

Board of Managers Meeting-July 2021

31 JULY 2021 / 11:00 AM / Limited seating and socially distant, in-person at the Community Lounge and Online via GoToMeeting

ATTENDEES

Board: Lee Davies, President * Colleen McCarthy, 1st Vice President * Suzanne Krzeminski, 2nd Vice President * Nanette Bartowiak, Treasurer * Kimberly Alonge, Secretary * Rick Clawson, Manager, and 14 homeowners were present, both in-person and on-line.

AGENDA

OPEN FORUM FOR GUESTS:

- No comments.

TREASURER'S REPORT:

- Nanette Bartowiak, Treasurer, reported as of 06/30/21 our total cash assets are \$188,538.14 broken down are: \$153,672.69 (Checking Account), \$34,865.45 (Reserve Account), and \$0 in undeposited funds. Our Capital Project expenses for this period total \$72,622.05. The Capital Project expenses total includes \$65,750.00 for the N building deck replacement, \$3,840.00 for gutters and downspouts, and \$3,032.05 for pool locks. Nanette also reported the delinquency report shows three owners over 90 days with a total amount of \$6,981.92 over 90 days. There is communication to the owners with catching up in progress. With expenses under control, and other than the emergency deck replacement, we are mostly below or at budget on all items and in very good shape. The treasurer's report was approved with motions from Colleen and Kimberly.
 - Lee Davies added that Nanette met with Amy, from our Accounting firm, to bring her up to speed with the finances and reporting. Lee reminded owners the full report is available to look at in the Manager's office and to contact Rick if you would like to read the full report.
 - With budget planning season upon us, the Board will be meeting in the next month or two to start the 2022 budget planning process. Lee asked owners to share with the Board ideas for anything they would like to see in the 2022 budget. Lee also stated there are no increases in HOA fees or special assessments anticipated in the 2022 budget.

SECRETARY'S REPORT:

- The secretary's report of the minutes of the June 13, 2021 meeting was approved with motions from Colleen and Suzanne.

MANAGER'S REPORT:

- **Rick Clawson, Manager - Incident Tracker**
 - **Water damage-** F/504. The F building needs restoration and is part of Board discussions
 - **Brush clearing** - The on-going clearing of brush by the creek is on-hold right now due to summer maintenance and lawn care.
 - **Association Office** siding and window replacement - Miller Contracting was awarded the bid, but this job was postponed due to the F and N buildings deck replacements.

MANAGER'S REPORT: (continued) Rick Clawson - Incident Tracker (continued)

- **Deck Replacement N Building** - Contractor will start deck replacement directly after the F building deck is complete. Temporary stairs will be installed for access to the upper units during the deck replacement.
- **F Building Deck Deterioration** - Contractor will begin replacing the deteriorating deck on the F building on August 9th. Temporary stairs will be installed for access to the upper units, during the deck replacement.
- **Mailbox Pad, West mailboxes**- One proposal has been received; this project will be postponed until other projects are completed.
- **Water Issues - D/402 and 403** - Reported water issues are being investigated, Gutters and fireplace flashings were cleared. Gugino Plumbing will be here Tuesday to run a snake and attempt to clear the underground drains at D building. In addition, Rick asked for a proposal from Gugino to do the same for all building drain lines throughout the community. Water appears to be coming up from the ground. Guigno Plumbing will look for any obstructions that may be causing water to come up from the ground to the buildings. Rick contacted Rizzo Excavating to come and inspect and submit a proposal to replace any drain lines that needed repair. Due to the backlog of contractors able to get to jobs since the COVID-19 global pandemic, he has not been able to come as of yet.
- **Floor Repair, H/707**- Rick and Lee D. were present with the contractor to inspect the subfloor of unit 707 when the carpet was pulled out for replacement. There were deficiencies found in the existing subfloor and as a result, the subfloor was repaired. Lee D. reminded owners to get approval for replacement of flooring so the right materials can be used and repairs can be made, if needed. It was noted that some subfloor issues are related to the original construction and could need repair. An example was when given several years ago, the P building, with a concrete subfloor that needed repairs as it was crumbling. A motion was made to pay the bill for the repair, and approved by Colleen and Nanette.
- **Water Leak, M/1003** - A report was made by Mr. Richmond regarding water leaking from the upper unit to the ceiling in his unit. When the toilet was pulled, as part of the investigation of the reported problem, it was determined that a poorly glued joint was the cause. The Association paid for the repair and the problem was resolved.
 - Lee D. reminded owners if they have construction going on, have the plumbing checked to see if there is anything going on that might need to be fixed while walls are open.
- **Utility and dumpster lights** - A report was received of the utility (by C & D buildings) and dumpster lights being out. The Westfield Electric Department was contacted; they found a faulty connection to be the problem. The problem has been resolved and there is light at both locations.
- **K Building** - Gutters at the K building were cleaned to help with the amount of rain pooling at the building due to the heavy rain we have been getting. Rick will use the Drone to check the gutters on the remaining buildings to see if they need cleaning.
- **Unleashed Dogs, 600 building.** Mr. Moreci (608) reported unleashed dogs from the 600 building. The owners of 601 and 603 were contacted.
- **Drainage Issues, 800 & 900 building** - Mr. Harrington (808) reported water issues at the 800 and 900 buildings. With the heavy rain we have experienced in our area this summer, there have been some situations where water has pooled to the buildings with residents wading through water at times to get to their lower units. Gugino Plumbing will be inspecting the D building area for possible blockages causing the water issues.

