

EASTWOOD HOMEOWNERS ASSOCIATION

Monthly Board of Directors Meeting

Tuesday, January 23, 2024, 6:00-7:30 pm

*MSC Signifies action taken

1. Call to Order and Roll at 6:03pm

Board Members Present: Deborah Blanks, Patricia Mikulsky, Chris Osterberg, Linda Presto, Jim Salinsky, Sherry Taylor. Mary Johnson, excused. MPC: Thomas Dobbins, Property Manager

2. Approval of Agenda

*MSC Mikulsky/Presto Agenda approved with change in order of reports.

3. Approval of Minutes

*MSC Presto/Osterberg Motion to approve December 7, 2023, minutes with no changes.

4. President's Report:

President Deborah Blanks introduced owner Jim Salinsky, welcoming him to the board. Louis Weick recently resigned, and the board did not want to wait until May to fill the vacancy. We looked for a replacement and Jim graciously agreed to join the board now. We ask all of you to consider running for the board in May. Your representation is important.

*MSC Mikulsky/Presto January 23, 2024, Motion to elect Jim Salinsky to fill the vacancy on the Eastwood Association Board until the Annual Meeting. Approved by all board members present.

Jim: although he does not live at Eastwood, his parents live in 3916, and he purchased a unit in 3916 which is rented to his wife's aunt and uncle. A lifelong resident of Shorewood, he attended Shorewood H.S., worked for GE in Marketing for 20 years, and now manages commercial properties he owns in Milwaukee. He also teaches woodworking part-time. Deborah asked about a recent newspaper article. Jim had been teaching woodworking at Jewish Day School for about 10 years and wanted to give the kids real-life experience. He learned that the Veterans of Wisconsin organization had a village in Racine for veterans that had been living on the streets to give them a fresh start. As a project, his 7th and 8th graders built a 'tiny' home, picked it up and moved it to Racine. He is proud of the students' accomplishments.

5. Treasurer's Report: Linda Presto

January 23, 2024: Tonight's report is based on the latest financial report dated December 31, 2023. It's a look at our year-end financial situation. I've asked Thomas to contact Cantey and Associates, our accounting firm, to schedule our tax return preparation and the financial review that will be available to all owners before the annual meeting in May.

Operating cash	\$11,309
Cash reserves (7 banks)	\$1,143,899
Cash reserves (3 new banks, special assessment)	745,237
Reserve cash	\$1,889,136
Total cash on hand	\$1,900,446

Update on the special assessment

According to the December 31 financial statement, 75 people paid the \$6,000 special assessment in November and December, a total of \$450,000. That represents 33% of owners. Everyone else paid the \$2,000 installment due December 1. A few who chose \$334/month option paid the January installment early. I'll have more information at the February meeting.

Treasurer's Report placed on file for audit by President Deborah Blanks

6. Committee Reports

A. Finance Committee: Linda Presto, Chair

The \$1,900,000 total cash on hand mentioned in the treasurer's report sounds like a lot of money and it is. But if you look at some of the major capital projects scheduled for 2024, you will see why we needed the special assessment. These projects were called for in our reserve study, and Thomas is already consulting with engineering resources, securing bids, and scheduling contractors for the work. It will be a busy year and you will see your money hard at work.

1906 and 1818 roofs	\$815,000	Delayed from 2023; scheduled for May (weather dependent)
3838 elevator	\$171,000	Planned first quarter
Balcony replacement	\$375,000	Summer; number to be determined
Balcony repairs	\$124,000	Summer; number to be determined

B. Landscape Committee: Co-Chairs: Jackie Jensen, Chris Osterberg

This month Landscape members removed and stored holiday decorations. We would never request removal of a healthy tree. Unfortunately, Wachtel had to remove a tree by 1906 that was in poor condition. Reliable clears our property whenever snowfall is 1" or more. Last week sidewalks and steps still had icy snow-packed conditions. Our maintenance person also supplements cleanup, and salt is going to be available by entrances for use as needed.

C. Architectural Review Committee: Guy Johnson and Larry Gorman Co-Chairs

1906 #364 Replace patio door frame
1906 #257 Paint dining room and woodwork

D. Handbook Committee Report: Chris Osterberg, Pat Mikulsky

The handbook is in review by the Board. There are some small areas to be double checked against Wisconsin statutes and documents to assure we are in compliance.

E. Parking Lot Committee: Pat Mikulsky, Jackie Jensen

The Parking Committee reviewed the current handbook parking rules for both Garage Parking and Outdoor Parking lots. We found existing rules for Outdoor Parking worked well for assuring our lots are reserved for Eastwood guests and vendors. During the recent snowstorm, cars parked overnight without a parking permit and did not move their vehicles for snow removal resulting in an icy mess. The Property Manager sent an e-mailed reminding everyone of Parking Rules. Reminder notices were also posted.

F. CAI Update

The Eastwood Owners Association is a member of the Community Associations Institute, which gives board members access to monthly magazines, books, webinars, and an online forum for discussing topics of interest to board members of other properties in Wisconsin and in other states. Recent news has been about the high cost of property insurance, and best practices regarding reserve funding. Several of us take advantage of these resources to be one step ahead of issues that are heading our way.

7. Building Representative Reports

- A. 1818- Good news! Catherine O'Neill has volunteered to be their Bldg Rep!
- B. 1906-Bob Tatalovich and Ann Shiras – Water leak in lower garage from upper.
 - Request again two dumpsters to avoid overflows and foul odors from garbage. (Thomas requested proposals for additional bins, alternate pickup schedules)
 - Still wondering about source of the stench in the elevator shaft.
 - Garage doors have been stuck open, not functioning. A cold weather problem?
 - When will elevator lobbies damaged by flooding several years ago be refinished?
- C. 3838-Bernice (Becie) Jones – In her absence, Deborah reported recycling has been better, Becie arranged a social get-together in their building like those held by other buildings recently. Hope to have another in a several months. We believe residents appreciate them and feel it makes them feel they are part of a community.
- D. 3916-Mimi Oxman
 - Requested clarification of support rules for animals in the courtyard.
 - If an emergency call is forwarded to Thomas, should it also be entered in AppFolio? (Thomas: Yes, for the sake of having a record to see if it is a re-occurring problem)
 - Would like a reminder to smokers to make efforts to eliminate the secondhand smoke and odor escaping into the common areas.
 - Asked the board to reevaluate a resident's suggestion for Intercom buzzer panel repairs. Replacement parts from Pacific Electronic Corp. have worked and are low cost compared to a new system. Panel cost: approximately \$20.00 each
- E. 3942-Win Thrall – They had a 'misbehaving' elevator. Service called; technician found the severe cold caused the equipment lubricant to become gummy. He treated it with degreaser so it could function properly.

