

# The Gardens at Swan Creek Board Meeting

Date: 3/3/2021

Time: 6:15pm

Location: WebEx

Join from the meeting link

<https://epic.webex.com/epic/j.php?MTID=m23eb663fc812f0cfa9802536a6cfba12>

## Next Meeting Information

Date: 4/7/2021

Time: 6:15pm

Location: WebEx

## ATTENDANCE

NAME	Present	NAME	Present	NAME	Present	NAME	Present
Nicole Hilsenhoff*	X	Amy Skora**	X	Melissa Wuest**	X	Matt Meekma	X
Kristin Gumbinger*	X	Brandon O'Donnell**	Abs.	Michael Hartzel	Abs.	Hans Hinrichsen	X
Chuck Bridwell*	X	Kevin Straka**	Abs.	Pat Berry**	X		
Kelley Still	X	Leticia Reyes**	X	Michelle Dupuis	X		

\*indicates voting Board member

\*\*indicates Member at large

## AGENDA TOPICS

Start Time	Topic (Lead)	Notes	Action Item															
6:15 pm (5 min)	1. Call Meeting to Order (Nicole)	Time Call to Order: 6:20pm Meeting minutes approved.																
	2. Action Item Review (Nicole)	<table border="1"> <thead> <tr> <th>Item</th> <th>Owner</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Get bid for rest of Tuck Pointing - See Management Updates below</td> <td>Kelley</td> <td><input type="checkbox"/> In Process</td> </tr> <tr> <td>Email 2020 Property sales to HOA Board (part of meeting packet)</td> <td>Kelley</td> <td><input checked="" type="checkbox"/> Complete</td> </tr> <tr> <td>Sign edit suggestion "10-46 (even units)" Keep logo, remove road name <a href="#">Link to Signs</a></td> <td>Kelley</td> <td><input type="checkbox"/> In Process</td> </tr> <tr> <td>Email project list in Excel format to board</td> <td>Kelley</td> <td><input checked="" type="checkbox"/> Complete</td> </tr> </tbody> </table>	Item	Owner	Status	Get bid for rest of Tuck Pointing - See Management Updates below	Kelley	<input type="checkbox"/> In Process	Email 2020 Property sales to HOA Board (part of meeting packet)	Kelley	<input checked="" type="checkbox"/> Complete	Sign edit suggestion "10-46 (even units)" Keep logo, remove road name <a href="#">Link to Signs</a>	Kelley	<input type="checkbox"/> In Process	Email project list in Excel format to board	Kelley	<input checked="" type="checkbox"/> Complete	Group decided on unit signs format. Where to place is tabled for next month.
Item	Owner	Status																
Get bid for rest of Tuck Pointing - See Management Updates below	Kelley	<input type="checkbox"/> In Process																
Email 2020 Property sales to HOA Board (part of meeting packet)	Kelley	<input checked="" type="checkbox"/> Complete																
Sign edit suggestion "10-46 (even units)" Keep logo, remove road name <a href="#">Link to Signs</a>	Kelley	<input type="checkbox"/> In Process																
Email project list in Excel format to board	Kelley	<input checked="" type="checkbox"/> Complete																
	3. Financial Review - Accrual vs Cash	Comparative Analysis between Accrual vs Cash models of accounting. Proposed to consider differences in how MPM is currently recording expenses. Current state: MPM is using Cash accounting.	Nicole: email Kelley with summary to send to accountant to see if we can meet & discuss															