MANAGER'S REPORT: (continued) Rick Clawson - Incident Tracker (continued)

- **Edgewater Sweatshirts** - Mr. Jones asked about the status of the Edgewater sweatshirts mentioned earlier this year. Sweatshirts will be available for purchase in the following styles/prices: \$20 crewneck, \$27 hooded, and \$34 zipped hooded, plus shipping costs. Stop by the Office to place your order; payment is due at time of order. Information will be placed in the August newsletter and the Facebook page, along with a mock-up of the styles and available colors.
- **Internet Speed** - A question was asked about the internet speed users should be experiencing. All users should be running at 100mg. Rick asked owners to contact Spectrum directly if they are experiencing internet issues. It was noted that you can also test your internet speed from your computer so you can let Spectrum know of your issue when you call. It was noted that we do have a new Spectrum representative that Rick is meeting with to address all questions and concerns. In addition, Rick will provide owners with the number specifically for Edgewater users. Look for this in the August newsletter and Facebook page.

COMMITTEE REPORTS:

● **Beautification:**

- **Butterfly Garden** - A great discussion was had regarding Janet Greene's proposed Butterfly Garden, which she had previously requested permission from the Board to move forward. Questions by Colleen included the location of the garden, as well as the anticipated and needed maintenance. Would the garden be self-staining and able to grow on its own in a natural area or would it need to be weeded and trimmed? There were concerns with the prepared current location, when it came to lack of trees for the butterflies as well as the area not being a protective area for them to come to. Semi's and other traffic may deter the butterflies from coming to the garden. In addition, we do not want to add any additional mowing interruptions and hope to have an area that does not need to be mowed around. An apology was extended to Janet for any feeling of being misled and a thank you for all the work she has already done.
 - Going forward, it was suggested that Janet and the Board members look at, discuss, and select the best location for the Butterfly Garden. As the plants are ready to go in, the decision needs to be made as soon as possible and will proceed next week.
- **K/L Garden**- Nanette spoke with Janet regarding the plants (and weeds) growing in the garden between the K and L buildings. The garden has been weeded as much as possible with the remainder needing to be dug out. There is a "Thistle" plant problem that has taken over the garden and the only way to rid it is to dig everything out and start over. Nanette will coordinate with the buildings and grounds crew to use the scoop shovel for the process.
- **Project Gardens** - It was noted that we can't keep building gardens as some of the "project gardens" are no longer being maintained by the owners who put them in, as they have sold their units. Mr. Hoy added that if you have been given approval to put in a garden, you need to put it back the way you found it if you move. The Association is finding that once people sell, they are gone and the gardens they put in then become the problem for maintaining.
- **Common Areas** - Nanette asked for clarification of plants in "common areas" and if, for example, Hostas from the front of units can be cut and shared. Some owners maintain their own flowers and others need to be thinned. Owners can let anyone on the Board or Rick know if you are maintaining your own unit front flowers or if you would prefer the Committee does.
- **Thank you** - A thank you was given to all who take care of the gardens!
- **Ornamental Grass Plants** - It was mentioned there are grass plants by the 400 building stairs that can be taken and divided to plant, if needed.
- **Updated List** - The Beautification Committee members list needs updating. If you are interested in being on the Committee, please let Rick or a Board member know.

COMMITTEE REPORTS: (continued)

- **Rules & Regs and By-Laws:** Lee D. reported a full update of the Rules & Regulations and By-Laws was made and approved at the May 2021 meeting.
 - The Committees need to be reactivated and members are needed. We need to amend the process of amending the By-Laws.
 - Lee D talked about the process for voting. The way the current By-Laws are written, we are unable to get a quorum as we need 75% of everyone to vote and we do not even get close to 75% of votes for anything.
 - In addition, we would like to implement electronic voting as well as extend the days to send ballots to owners and have them received back. Lee noted that By-Laws are meant to be difficult to change and we don't want to make them easy to be changed but a change is needed in the way voting takes place. We cannot make that change until the By-Laws are changed.
- **Social/Recreation Committee:** Nanette is looking to get people involved with get togethers within the Community.
 - We need ideas as to what you would like to see happen here to foster a feeling of Community and fun.
 - Everyone agreed that Covid really set things back for get togethers. Lee noted an impromptu get-together at the Fire Pit was held last weekend. He brought his guitar and about 30 people attended. This something that we will try and schedule again.
 - Colleen mentioned that events that used to be held such as pot-lucks, ice cream socials, BBQ's with games would be nice to see again.
 - Marilynn Gollnitz and Nanette will co-chair this committee; please contact either if you would like to help with the committee.