8. New Owners since August 2023

- a. 1818 #202 Robert P. Cronin
Discussion: each building has a Welcome volunteer who provides new residents a Welcome folder. It contains basic information about Eastwood, regulations and a guide to help them become familiar with their unit.

Property Coordination: Prior to the Property Manager's report: Deborah announced that Chris Osterberg is leading our property coordination effort so the board and Thomas are on the same page. Chris meets periodically with Thomas to compare their lists on the status of all our projects, current and planned.

Deborah reiterated that board members are open to taking questions, suggestions and ideas, and will respond as we are able. There have been at least five property managers since she and other members have been on the board. She wanted Thomas to know that she admires the work he has been doing. The entire board offered additional comments and agreed.

9. Property Manager's Report

The Property Manager's Report is included in the Board Meeting Packet sent to all owners prior to the meeting. The Packet with the Report is also available in App Folio.

10. Old Business

A. BEI 2024 Landscaping Contract

Thomas presented the proposal which offered a 1, 2 or 3 year contract. The board had already reviewed the contract, a motion was made, discussion followed that BEI's work the previous year was very satisfactory with the Landscape Committee.

*MSC Mikulsky/Osterberg Motion to accept the 12/01/2023 BEI proposal for a three-year contract at the following rates: 1st year \$27,770.00, 2nd year 5% increase \$29,158.00, 3rd year 0% increase \$29,158.00. Funds to come from Operations.

11. New Business

A. AT&T new contract

Monthly Recurring Charges: We now have an Account Manager! Thomas presented the AT&T proposal after long negotiations. AT&T identified the problems with billing and overcharges. A new account will be established, and our lines will be replaced with a dedicated fiber internet and voice bundle for far better service. Our current line equipment is no longer serviced. Previous charges were \$600-\$700 a month, the proposed charge is \$499.99 per month.

Installation: We are currently in a better position to replace the lines than previously. Thomas will create a spreadsheet identifying each line. It will be a one for one replacement, identifying the old number and the new number. That should make the changeover much easier. A battery back-up will also be installed.

*MSC Presto/Taylor Motion to accept the AT&T Proposal to establish a separate account for the AT&T Monthly Recurring Charges in the amount of \$499.99. Proposal includes replacing current lines with Dedicated Fiber Internet and Voice Bundle 10M 10CC, Dedicated Fiber Internet – Managed Router 10M x 10M, Static IP's, and ten (10) IP Flex – Business VoiP – concurrent call paths – Analog, PRI or SIP PBX. Funds to come from Operations.

Homeowners Comments: There were no additional comments.

Meeting adjourned: 7:48 pm

Next Meeting: Thursday, February 22, 2024
6:00pm to 7:30pm

Respectfully submitted,
Patricia Mikulsky, Secretary

EASTWOOD HOMEOWNERS ASSOCIATION

Monthly Board of Directors Meeting

Thursday, February 22, 2024, 6:00-7:30 pm

*MSC Signifies action taken

1. Call to Order and Roll at 6:00 pm

Board Members Present: Deborah Blanks, Mary Johnson, Patricia Mikulsky, Chris Osterberg, Linda Presto, Sherry Taylor. Jim Salinsky, excused. MPC: Thomas Dobbins, Property Manager

2. Approval of Agenda

*MSC Mikulsky/Johnson Agenda approved with no change.

3. Approval of Minutes

*MSC Osterberg/Johnson Motion to approve January 23, 2024, minutes with no change.

4. Treasurer's Report: Linda Presto

February 22, 2024: (based on January 31, 2024 financial report, the first of this fiscal year)

Operating cash:	\$ 56,859
Reserve accounts:	\$1,958,444
Total:	\$2,015,303

This is higher than usual because the roof replacement for 1906 and 1818 won't happen until spring. We would have already paid the invoices (est. \$815,000) if the work had happened in October as planned.,

Treasurer's Report placed on file for audit by President Deborah Blanks

5. President's Report: Deborah Blanks

I want to remind you that our annual meeting in May will be when we elect board members. We will be sending out information about the nomination process and I encourage those of you who are interested in being on the Board to participate in the nomination process. I have heard people say they are too busy to be on the Board. I would say that this Board is comprised of busy people...so if you are busy...still take time to consider whether running for the Board makes sense for you.

For a few months, I have wanted to talk about a topic that I am now glad I waited to talk about it today. I had wanted to talk about kindness...the need for us to be kind neighbors...and then recently after reading some emails from owners, I realized the need wasn't to be kind neighbors...the need is for us to be responsible.

Kind neighbors will hold the door open for you when you are weighed down with groceries, they bring you soup when you are sick, or get your mail when you are out-of-town. That's a neighbor-to-neighbor relationship and I am sure we have many of those. We all need kindness...all of us are going through something.

But what I realized is instead of talking about kindness, as Board President, what I needed to talk about is the need for us all to be a responsible neighbor.

A responsible neighbor has a connection to the community...it's different from a one-on-one relationship. It's a commitment to the whole – the Eastwood community. There are things a responsible neighbor will do that some of us are simply choosing not to do...and this fractures us, diminishes us as a community. This affects the livability, the fiscal health, the public safety, and sometimes, the physical health of our neighbors.

In a future Eastwood Update we will continue to provide information about what it means to be a responsible neighbor. Here are some ways we really need all of us to be responsible:

Smoking is becoming a major concern. It is affecting the air quality in some buildings. This impacts the health of residents and raises public safety concerns. Mary will talk more about this in her report. But if you smoke, please consider what you can do to make the environment a healthier place for your neighbors. If you need to install an air purifier or air filter, please do so. Feel free to talk with your neighbors to see if the smoke is affecting them.

In the past, we have talked about the need to break down boxes before placing them in the dumpster, the need for movers to adhere to the rules (keep the garage door down, the doors to the buildings closed and not propped open for their convenience; the need for owners to ensure dog poop is not left in the grass or on the sidewalk, the need to adhere to parking rules in Eastwood property. Some of you may feel annoyed these issues keep getting brought up...you may feel they are discussed too much. They are brought up because we need more Eastwood neighbors to act responsibly regarding these concerns. The way to lessen the discussion is to lessen the need for the discussion. The solution is for us all to be responsible neighbors.

