

The Gardens at Swan Creek BOD Meeting

Date: January 16, 2024

Time: 630 pm

Location: Google Meet

Next Meeting Information

Date: March 19th

Time: 6:30pm

Location: Google Meet

ATTENDANCE

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

*Indicates voting Board member

AGENDA TOPICS

| Start Time | Topic (Lead) | Notes |
|------------|---------------------------|---|
| 6:30 pm | Call to Order | Called the meeting to order. Time Call to Order: 6:38pm Minutes Review. Kristin motioned to approve December 2023 minutes. Seconded by: Chuck. Edits: None. *Meeting agendas, minutes and HOA documents are accessed via Association Portal |
| | Follow Up on Action Items | Website vs Portal for owner access and to store documents. <ul style="list-style-type: none">• Kristin and Chuck in favor of creating website; Jared will get additional info & email details.• Cost: \$1500 vs \$2000 plan with \$25 monthly maintenance fee. Outstanding documents from MPM needed: <ul style="list-style-type: none">• NO outstanding documents needed that we are aware of. Corral cleaning options: <ul style="list-style-type: none">• Temporary solution – Have Superior staff will do the cleaning.• Will look at better options once weather is better for overall grounds cleaning.• Complaints have been coming in from owners about the state of the corral and dog waste bags throwing through roof gaps, landing outside dumpster containers |
| | New Business | Election of Officers <ul style="list-style-type: none">• Consensus to keep same roles as 2023; Open to volunteers for minute taking. HOA Survey <ul style="list-style-type: none">• Draft presented by Melissa; will meet offline with Nicole and Kristin to edit. Project List Discussion <ul style="list-style-type: none">• Asked for Jared to obtain bids to start; Board will complete more comprehensive project review |
| | Financial Review | December balance sheet is available to review. Delinquency accounts are being contacted by Superior. Waste Management costs are high; Board has transitioned to GFL services. |

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|--------------|-----------------------------|---|------------|-----------------|----------|-----------------|--------|-----------------|---------|-----------------|--------------|-----------------|------------|----------------------------|------------|----------------|
| | | Net income for December 2023 was \$4,000. | | | | | | | | | | | | | | |
| | Management Updates | <p>Summary of work completed in the past month:</p> <ol style="list-style-type: none"> Squirrel issue in roof/walls (Building 1) Wobbly front railing repair Gutter leak, Unit 62 (still open) <p>Resident Issues/Complaints/Work Orders</p> <ol style="list-style-type: none"> Various window issues and questions Snow removal: Superior has contacted Alts multiple times to offer feedback; Request need for salt buckets. <p>Sales since last meeting</p> <ol style="list-style-type: none"> Automated MLS emails <p>NEW Bids in Progress</p> <ol style="list-style-type: none"> Alley Drain Porch trim repair Tuckpointing Garbage Corral & litter cleanup Deck board repair/composite replacement <p>Review Annual Checklist & Calendar</p> <ol style="list-style-type: none"> Will move spring walkthrough to March this year. <table border="1" style="margin-top: 10px;"> <tr> <td>January 16</td> <td>Regular Meeting</td> </tr> <tr> <td>March 19</td> <td>Regular Meeting</td> </tr> <tr> <td>May 21</td> <td>Regular Meeting</td> </tr> <tr> <td>July 16</td> <td>Regular Meeting</td> </tr> <tr> <td>September 17</td> <td>Regular Meeting</td> </tr> <tr> <td>November 5</td> <td>Budget and Annual Mtg prep</td> </tr> <tr> <td>December 4</td> <td>Annual Meeting</td> </tr> </table> | January 16 | Regular Meeting | March 19 | Regular Meeting | May 21 | Regular Meeting | July 16 | Regular Meeting | September 17 | Regular Meeting | November 5 | Budget and Annual Mtg prep | December 4 | Annual Meeting |
| January 16 | Regular Meeting | | | | | | | | | | | | | | | |
| March 19 | Regular Meeting | | | | | | | | | | | | | | | |
| May 21 | Regular Meeting | | | | | | | | | | | | | | | |
| July 16 | Regular Meeting | | | | | | | | | | | | | | | |
| September 17 | Regular Meeting | | | | | | | | | | | | | | | |
| November 5 | Budget and Annual Mtg prep | | | | | | | | | | | | | | | |
| December 4 | Annual Meeting | | | | | | | | | | | | | | | |
| | Action Items Summary | See Action Items | | | | | | | | | | | | | | |
| | Adjourn | <p>Motion to Adjourn made by: Kristin. Seconded by: Nicole. Adjourn Time: 8:12pm</p> | | | | | | | | | | | | | | |
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ACTION ITEMS SUMMARY (To be completed by Next Meeting or Target Date)

| OWNER | ACTION | TARGET DATE | STATUS |
|----------------|---|-------------|-------------------------------|
| 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. | | Discussed at Jan. HOA meeting |
| Jared Superior | Tuck Pointing Project <ul style="list-style-type: none"> ● Gather Bids ● Reassess Buildings ● Phase out the Project to address all needs | | Beginning |

PARKING LOT (Topics to be addressed at future meetings)

| ITEM & OWNER | DATE ADDED | STATUS |
|--|------------|-----------------|
| Early on-site Walk Through with Jared (Superior) | 1/16/24 | To be scheduled |

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| Purpose: Assess/discuss/help prioritize projects sooner than Spring Walk Through. (1 st week in March; 4pm) (Melissa) | | |
| Set up time to update, review Project List (Melissa) | 1/16/24 Aim to meet by 1/26 so updated for HOA Survey attachment. | In process |