	<p><b>(Chuck/Matt Meekma)</b></p>	<p>In Accrual Accounting, we should be making an entry each month for any expenses incurred. Each month should only represent 1/12th of expense vs showing 1 month of whole payment. This method gives a better picture of how much cash is present.</p> <p>Accrual method beneficial, especially towards end of year to analyze/monitor if any significant swings occur and to better plan budget for upcoming year.</p> <p>Examples shown: Insurance &amp; Lawn Care (highlighted in Excel documents)</p>	<p>possibilities for MPM to support this</p>
	<p><b>4. Project List Prioritization</b></p>	<p>Door &amp; Pillar painting discussed options of hire out vs owner completion. Michelle Dupuis offered a bucket of white paint available for use in this project.</p> <p>Board Recommendation to replace numbers at same time of painting.</p> <p>Garage door frames will need to be replaced, not painted. Options of metal or composite available.</p>	<p>Kelley: Bids needed</p> <ol style="list-style-type: none"> <li>1. Door painting</li> <li>2. Pillar painting</li> <li>3. Numbers replacement</li> </ol>
	<p><b>5. Reassessment of Meeting Frequency</b></p>	<p><i>Motion to continue monthly meetings as 1st Wednesday at 6:15pm: Kristin</i>  <i>Second by: Chuck</i></p>	<p>Nicole: Add WebEx meetings</p>
	<p><b>6. 90-day Revisit of Resident Variance</b></p>	<p>Continue with variance and Review in June.</p>	
	<p><b>7. Management Updates (Kelley)</b></p>	<ol style="list-style-type: none"> <li>1. Summary of work done in past month <ul style="list-style-type: none"> <li>• Snow Removal continues</li> <li>• White Post Caps - purchased 50 for upper rails</li> </ul> </li> <li>2. Resident issues/complaint <ul style="list-style-type: none"> <li>• Extensive dog waste - Fine has been issued; Owner directed to clean up. Additional fines for professional clean-up will be issued for noncompliance.</li> </ul> </li> <li>3. Sales since last meeting - Attached in meeting packed <ul style="list-style-type: none"> <li>• One unit sold</li> </ul> </li> <li>4. Tuck Pointing Follow Up <ul style="list-style-type: none"> <li>• Recommendation from High Point is to place metal drift edge piece on every unit (all buildings) because of the way the cement overhangs the brick. This will stop water from flowing in. Next step, tuck point. Request cost.</li> </ul> </li> </ol>	

		5. Work scheduled to be done before next meeting <ul style="list-style-type: none"> <li>• None</li> </ul> 6. Bids in progress <ul style="list-style-type: none"> <li>• Tuck Pointing - High Point Masonry</li> <li>• Landscaping (Spring)</li> </ul>	
	<b>8. Rain Gardens</b>	Request for initial \$200 for Rain Gardens consult. Board Approved unanimous.	
<b>(3 min)</b>	<b>Summary &amp; Action Items (Melissa)</b>	See New Action Items Summary & Parking Lot below.	
<b>7:30 pm</b>	<b>Adjourn</b>		

### NEW ACTION ITEMS SUMMARY

ITEM	OWNER	TARGET DATE	STATUS
Email meeting Minutes & Supporting documents to all Attendees	Melissa	3/4/21	<input checked="" type="checkbox"/> Complete
Schedule follow up meeting with Board for Insurance Plan & Decision	Nicole		<input type="checkbox"/>
Bids needed for projects <ol style="list-style-type: none"> <li>1. Door &amp; door frame painting</li> <li>2. Pillar painting</li> <li>3. Numbers replacement</li> </ol>	Kelley		<input type="checkbox"/>
Monthly WebEx Meeting Invites	Nicole	4/7	<input type="checkbox"/>
Email Kelley with summary of financial topic reviewed to inquire with MPM	Nicole	4/7	<input type="checkbox"/>

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

ITEM & OWNER	DATE ADDED	ACTION
Deciding placement of unit signs (Nicole)	3/3	
Spring Clean-up (Kristin)	3/3	
Pick a Date for Spring Walk Through (Kristin) <ul style="list-style-type: none"> <li>• Crinkle Root garbage damage; Drain spout damage</li> </ul>	3/3	
Siding Follow Up: Wavy siding replacement (Kelley) <ul style="list-style-type: none"> <li>• Kelley has meeting planned with William</li> </ul>	3/3	
Rain Garden - Request for small budget (\$2K) to begin with 1 or 2 (Kristin)	3/3	Proposal requested at time of topic
Request Landscape Proposals from Alt and Ganshert based on \$6K budget (Kelley)	3/3	Awaiting walk through.