Soon, the Board will be ready to distribute the revised handbook to all owners and residents. The handbook will inform you of many of the things Eastwood neighbors must do to demonstrate they are responsible neighbors. Consider the handbook a friendly reminder or the Board's obligation to make sure you are informed of the association's rules. Part of the handbook will identify fines and penalties for failure to comply with the rules. As a Board we don't want to use penalties, but we understand we need to when necessary. Fining a neighbor can be awkward...but we must do this to maintain a quality environment. Whether it's through friendly reminders, informative updates, motivational discussions, board meetings, or fines...the Board must provide the incentive for neighbors to act responsibly.

In close, I want to talk about being a responsible neighbor from a different perspective. This is Black History month and one of the principles in the Black community is the concept of *Ujima* (Collective Work and Responsibility).

Ujima means to build and maintain our community together and make our community's problems our problems and to solve them together, working together on common interests. I realize that many of you may not care about Black History or its principles. But I suggest that this one, *Ujima*, applies to Eastwood.

We have challenges as an association. Some of these require a significant investment of funds, time, and expertise. Others simply require us all to be responsible neighbors. As Board President, I hope that our collective commitment to ensuring the viability of Eastwood motivates us to be responsible neighbors.

6. Committee Reports

- A. **Finance Committee:** Linda Presto, Chair
This time last year, Cantey Associates, our accounting firm, performed a review of Eastwood finances and presented it at the 2023 annual meeting. (A review is similar to an audit, but less stringent.) All owners received a copy of the review at that time.
One of the recommendations was that we switch to something called Fund Accounting. When we prepared the 2024 budget in September, that was the approach we took. With the start of the new fiscal year, MPC adjusted the report they give us, the monthly financial statement. Page one, the balance sheet, is unchanged. That's the report that lists our assets, the money in our operating cash and reserve accounts.
The change is apparent in the next few pages, the Income Statement, which is an abbreviation. An income statement actually shows both income and expenses. Instead of a single income statement, we now see two: one for operating expenses (utilities, contract services, maintenance, administrative), and the other for reserve expenses, the big-ticket capital projects that are called for in the reserve study that I've talked about in the past. The rest of the report is unchanged. You can see this for yourself if you log into AppFolio and go to Homeowner Documents and then Financials.
- B. **Landscape Committee:** Co-Chairs: Jackie Jensen, Chris Osterberg
The committee has a winter break this month, so nothing to report.
- C. **Architectural Review Committee:** Guy Johnson and Larry Gorman Co-Chairs
1818 #209 Replacement of windows and sliding balcony door
3916 #220 Replacement of bathroom vanity
1818 #202 New flooring, painting, electrical work, backsplash
3942 #237 Install new balcony door
- D. **Handbook Committee Report:** Chris Osterberg, Pat Mikulsky
The Handbook draft has been reviewed by our legal consultant, meeting next week to assure all comments and updates have been incorporated before going to printer.
- E. **Parking Lot Committee:** Pat Mikulsky, Jackie Jensen
The purpose of parking oversight is to ensure the safety in our parking lots and reserve the space for guest and vendor parking during the day. New signage will soon be installed. Most cars parked overnight have had a parking permit, and when there is a repeated violation, Thomas has had positive response with the car's owner. When the signs are installed, there will be less 'tolerance' as there is currently. Repeated violations will be handled according to the handbook rules.
- F. **CAI Update**
The Eastwood Owners Association is a member of the Community Associations Institute. CAI isn't just a Wisconsin organization it is a nation-wide organization for both homeowner and condo associations. Sometimes it's hard to sift through all the information available, and sometimes the subjects are exactly something we are also dealing with and helpful.
- G. **Smoke-Free Committee:** Mary Johnson
I am reporting this evening about the progress and future plans for moving forward with an effort to make Eastwood smoke free everywhere. The initiative was started by residents at the 2022 Annual Meeting that led to research and study by a committee of volunteers. A

survey conducted in 2023 affirmed support of going completely smoke free by nearly 75% of 147 residents who responded to the survey.

The Eastwood Board is in support of moving forward with an effort to ask owners to vote on the adoption of a smoke-free everywhere policy for our community. The board considers this action an effort to make Eastwood a healthier place to live and one that will highlight Eastwood as a place that regards a smoke-free environment an essential part of community living.

We are proposing a policy that restricts smoking by owners and renters, with a grandfather clause that allows current smokers to do so only within their units (excluding patios and balconies). The policy also requires that smokers register with the Eastwood office and that they provide mitigation within their units to prevent smoke from affecting their neighbors.

The Board will provide an opportunity for residents to voice their thoughts about this policy during a Town Hall meeting prior to the March 28 Board Meeting. In mid-March you will receive a draft of the policy change with delivery by Building Representatives and mailed to owners who do not reside at Eastwood.

The following comments were made by those attending and board members:

Some smoking smells come in through open patio and balcony doors. Current smokers will be grandfathered, but once they leave, the next occupant would have to follow the non-smoking rule. We must be careful not to violate someone's personal rights, and yet be attentive to fire safety and health concerns. Smoking in one's bathroom filters to other bathrooms in that ventilation stack. It requires 2/3 of votes of all the owners to submit positive votes to change the documents. Additional information will be coming in the next few weeks.

7. Building Representative Reports

- A. 1818- Catherine O'Neill! – no report
- B. 1906-Bob Tatalovich and Ann Shiras – Progress on last month's issues:
 - lower garage door remaining open happens less frequently;
 - additional dumpster(s) under consideration;
 - the stench in the elevator shaft has been mitigated;
 - repairing walls outside the elevators (flood damage) is on the agenda.
- C. 3838-Bernice (Becie) Jones –someone in 3838 has been dropping unwanted mail into the open section at the bottom of mailboxes in the lobby. If it has the unit # on the mail, it has been dropped in front of that unit. The resident needs to be told they are to dispose of unwanted mail in their unit trash. Housekeeping does not empty those boxes. Thomas will check the records.
 - In the past, the one trash/recycle bin was placed on each side of the garage door. After construction changes on one side, there is no longer adequate room for a bin but plenty of room for the shopping carts. A sign is being posted to ask residents to place shopping carts on the side across from the recycle/trash bins. This prevents crowding the bins and provides better access to the bins for our vendor.
 - Bumpers have been installed to prevent damage to cars parked nearby the bins.
 - The rain downspout on the Therapy office is very deteriorated. Thomas will check.

