 Pest Control	189.00	531.00
5700 Repairs & Maintenance - MPM		
570005 General Repairs	225.50	492.80
570007 Inspections	61.60	474.10
570010 Plumbing Repairs	<u>0.00</u>	<u>123.75</u>
5700 Total Repairs & Maintenance - MPM	287.10	1,090.65
5701 Repairs & Maintenance - Other		
570105 General Repairs	<u>750.95</u>	<u>1,074.51</u>
5701 Total Repairs & Maintenance - Other	750.95	1,074.51
5725 Supplies & Materials		
572502 Supplies & Materials - Other	<u>54.80</u>	<u>1,361.44</u>
5725 Total Supplies & Materials	54.80	1,361.44
5760 Taxes		
576001 Income Tax	<u>0.00</u>	<u>49.00</u>
5760 Total Taxes	0.00	49.00

	Month to Date	
	04/01/21 - 04/30/21	01/01/21 - 04/30/21
5765 Trash Removal	1,672.84	6,690.82
5775 Utilities		
577501 Electric	451.50	1,805.91
577507 Water & Sewer	0.00	1,674.54
5775 Total Utilities	<u>451.50</u>	<u>3,480.45</u>
TOTAL EXPENSE	-17,733.98	38,019.38
NET INCOME	54,620.87	111,393.16

NET INCOME SUMMARY

Income	36,886.89	149,412.54
Expense	<u>17,733.98</u>	<u>-38,019.38</u>
NET INCOME	<u>54,620.87</u>	<u>111,393.16</u>

**The Gardens at Swan Creek
2021 Adopted Budget**

	2020 Adopted Budget Dues at \$210.00	2021 Adopted Budget Dues at \$225
Condominium Income		
410501 Condo Fees	231,840.00	248,400.00
TOTAL INCOME	231,840.00	248,400.00
5180 Swan Creek Condo fees	50.00	50.00
5150 Bank Fees	25.00	25.00
517502 Apt/Bldg Cleaning - Other	1,000.00	1,000.00
517507 Dryer Vent Cleaning	4,500.00	-
517504 Garage Cleaning	1,000.00	1,000.00
520001 Fire Alarm Inspections/Repairs	2,300.00	3,000.00
520002 Sprinkler Inspections/Repairs	6,000.00	7,100.00
530102 Landscaping	-	7,500.00
530104 Snow Removal	40,000.00	40,000.00
530105 Irrigation	500.00	
530110 Lawn Care Contract	20,000.00	20,000.00
5350 Insurance	41,917.48	47,265.10
540001 Legal Fees	1,000.00	1,000.00
5400 Other Legal/Professional	175.00	175.00
5424 Licenses/fee	10.00	10.00
542401 Online Pmt Fees	270.00	270.00
5500 Management Fees	20,976.00	23,184.00
5540001 Website	175.00	175.00
5600 Pest Control	1,500.00	1,500.00
570105 General Repairs MPM/Other Vendors	12,500.00	15,000.00
5712 Nonrecurring Projects	6,141.52	24,505.90
572502 Supplies & Materials	1,500.00	1,000.00
576001 Income Tax	100.00	100.00
5765 Trash Removal	20,000.00	20,000.00
577501 Electric	5,300.00	4,000.00
577507 Water & Sewer	6,600.00	5,200.00
5850 Misc Expense	500.00	500.00
TOTAL EXPENSES	194,040.00	223,560.00
Reserve Transfer	23,184.00	24,840.00
Total Expenses + Reserve	217,224.00	248,400.00
Net	14,616.00	-

TOTAL**HIGH LOW AVG MED**

LISTING COUNT: 4

DAYS ON MARKET: 7 0 3 4

	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LIST PRICE:	\$249,900	\$239,000	\$243,950	\$243,450	\$975,800
SOLD PRICE:	\$271,500	\$247,000	\$259,833	\$261,000	\$779,500

