

## **Summer Oaks Board of Directors Meeting**

Sunday, August 12, 2012

Hillcrest Restaurant

- I. **Call to Order** The meeting was called to order by Jamie Sloan at 9:08 a.m.
- II. **Secretary's Report**
  - A. **Approval of Board Meeting Minutes**- Jerry Hoff moved to approve minutes from the last meeting with a second by Thane Neuman. The motion carried.
  - B. **Updates**-none
  - C. **Action Items**-none
- III. **President's Report**-Jamie Sloan
  - A. **Gazebo Update**-Jamie met with a contractor about plans for the memorial gazebo his family is wishes to build in honor of Maggie Sloan. The gazebo would be constructed on the current pump house structure. The size of the structure will be 8' x 8' with a height of 10'. Discussion took place as to height restrictions for shoreline buildings and township permit requirements, as well as who would be responsible for maintaining the gazebo over time.
  - B. **Annual Meeting**-Jamie may need someone to run the annual meeting since his baby is due around that date. Jamie will ask Tim to be in charge of the meeting.
  - C. **Pier Spaces**- The Sloan's pier was moved this year from its previous position. Their situation caused Jamie to question the process used in assigning pier spaces overall. Currently, there appears to be no definite system in place. The board came up with a pier declaration several years ago which specifically listed which piers belonged to what parties. There has really been nothing more formal than that in place over the years. The board recognized the necessity of putting a more specific system into place to hopefully avoid issues of this kind in the future, and considered several possibilities. Verlyn made a motion to list the responsibility for pier inventory under the duties of both the property manager and the building and grounds committee. Jamie seconded the motion. The motion passed.
  - D. **Action Items**-none
- IV. **Vice President's Report**- Tim McCumber
  - A. **Pool Management**-Some issues arose this summer regarding chlorine and cyanuric acid levels and how best to deal with them. It was noted that Chris and Dan have done an outstanding job with the pool this season and that the board gives them the authority to deal with problems as they see fit. In the future, if similar issues arise, the board has the ultimate authority to decide how things should be handled.
  - B. **Badger Water Update**-The Army has been approved to build a municipal water system. They are considering several options for how to deliver the utility to the public. There will be a joint open hearing of the three townships potentially affected on September 25, 2012 at the Hillcrest Restaurant for homeowners to voice their concerns. Roughly one fourth of the affected households are in SOCA. The Army may end its current well testing program in the future. Discussion took place as to how a municipal water supply would affect our association,

both positively and negatively. It was generally agreed that the board will need a lot more information before taking a stand on this issue.

**C. Action Items-**

1. Tim agreed to run the Annual Board Meeting on October 6<sup>th</sup>.
2. Tim believed that the gazebo plans would have to go through the township for approval.

**V. Treasurer's Report-Jerry Hoff**

**A. Profit and Loss-**Income projections so far have been close to budgeted, so should be on the mark for the year. Expenses in some areas have been less than budgeted (insurance, landscaping, snow removal) and more in others (piers, water and sewer, repairs). Pool expenses have come in near budget and legal fees have been zero so far. At the beginning of the year, it was anticipated that the board should be able to cut back on budgeted amounts by about \$17,000, and make a contribution to reserves. This has gone roughly as planned.

**B. Budget for 2013-**The budget as set for next year is aligned with expenses incurred this year and does not call for an increase in fees or a special assessment. It also does not include anything for building 1 improvements. There are a couple of options for the work that needs to be done and the expenditures would vary accordingly. The projected work ranges from \$15,000 to \$85,000, depending on what the board decides to do. Completing the entire project at once would leave approximately \$52,000 in the reserve fund. The boardwalk behind building 1 is also in need of repair or replacement. Extensive discussion took place as to what projects should be done and on what timeline. There are a number of issues needing to be addressed, some of which are also safety concerns. Jamie proposed that the board adopt a budget for 2013 which includes the complete building #1 remodel, leaving approximately \$50,000 in reserves. Tim McCumber seconded the motion. The motion carried.

**C. Action Items-**none

**VI. Property Manager's Report-Andi Simmons**

**A. Well Pump Maintenance-**no need to schedule any maintenance.

**B. Late Fee Policy-** There is a policy in the bylaws which imposes a \$20 late fee for dues not received by the 15<sup>th</sup> of the month.