OLD BUSINESS:

- **Community Sensitivity** - Colleen spoke about community sensitivity and the need to refrain from screaming and cursing at contractors, workers, and neighbors. An example was giving regarding tossing cigarette butts from a balcony to the yard. Perhaps the person did not know that was not acceptable, so instead of yelling at that person, either let Rick know what is happening or perhaps have a conversation with that person letting them know it isn't permitted. She also reminded us to have patience with neighbors. Again, instead of getting upset with your neighbor, let Rick know if there is an issue. He takes care of many things in the background; just report it and he will do his best to take care of it.
- **Contractor Policy** - The Board will develop a "Contractor Policy" to be given to contractors and their crew when they are working on site. Parking, smoking, etc. rules will be addressed.

NEW BUSINESS/CORRESPONDENCE:

- **Employee Appreciation Day** - Kimberly reported that the Employee Appreciation Day will be celebrated on Friday, August 20th. JD and Ed will be treated to a Breakfast Pizza and other goodies for the day. There will be no formal gathering. If you would like to donate towards their gifts, please drop off your donation to her at 1004 building L, or contact her to pick up and if you have any questions. Donations can be accepted through August 18th.
- **507 Shearing-Mead Windows** Replacement Request, lakeside- A request to install larger, taller windows was made. The 500 building cannot add enclosures for the upper units. The way it is structured, no changes can be made that might affect the stability of the walls. It could be a big problem if a change was made to the unit that affected another unit in the building. Due to our rules prohibiting altering exterior walls in the 500 building, the request for larger, taller windows was denied.

NEW BUSINESS/CORRESPONDENCE: (continued)

- **507 Shearing-Mead Windows/Door Replacement** request, road side - The proposed replacement of the current windows and door is consistent with the approved replacements. The request was approved by Colleen and Nanette.
- **602 Bartkowiak Patio Paver** Installation Request, lakeside - Discussion was had regarding the initial sizing of lakeside patio installations. Lakeside pavers are good additions as it allows water runoff and thus keeps water away from the unit. Lakeside “patios” are not meant to house chairs; in fact, per the rules and regs, chairs on lake side patios are not allowed to be left out overnight. The reason for “patio” installations on the lakeside is for drainage. Currently 30” is the maximum size allowed. After discussion, a motion to amend the 30” patio size permitted lakeside to 40” was made by Colleen and Kimberly and approved 4/0 with 1 abstaining. In discussion, Suzanne asked if the larger 40” size would affect drain tiles. There would be no issues on drain tiles with the 40” size. A motion was made by Colleen and Suzanne to amend the Bartkowiak request for a 30” patio to a 40” patio. The motion was approved 4/0 with 1 abstaining.
- **1002 Gollnitz Patio** Installation Request, lakeside - A motion to approve the proposed installation of a composite 3-piece removable decking material, over gravel, with amending from a 30” size to 40” size and was made by Colleen and Kimberly. The motion was approved 5/0.
- **Patio size change** - The August newsletter will highlight the patio request size change from 30” to 40” as well as the benefit of having one to keep the water away from the buildings.
- **Laundry Carts** - Rick received a request from Mr. Carlson in 609 to purchase laundry carts to transfer clothing from the washer to the dryer to keep the floor from getting wet. After much discussion, it was decided to table the request until the new machines come in. There should not be enough water left on clothes to drip after coming out of the washer. Suzanne reminded residents if they are having any issues with the current machines to call the 800 number on your card or use the App to report a problem.
- **Exercise Room** expansion - Rick received a request from Mr. Carlson in 609 to open up/convert the exercise room to an open area to grill. This request was tabled for discussion at a later date.
 - A reminder was made that the Exercise room is now open for use.

OPEN FORUM FOR GUESTS:

- 1205 (Mapson)- Mrs. Mapson asked for clarification on the sub-flooring in the P building that was mentioned earlier. Lee responded that it was used as an example for how important it is to have the subfloor inspected when replacing flooring so repairs can be made, if needed.
 - She also mentioned the pole light in front of the N building was not functioning. Rick will have that fixed and position it so it is not shining in anyone’s windows in the N building.
 - Mrs. Mapson asked if a note about Community Sensitivity can be put in the newsletter and asked if laundry carts are purchased and that mesh carts would be nice to have.
 - Mrs. Mapson thanked the Board for all the work done to keep the community running so well.
- A question was asked regarding the Association installing lakeside patios for all buildings. Lee D. noted that though we can encourage owners to install a lakeside patio we can’t say everyone has to do it. The Association cannot budget to do it all at once but maybe something to put on the wish list budget for the future.

NEXT MEETING:

- The next meeting will take place at 11:00 AM on Saturday, August 28th. Pending any restrictions at that time, the meeting will be in-person, online, or both.

ADJOURNMENT & EXECUTIVE SESSION:

- The meeting was adjourned at 12:41 PM with a motion to adjourn from Nanette and Colleen. No Executive Session was held.

Respectfully submitted,
Kimberly A. Alonge, Secretary