- Air distribution is uneven in areas. When you enter the front door, air is comfortable, when you walk through the next door it's cool. Thomas will check the work order.
 - One fire door closes within a few seconds and can hit a cart you have with you. Thomas will check, fire doors must close within a strict time to meet fire code.
- D. 3916-Mimi Oxman –
1. Inner Lobby framed picture missing. It was stored to hang a holiday wreath. We have searched storage areas and cannot find it. What can be done?
 2. Extremely unacceptable cigarette smoke smell, originating on the 2nd floor, especially impacts units between 219 and 226, and affects units in that wing of 1st and 3rd floor. It travels to all floors through ventilation. A resident had to buy an air purifier to keep her unit as free from smoke as possible. The smell is unbearable when walking in the halls in those wings and interferes with quality of life and is a major health situation.
- E. 3942-Win Thrall
- There is nothing serious to discuss, especially considering the situations in other buildings.

8. New Owners since August 2023

- a. 1818 #113 Douglas Mandel

Property Coordination: Prior to the Property Manager's report: Deborah announced that Chris Osterberg is leading our property coordination effort, so the board and Thomas are on the same page. Chris meets periodically with Thomas to compare their lists on the status of all our projects, current and planned.

Deborah reiterated that board members are open to taking questions, suggestions and ideas, and will respond as we are able. There have been at least five property managers since she and other members have been on the board. She wanted Thomas to know that she admires the work he has been doing. The entire board offered additional comments and agreed.

9. Property Manager's Report

The Property Manager's Report is in the Board Meeting Packet sent to all owners prior to the meeting. The Packet with the Report is also available in App Folio. After Thomas presented his report, there were several positive comments on the work MPC maintenance workers did in the absence of an on-site maintenance person. Many long-standing items were addressed.

10. Old Business – none to discuss at present.

11. New Business

- A. 1906 Lower – additional dumpster/recycling
- Thomas presented two proposals for an extra container for Trash and for Recycle:
- (1) – 2 cubic yard container, serviced 3x per week.
Trash cost per month: \$223.30 – (price includes all fees)
 (\$2,009.07 additional cost the remainder of this year. \$2,679.60 for 12 months next year if rates remain as is.)
- (1) – 2 cubic yard container, serviced 3x per week
Recycle cost per month: \$245.63 (price includes all fees)

MS Mikulsky/Taylor - motion and second for Board consideration of proposal for 1906 for (1) extra Trash bin and service 3x per week by Eagle Disposal Inc. at the additional cost of \$245.63 per month, total of \$2,009.07 remainder of 2024, and \$2,679.60 annual in 2025 if rates remain the same.

Discussion: input from 1906 residents and the Building Rep confirmed the extra Trash bin is very necessary. The proposal included an addition of (1) Recycle bin at a cost of \$245.63 per month. 1906 residents and Building Rep noted the Recycle bin does not overflow unless there are multiple move outs at one time. By reminding residents to break down boxes and only recycle allowed materials, an additional Recycle bin may not be necessary.

Motion was tabled by voice vote until Thomas confirms if we can opt for the extra Trash bin only (and not the Recycle bin) at the same cost.

Homeowners Comments: Resident noted that items are being stored in front of the door to storage lockers. Discussion confirmed that only bicycles are allowed. Recommended that something be done about enforcing that regulation.

Meeting adjourned: 7:48 pm

Next Meeting: Thursday, March 28, 2024
6:00pm to 7:30pm

Respectfully submitted,
Patricia Mikulsky, Secretary

Addendum

Post meeting board discussion:

Handbook: Patricia Mikulsky presented the bids for printing the 2024 Handbook. Decision was made to use Confluence Graphics because they have the equipment to print 32 page, 11x18 with cover, fold and stitch the booklets in one operation. Tentative cost for 300 copies: \$664.14, 325 copies: 695.45, 350 copies \$735.35. Final quantity to be determined by board when we go to print.

Parking Committee: Request by Patricia Mikulsky to recognize the Parking Committee as an established Eastwood Committee the same as the Landscape Committee and Eastwood Book Club. This ensures that the monitors involved are recognized as Eastwood volunteers. Voice approval given by voice vote of 5 board members present.

Eastwood Updates: Chris Osterberg discussed the topics planned in the next issue and asked for suggestions for future publications. Members of the Board noted that there has been positive feedback from residents on the information each issue covered to date.

March 5, 2024 – Motions conducted by e-vote. Accepted by all Board Members

Recommendation from Linda Presto, Treasurer concerning these two proposals:
Paul Rosenberg's services listed are included in the reserve study and have been budgeted.

MSC* Mikulsky/Salinsky Motion to accept the February 24, 2024 Performance Elevator Consulting proposal to provide elevator design and project management consulting services for modernization of the 3838 Building hydraulic passenger elevator at the cost of \$5,862. Funds to come from Reserve.

MSC* Mikulsky/Presto Motion to accept the February 24, 2024 Performance Elevator Consulting proposal for providing services to assess potential failure of the Hydraulic Cylinder of the 1906 building elevator at a cost of \$3,414. Cost for any trip more than 4 will be \$257, any additional services requested will be \$190 per hour. Funds to come from Reserve.

EASTWOOD HOMEOWNERS ASSOCIATION

Town Hall and Monthly Board of Directors Meeting

Thursday, March 28, 2024, 6:00-7:30 pm

*MSC Signifies action taken

1. Call to Order and Roll at 6:00 pm

Board Members Present: Deborah Blanks, Mary Johnson, Patricia Mikulsky, Chris Osterberg, Jim Salinsky, Sherry Taylor. Excused: Linda Presto. MPC: Thomas Dobbins, Property Manager

2. Approval of Agenda

*MSC Johnson/Osterberg Motion to add under New Business: submission of smoke-free voting forms to EOA owners.

Town Hall Discussion - 6:10 pm

Board President Deborah Blanks introduced Mary Johnson, chairman of the Smoke Free project. Mary presented a slide show outlining the reasons for this endeavor. Research included several health studies that identify the detrimental effects that smoking causes. Other reference material used included the history of smoking restrictions and how such efforts result in positive results in the community.

NOTE:

- 1) a summary of the Smoke Free discussion is included after the board meeting minutes.
- 2) Some regular board reports were waived to allow time for the Town Hall discussion.
- 3) The EOA Town Hall Slide presentation can be accessed in a separate file in AppFolio under Minutes.