Pic	Count	MLS #	Status	Class	Address	Unit #	Location	Price	Beds	Full Baths	Half Baths	FinSqFt
1	28	1909830	Active	Condo	16 S Gardens Way		FITCHBURG - C	\$239,900	3	2	1	1,848
2	1	1900388	Sold	Condo	2781 Crinkle Root Dr		FITCHBURG - C	\$247,000	3	2	1	1,860
3	24	1904811	Sold	Condo	10 S Gardens Way		FITCHBURG - C	\$261,000	3	2	1	1,739
4	30	1905806	Sold	Condo	80 S Gardens Way		FITCHBURG - C	\$271,500	3	2	1	1,683

**The Gardens at Swan Creek
Ongoing Project List
Updated May 2021**

\$24,505.90 budgeted for 2021 project funds + \$7,152.63 2020 surplus + \$13,701.68 insurance savings = \$45,360.21

Item	Cost	Timeline	Notes	Priority	Frequency
1 Rubber roofs for bld 2 - 10 total	\$ 12,960.00	2021	Scheduling with Ace /updating bid	High	Regular operating / nonrecurring project
2 Bld #1 Sprinkler Drainage	\$ 4,400.00	2021	Scheduling w/HJ Pertborn		Regular operating / nonrecurring project
Bld #2 Sprinkler Drainage	\$ 4,400.00	2021	Scheduling w/HJ Pertborn		Regular operating / nonrecurring project
3 Damage to front porch railings (caps and bottom)		2021	Will/MPM will install caps, bottom pieces to be discussed further	Low	Regular operating / maintenance
4 Signs for buildings/addresses	\$ 100.00	2021			Regular operating / maintenance
5 Landscape replacements (shrubs/bushes)	\$ 6,000.00	Potential 2021 Phased	Working with Ganshert & AIT's on plan	Medium	Regular operating / maintenance
6 Masonry work front Bld #5	\$ 15,675.00	2021	bid approved	TBD	Regular operating / maintenance
7 Prairie Burning	\$ 700.00	Fall 2021	Cosmetic	Low	?
8 Rain garden maintenance / rehab	\$ 2,500.00	Potential 2021 trial			Regular operating / maintenance
TOTALS	\$ 46,735.00				
9 Bld#5 Sprinkler Drainage	\$5000-\$6000	2022	needs to be done by Sept 2022	High	
Bld #3 Sprinkler Drainage	\$ 4,400.00	2022	needs to be done by Sept 2022	High	
Bld #4 (one side done)	\$ 2,200.00	2022	needs to be done by Sept 2022	High	
Rubber roofs for Bld #4	\$ 9,072.00	2022		High	
11 Tuck pointing/Flashing /Weep holes		Potential 2021 phased	Getting bid from High Point Masonry	TBD	
12 Garage drains/concrete sinking (5 in bldg 4 & 1 in building 3)	\$10,000 per (6 total)	2022		High	
13 Front door painting	\$ 11,500.00	Potential 2022			
14 Front pillar and door frame painting	\$ 20,410.00	Potential 2022			
15 Water main repair on south end of S. Gardens Way		2022		High	
16 Porch railings	\$500 per stoop				
17 Irrigation system for garden plots			Nice to have	Low	
18 Create fire / grill area			Nice to have	Low	
19 Create dog area / trash receptacle			Nice to have	Low	
20 Concrete drives (sealing/crack filling)	\$ 16,704.00		Preventative Maintenance	Medium	
21 Courtyard sidewalks (sealing/crack filling)		Courtyards of bld 1-4	Preventative Maintenance	TBD	
22 Add light fixture to bike path	5,000-6,000		Safety, Structural	Medium	
23 Clogged courtyard drain/Crinkle Root Swamp - Engineer to Review				Medium	
24 Deck repairs / replacements (Ace reviewing)			Preventative Maintenance	Medium	
25 Reserve Study	\$ 3,700.00				
26 Asphalt replacement	\$ 60,000.00	Not urgent	Cosmetic?	TBD	
27 Install sidewalk pad by bld #5 (for trash access)					

**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