**C. Recreational Easement-**Tim will send letters to local residents not in the condo association requiring them to pay the fee for SOCA amenities, as per their deeds.

**D. Pier Space-**Previously discussed.

**E. Pool Operation-** Next year when the pool is opened we must make sure that the liquid form of chlorine is used instead of the tablets, thereby eliminating the cyanuric acid problem. Andi will talk to Chris and Dan about extending their contracts and also about scheduling the opening of the pool for 2013.

**F. Gutter Cleaning-** should be done twice a year in November and April. The new gutters will include guards which will hopefully eliminate the need for cleaning in the future.

**G. Annual Meeting Preparation-**Jamie and Andi will work together to create the packet for the annual meeting to be mailed out to residents in advance of the meeting.

- H. **Pier Invoice**- can be included as part of closing process if/when a unit is sold since owners must pay those costs in advance. New owners should reimburse previous owners for this expense. The board decided to leave the cove piers in place for the winter and see how it goes rather than taking them out at an additional cost.
- I. **Grill Compliance**-The state of Wisconsin requires that grills used in multi-family dwellings be placed at least 20 feet from the building. Our insurance further stipulates that they be placed on only non-combustible surfaces. There are many incidents of non-compliance in our complex. Andi was looking for guidance on how to handle this situation.
- J. **Action Items**-none

**VII. Buildings and Grounds**- Russ Krella

- A. **Railings on Boardwalk**- New code stipulates that balusters be placed no more than 4 inches apart. A suggestion was offered to consider the use of steel cable in place of vertical balusters. This option would be virtually maintenance free.
- B. **Concrete work**- the new sidewalk behind building 1 is complete and was done very reasonably. Shawn the landscaper will do some finish work on the lawn and taking care of the drainage pipes. Russ would like to cut the downspouts and allow them to drain into the gravel instead of onto the sidewalk. It was decided that it may be better to leave them as is for now and consider other options in the future.
- C. **Stairs**-Some of the the upper gray unit stairs are in need of immediate repair for safety reasons. Russ received some reasonable quotes and recommended that the work be done as soon as possible.
- D. **Buckthorn removal and spraying**- Russ received a quote of \$422.00 for removing and spraying buckthorn on the shoreline. Discussion took place as to whether or not a permit would be needed. Jerry believed that a permit should not be needed for an invasive species such as buckthorn.
- E. **Tennis Court Lights**- Currently the lights are on all night near the tennis courts. Discussion took place as to whether or not putting the lights on a timer to go off at 10:00 would be a cost saving action. We will try it for a while and see what happens. Andi will call Ridell to make arrangements.
- F. **Action items**- None

**VIII. Old Business**

- A. **Dryer vents**- Dryer vents were just cleaned in buildings 5 & 6. This has been an ongoing maintenance issue and should probably be put on a regular cleaning schedule. This incited conversation about where SOCA maintenance responsibilities begin and end with each unit and where the homeowners' responsibility lies. Due to differences in building types, there are some differences in how this could be handled in each building. Previously, SOCA instituted a policy of offering dryer vent cleaning and chimney cleaning in alternating years to be done at each owner's expense, but at a better price due to a volume discount. Owners can either take advantage of the group rate and sign up to have it done, or provide proof that they have had it

done on their own. 2012 would be the year for cleaning dryer vents and should be addressed at the upcoming annual meeting with a form provided for those who wish to sign up.

- B. **SOCA sign-** The new sign on Kassner Road was supposed to have been trimmed in tan rather than gray. The sign maker was supposed to correct this mistake in the spring, but has not done so to date. Tim said he would get in touch with the man and get this done as soon as possible.
- C. **Action Items-**none

**IX. New Business**

- A. **Garage for unit #60-** This issue has been discussed informally, but will be tabled until and unless Josh wishes to come before the board to discuss it again.
- B. **Board Vacancies-**Verlyn and Jerry will vacate their positions at the end of this year. They will not re-run. Jamie's term is also finished, but he will put his name on the ballot again. Randy also wishes to be relieved of his duties with one year left in his term. The board members brought up names of some current residents who might be interested and will speak to them to see whether or not there is interest.

- X. **Adjournment** –The meeting adjourned at 11:35 with a motion by Jerry and a second by Jamie.

**Amendment to the minutes:** as per the SOCA bylaws, it was decided to reverse the action of appointing Bev Stearns to complete Randy Stearns' term until after the annual election.