Board meeting resumed at 7:00 pm.

3. Approval of Minutes

*MSC Johnson/Salinsky Motion to approve February 22, 2024, minutes with no change.

4. Treasurer's Report: Linda Presto

February 29, 2024 financial report

Operating cash:	\$ 138,300
Reserve accounts:	\$ 2,140,801
Total:	\$2,140, 801

Treasurer's Report placed on file for audit by President Deborah Blanks

5. President's Report: Deborah Blanks

No report

6. Committee Reports

A. Finance Committee: Linda Presto, Chair

No report

- B. **Landscape Committee:** Co-chairs: Jackie Jensen & Chris Osterberg
Benches and pots will be brought back outside early April, weather permitting. In May, the fountain, hoses, and outside water spigots will be turned on. Early April, committee members will clean the pots by the doors and add some spring flowers to these pots.

We were very pleased with the positive feedback and involvement with our Adopt-a-Pot activities last year and plan to do the same thing this year. Flyers with more information will be posted and Thomas will be asked to send out an email flyer in April.

Anyone interested in joining our landscape committee we would love to have you. Please contact either Chris or Jackie - our information is posted on contact list located in every elevator.

- C. **Architectural Review Committee:** Guy Johnson and Larry Gorman Co-Chairs
3942 #129 Replace refrigerator.
1906 #156 Remediate, restore, and redecorate bathroom ceiling water damage from failed wax ring in toilet bowl from unit above.

- D. **Handbook Committee Report:** Chris Osterberg, Pat Mikulsky
The Handbook was sent to the board for review along with the printing bids that were received. We are in the final proofing stage before moving to print.

- E. **Parking Lot Committee:** Patricia Mikulsky, Jackie Jensen
The remaining parking signs will be installed when weather permits. The committee's procedures were submitted for board approval and support from the property manager.

- F. **CAI Update:** Linda Presto
Each year Community Associations International, a membership organization that supports groups like ours, holds an annual conference. This year the four-day conference is in Las Vegas in May.

I will be attending. A few weeks ago, I applied for and was awarded a \$1,000 stipend to cover travel, lodging, and meals. In exchange, I agreed to attend and participate in several activities and write a report outlining how I benefited from the conference. I plan to use this report at our May board meeting to share what I learned.

- G. **Smoke-Free Committee:** Mary Johnson
The Smoke-Free discussion was held during the Town Hall portion of the meeting

7. **Building Representative Reports**

- A. 1818- Catherine O'Neill
I held three "open houses" to invite people get to know me and each other. About 1/3 of the residents of 1818 attended. Many did not know each other and were happy to have come. People chuckled at the idea that 1818 was like the "wild west" as was expressed at a recent Association Meeting! The consensus was "we like it here"! There were very few concerns about dogs in the building.

There was some give and take about the proposal to make this a smoke free environment. One suggestion was to have an outdoor space for smokers and their guests. Another suggestion was to have one or two community grills since private grills are not permitted on patios.

Maintenance requests have been made about the broken intercom system to no avail. This is very frustrating. Another frustration is that the rug in front of the elevator at the garage level has not been replaced. Reminders have been sent to maintenance.

- B. 1906-Bob Tatalovich and Ann Shiras – No report.
- C. 3838-Bernice (Becie) Jones – Still not a fix for the carts. Where are they to go? Thomas stated they must be 4 feet from the meters, so it is difficult to find a place.
- D. 3916-Mimi Oxman – On January 4, 2024, a maintenance request with a photo was sent on AppFolio asking that large black stains be removed from the carpeting on the second landing of our “back” stairway. The maintenance request was marked “Completed” on January 5, but the stains remained. I communicated with Sarah Weiss at MPC who said she learned the stains were made by spray paint and someone will have to be contacted to remove the stains. As of today, stains have not been removed. Mats are still missing.
- E. 3942-Win Thrall – no report

8. New Owners since February 2024 – no report

9. Property Manager’s Report

The Property Manager’s Report is in the Board Meeting Packet sent to all owners prior to the meeting. The Packet with the Report is also available in AppFolio.

10. Old Business – 1906 extra dumpster

The cost of the extra dumpster remains as presented in the original proposal and is acceptable.

MSC* Mikulsky/Taylor - motion and second for Board consideration of proposal for 1906 for (1) extra Trash bin and service 3x per week by Eagle Disposal Inc. at the additional cost of \$223.30 per month, total of \$1,786.40 remainder of 2024, and \$2,679.60 annual in 2025 if rates remain the same. Funds to come from Operating.

11. New Business - Request approval of submission of Smoke Free voting forms

MSC* Osterberg/Salinsky Motion to approve submitting voting forms prepared by EOA counsel to all EOA owners regarding the adoption of an amendment to the EOA Declaration for a smoke-free everywhere policy that all owners received on March 14, 2024.

Homeowners Comments: Resident commented lack of notice that the intersection from Shorewood Blvd. to Oakland would be closed when underground cable was being installed. Discussion that some dogs are not on a leash, are walking in grass areas instead of the walkways.

Meeting adjourned: 7:50 pm

Next Meeting: Thursday, April 25, 2024
6:00pm to 7:30pm

Respectfully submitted,
Patricia Mikulsky, Secretary

Addendum

April 1, 2024 E-vote transferring EOA legal business.

*MSC Mikulsky/Salinsky Motion to approve the first option on the request for moving Eastwood Owners Association legal business from Husch Blackwell LLP to Lydia Charter at Kaman & Cusimans LLC effective April 1, 2024.

Notes from the Town Hall Discussion March 28, 2024

- Question from the floor: will the smoke free restriction make it harder to sell your unit? Are we aware of other associations that are smoke free? The property manager noted that MPC has other condominium accounts that are smoke free. There are also rental properties that restrict smoking.
- Other comments indicated that it is becoming rare to allow smoking. As far as selling the unit, a unit that was smoked in can be difficult to sell to anyone who is not a smoker. An owner said her previous occupant was a smoker and it took a year to expunge the particulate layer from unit surfaces despite using Kilz paint and odor reducing paint on all walls and ceilings. All carpeting had to be replaced.
- Currently smoke pours into the 3916 hallway common areas. Would this be an infraction of the prohibition of noxious odors in the current Declarations? Yes, it would be. (Declaration Article X).
- Smoke from within a unit can flow from open patio/balcony doors into limited hallway common areas of other resident's balconies/patios.
- Where the smoking occurs is not the only area impacted by odor and spread of particulates. It flows into the ventilation stack, out open windows, and through doorways that are not properly sealed.
- A statement was made that an owner may be sensitive about including the name of the mortgage holder. It is up to the owner to identify the holder so our legal consultant is able to request whether they agree or oppose. The mortgage holder has 60 days to respond. It is the legal opinion that if there is no response from mortgage holder, as a passive positive consent.
- Comment was made that current rules are not enforced. But acknowledging that prompt notification of a violation along with details would result in a more effective response from management.
- An owner who identified herself as an infrastructure expert reminded us that the HVAC units do not purify the air, they only exchange air. She gave a lengthy presentation regarding the use of air purifiers to effectively mitigate noxious fumes and odors.

- Another concern was that noxious odors and fumes from cooking or smoking flow out from doors that are poorly sealed, opens windows and patio/balcony doors. Suggestion was that smokers get a professional worker to add stripping to the door to seal the door sufficiently to industry standards.
- A question was asked if it would be possible to get a quantity discount on whatever air purifier is recommended as best.
- A statement was made that requiring registration of a smoker is a barrier to acceptance of the ban. However, it is a requirement so that the grandfather clause can be implemented for the smoker.
- Someone asked what distance from the property would be in compliance with the smoking ban. Answer: 15 feet or more.
- What if a neighbor continues to smoke despite the ban? The suggestion was that a neighbor-to-neighbor communication would be the first step to address the concerns with the offending neighbor. If not successful, then involve the property manager. Steps for addressing further are in our documents.

Town Hall discussion adjourned at 7:00 pm. Deborah thanked the participants who shared their thoughts and questions during the discussion and the board meeting resumed.

EASTWOOD HOMEOWNERS ASSOCIATION

Monthly Board of Directors Meeting
Thursday, April 25, 2024, 6:00-7:30 pm

*MSC Signifies action taken

1. Call to Order and Roll at 6:00 pm

Board Members Present: Deborah Blanks, Mary Johnson, Patricia Mikulsky, Chris Osterberg, Sherry Taylor, Linda Presto. Absent: Jim Salinsky. MPC: Thomas Dobbins, Property Manager

2. Approval of Agenda

*MSC Johnson/Osterberg Motion to eliminate Win Thrall under Building Representative Reports.

3. Approval of Minutes

*MSC Johnson/Blanks Motion to approve March 28, 2024, minutes with no change.

4. Treasurer's report (based on March 31, 2024, financial statement)

We have a total of **\$2,343,351** in cash and money market accounts and Certificates of Deposit distributed among nine financial institutions (including three new accounts that were opened to receive the special assessment money).

This includes **\$79,482** in operating cash used for day-to-day expenses and **\$2,263,869** in reserve accounts to be used for major capital projects.

5. President's Report: Deborah Blanks presentation:

(Note: two days after the board meeting, Deborah requested her presentation notes be updated to reflect details later supplied by a witness.)

An incident occurred around March 10th, when teenagers were in our association's community room located on Oakland Avenue. A teenage resident at Eastwood let six non-resident teenagers into the community room, 2 females and 4 males. She did not stay overnight in the community room, but the six teenagers she let in, did. Two male teenagers left early in the morning.

I have worked in the criminal justice system as a volunteer and as a staff in the State's Attorney's Office in Champaign County IL. I respect the rights of juveniles and their right to keep their names anonymous. I also recognize the rights of Eastwood residents and owners to live in a safe and secure environment.

I have tried to resolve this issue in a reasonable manner. However, this issue continues to create concern and dissatisfaction for some owners and has generated erroneous rumors. So, I have decided to discuss it here and have informed the owner involved in this issue and the Shorewood Police Department that I would be talking about this in tonight's Board meeting. Both are okay with my providing this report.

Residents talked to the four remaining teenagers to convince them to leave the premises which the two female teenagers did. Police were called when the remaining two male teenagers did not leave at the urging of the residents.

The boys waited outside for their parents to pick them up; their parents may be upset about how things transpired. I have not spoken to them. The mother came to pick up the boys and talked briefly to the police.

I had a positive conversation with the parent of the young lady who allowed her friends to stay in the community room. The parent/owner indicated that this will not happen again. She knows if another violation like this occurs, there will be more serious consequences. This parent/owner also called the parents of the two girls who stayed overnight, and their parents apologized for their children's behavior.

Recently, I have done the following:

- 1) Talked again to the owner whose daughter let the other youth into the community room. She is aware that another incident could result in her being fined. Her daughter is on punishment and the other young ladies are banned from Eastwood at this time.
- 2) As an equity consultant working with the Village of Shorewood, I have interacted with the Shorewood Police Department Chief Heather Wurth and Captain Fernando Santiago. I talked with Captain Santiago about this incident. He talked to one of the officers who responded to the call from one of our owners about the community room incident. Captain Santiago provided this feedback:
 - a. There was no trespassing.
 - b. There was no criminal intent.
 - c. Nothing illegal occurred so no action was taken by the officers.
 - d. When the parent of the young men arrived, she asked the police officer to stop talking to the youth and the officer complied. The parent took the boys away from Eastwood.
 - e. The officers did not hear anyone from Eastwood say that the youth were not welcome.
 - f. The officers did not know that the youth stayed overnight.
 - g. No families have made a complaint.
 - h. For Shorewood Police, the case is closed.

I told Chief Santiago the actions I had taken, and he agreed they were appropriate.

Discussion: Response from those in attendance at the Board meeting expressed appreciation to Deborah for providing a detailed report on the incident and complimented her on handling so well. Comments also thanked Deborah and the Board for encouraging more discussion and openness in our meetings.

6. Committee Reports

A. **Finance Committee:** Linda Presto, Chair

(based on March 31, 2024, financial statement)

Several of our reserve accounts, meant for major capital expenditures, currently exceed the \$250,000 FDIC insurance limits, which is contrary to our published policy. There are two main reasons for this.

- Holton Brothers was slow in sending three large invoices for work done last fall (balcony work in 1818 and 3916, tuckpointing and other work on the perimeter retaining walls, and garage work in 1906). These invoices have now been received and two have been paid. We have asked for more detailed information about the third invoice before scheduling it for payment. These payments will be reflected in the April financial statement and reported in May.
- The other reason is that large reserve projects planned and budgeted for 2023 and early 2024 have not been completed. Once that work is done and paid, the accounts will be in line the FDIC limits and our policy.

<u>Amount</u>	<u>Capital Project</u>	<u>Planned/Budgeted</u>	<u>Status</u>
\$ 69,600	retaining wall tuckpointing	2023	completed; paid in April
7,140	garage work in 1906	2023	completed; paid in April
95,485	balcony cleaning, caulking, sealing	2023	completed; to be paid in April
815,000	1906 and 1818 roofs	2023	rescheduled for May 2024
170,500	3838 elevator modernization	2024	to be scheduled
66,000	1906 elevator cylinder	2024	to be scheduled
10,350	1906 elevator water issue	2024	to be scheduled
\$1,234,075			

- B. **Landscape Committee:** Co-chairs: Jackie Jensen and Chris Osterberg
Spring perennials have been blooming around Eastwood and our committee members have planted pansies in pots by entry doors. Anyone who received Easter perennials and would like to donate them to our committee, please drop them off at Dianne Murray's patio. We will plant these around the property later this spring.

Adopt-a-pot-2024 is underway. Thanks to those who have already offered to adopt a pot and those who have donated money. There are still pots available to adopt. Planting will take place after Memorial Day.

We are very concerned about the poor condition of our grass/turf in five areas and are asking the board approval for Thomas to contact BEI for quotes for restoring our lawn. Photos of the five areas have been sent to Thomas. Another area outside of the 1818 secondary entrance was added to the list that Thomas is sharing with BEI request for turf restoration bids.

- C. **Architectural Review Committee:** Guy Johnson and Larry Gorman Co-Chairs
3838 #175 Install new water heater
3942 #141 Replace stove
3942 #231 Replace dishwasher
- D. **Handbook Committee Report:** Chris Osterberg, Pat Mikulsky
The final review of the Handbook is being conducted by the Board and it will be sent to Confluence Graphics for printing when approval is given by the board.
- E. **Parking Committee:** Jackie Jensen, Ann Shiras

New signs will be placed on the east and west ends of the 1906 parking lot as well as in the 3942 parking lot reminding drivers that the lots are private property. Eastwood residents are reminded to provide a pink parking permit to guests who will be parking in the lots between the hours of 11 pm - 6 am. Warning notes are placed on vehicles which do not have authorized parking permits. Parking issues in both lots have decreased significantly.

F. CAI Update: Linda Presto

Eastwood has a membership with Community Associations Institute and have access to their publications, classes, and member forum. A scholarship was awarded to Linda Presto to attend a conference in Las Vegas. She will be attending sessions and providing reports to CAI and will share her experiences with EOA upon her return. Helpful suggestions from CAI regarding board elections include creating a nominating committee, post notices with job descriptions, hold social events to enhance community interaction.

G. Smoke-Free Committee: Mary Johnson

As of 5:00 pm this evening, we have received ballots from 145 of the owners of the 223 Eastwood units. Of those who voted, 126 voted in favor of adopting the Smoke-free Everywhere policy as an amendment to the Eastwood Declaration. Our governing documents state that we need at least 67% or 149 affirmative votes to add an amendment to the Declaration. According to our legal counsel, we can reach out to those who have not yet voted as of today and invite them to cast their vote. Within the upcoming week, Smoke-Free committee members, along with Building Representatives, will make contact with their neighbors in various ways. You may get a knock on your door, a note with a ballot taped to your door, or a phone call. We want to afford every owner a chance to weigh in on this important decision. Our goal is to seek at least the 149 affirmative votes by the EOA Annual Meeting on May 14, 2024.

A comment was made regarding the privacy of balloting. Mary assured the group that the only use of names is to determine who may not have responded yet and to offer reminders to those who may have misplaced their ballots or forgotten to vote. There is no pressure intended on those HOA members who decline to participate.

7. Building Representative Reports

- A. 1818- Catherine O'Neill -People are still having issues with the intercom system. I asked for a timeline for a solution to the problem. Thomas did say he was going to send information for in-unit fixes for people next week. If these fail, he will look into a building-wide solution.

After several months, still do not have a mat at the basement door in front of the elevator. Thomas said he was looking into that. A resident who has information on the vendor used before will contact Thomas with the information.

- B. 1906-Bob Tatalovich and Ann Shiras –The area near the elevator on both of the two garage levels is once again a problem. It had been dry for a long time, which led one to believe that the walls could finally be resurfaced. However, recently with the heavy rains, they once again sprung a leak. A more permanent solution is needed.

- C. 3838-Bernice (Becie) Jones – We need to address key issues. Recently we had two instances where there was no key back up to get into a unit. In the past, there was a

master key that would open most unit doors but that can no longer be found. If there is an emergency need to enter a unit, the only option can be breaking down the door. It would be helpful to share with everyone living here - suggestions on options for having a spare key available.

- D. 3916-Mimi Oxman – Very dark stains on 2nd floor back stairway have not been removed.
- E. 3942 – No rep currently - no report

8. Property Manager's Report

The Property Manager's Report is in the Board Meeting Packet sent to all owners prior to the meeting. The Packet with the Report is also available in AppFolio.

9. Old Business

None

- 10. New Business** – Carpet cleaning bids have been received from Adelman and Maxiclean. One bid is missing the cost of related taxes, and there were questions on the difference between the carpet protection product used. The bid is tabled until full costs including taxes and the protection quality can be reviewed.

11. Homeowners Comments:

3838 homeowner expressed concern regarding the appearance of the main entrance doors and the hope that the repair or replacement is within the 2024 budget. This project is noted in the 2023 Reserve Study. Thomas in the process of seeking bids for the required work and funds are available in the 2024 budget.

12. Meeting adjourned: 7:42 pm

Addendum:

Next Meeting:
EOA Annual Meeting and Board Election
Tuesday, May 14, 2024*
6:15pm to 7:30pm

**Note: The Annual Meeting and Board Election were moved to Thursday, May 30, 2024 to allow the board sufficient time to prepare and send notice as required by EOA by-laws.*

Respectfully submitted,
Patricia Mikulsky, Secretary

EASTWOOD HOMEOWNERS ASSOCIATION
Monthly Board of Directors Meeting
Thursday, June 27, 2024, 6:00-7:30 pm

*MSC Signifies action taken

1. Call to Order and Roll at 6:00 pm

Board Members Present: Deborah Blanks, Mary Johnson, Patricia Mikulsky, Chris Osterberg, Jim Salinsky, Linda Presto, Mary Belvoir. MPC: New Association Manager, Erika Korndoerfer observing only

2. Approval of Agenda

*MSC Johnson/Osterberg approved the agenda.

3. Approval of Minutes

*MSC Johnson/Salinsky Motion to approve April 27, 2024, minutes with no change.

4. Treasurer's Report: Linda Presto

As of May 31, we have cash assets of \$2,484,738. This is higher than usual because two planned capital expense projects have not yet been completed and paid for. The Eastwood investment policy requires us to hold funds in institutions that meet FDIC limits. Delays with roof and elevator work have caused some of our accounts to run balances higher than the \$250,000 FDIC maximum. Cantey Associates, our CPA firm, encourages us to remedy this immediately, to not wait until we simply spend down the totals. We are in the process of opening a MaxSafe account with Wintrust Community Advantage, a financial institution that serves the unique needs of homeowner associations. MaxSafe is an umbrella account that encompasses thirteen separate banking institutions. Our funds will be distributed into as many separate accounts as necessary to keep each total readily accessible and under the FDIC maximum.

Treasurer's Report placed on file for audit by President Deborah Blanks

5. President's Report: Deborah Blanks

Deborah explained why the roof repair work was proceeding in the summer:

1. The work had been postponed twice due to inclement weather.
2. We were not sure when the roofer would be able to reschedule the work and we definitely wanted it completed by the winter.
3. We wanted to ensure that repair costs did not increase due to our postponing the work when the contractor was available to do it now.
4. Residents on the third floor and elsewhere had been experiencing leaks in their condos that were impacted by the need for roof repairs.

Deborah also called for respectful communication. She encouraged residents to communicate their ideas and opinions to her and other Board members. She indicated that the association faces key issues including insurance, maintenance repairs, reserve study recommendations. While she encourages dialogue and even disagreement, she stressed that all communications should be

respectful. She also encouraged participation in the Community Forum the association will hold this year where residents can provide their ideas and recommendations to resolve challenges.

Committee Reports

A. Finance Committee: Linda Presto, Chair

The Eastwood Owners Association is a corporation according to Wisconsin statutes. We collect revenues in the form of owner assessments, and we spend the money to maintain Eastwood safety, insurability, and property values. To do this, we approve an annual expense budget in October that includes a determination of next year's monthly assessment.

Combined, these two parts determine how much money we need to bring in next year. We will divide that total amount by 223 units and then divide that amount by twelve months. This becomes the new monthly assessment.

It's important to know that we run a lean operation. We budget as accurately and realistically as possible, we don't have a slush fund, and we try not to authorize non-emergency unbudgeted expenses throughout the year.

It's also important to know that all funds in the reserve account are spoken for. There is no slush fund. We strive to maintain a year-end balance that drops no lower than \$500,000. This is what our insurance company likes to see (in case of emergency), and it's an amount that tells potential buyers and lenders that Eastwood is well funded (that is, able to handle an emergency). We will vote on the 2025 budget at the October board meeting, to take effect January 1.

B. Landscape Committee: Co-chairs: Jackie Jensen & Chris Osterberg

We purchased annual flowers for our four large planters and four wall pots; and added more perennials to some beds - thanks to donations from the EW community.

Many different bulbs, which residents have donated, have been planted around the property - hopefully we will see them bloom next spring.

We put mulch around our newly planted rose bushes and plan on purchasing more mulch to put in other beds around EW.

Aphids have our Lupine plants, but we are trying to eliminate them and save these plants.

Bunnies have also been having a feast on some of our plants.

We are asking management to check with BEI regarding edging around our trees (per contract). Also, it appears that mowing and pruning has not been done around the commercial property by 3838.

We looked at the proposals from BEI for turf repair in five areas and have ranked these in order of preference to repair. We will submit this to the board and are hoping that there will be funds for at least one, if not three areas to be done in the fall.

C. Architectural Review Committee: Guy Johnson and Larry Gorman Co-Chairs

1818 210 Install new bedroom window

1906 256 Install new water heater

1906 355 Repairs to shower and enclosure

1906 260 New vinyl plank flooring in den, living room, kitchen, new carpeting in bedroom

3916 324 Install new A/C

- D. **Handbook Committee Report:** Chris Osterberg, Pat Mikulsky
Final version under Board review

- E. **Parking Lot Committee:** Patricia Mikulsky, Jackie Jensen
During roof construction of 1906, the monitoring of parking lots was suspended. We have adjusted parking lot monitoring to allow for the need for cars to use both lots due to garage cleaning. We will resume as soon as that task is completed.

- F. **CAI Update:** Linda Presto
Nothing new.

- G. **Smoke-Free Committee:** Mary Johnson
We are awaiting word from legal that our amendment is registered with the county as required. Meeting to discuss purifier options and finalization of details is planned.

H. **Building Representative Reports**

1818- Catherine O'Neill

Some concern about neglect of grass cutting on the east side of the building. Landscape committee is following up. Because of issues with people using front doors when moving furniture and negligence in garbage disposal, residents suggest a better more thorough explanation of rules for moving, etc. before new moves in and out of the building.

1906-Bob Tatalovich and Ann Shiras – No report.

3838-Bernice (Becie) Jones – No report

3916-Mimi Oxman – Dark Spots/Stains on Carpeting-Maintenance request sent in by two owners (on January 4) asking that very dark black stains on 2nd floor landing (back stairway) be removed. No action has been taken, even though a response on Appfolio stated, "Vendor Contacted" on Jan. 5, and another comment stating, "Completed."

Very dark "burned-in gouge" on first floor hallway in front of elevator. After several months, No action has been taken.

Four Carts in Garage are not Eastwood Property *One cart was stolen from Metro Market, and Walmart. Signs were put on all of them asking owner(s) who put them there to remove them. Bicycles Locked to Indoor Lobby Bench and the Courtyard Lamp Post (Put there by a 3916 owner or guest). Photos submitted.

3942-Jackie Jensen - No report

6. **New Owners since February 2024**— no report

7. **Property Manager's Report**

No report was given as Thomas Dobbins is leaving and our new manager, Erika Korndoerfer attended as an observer only.

8. **Old Business**— Carpet cleaning bids were tabled pending further review. One incorrectly includes the wrong number of stairways, a pre-vacuuming requirement, and need to double check with the second vendor about truck location during service to assure it is not in courtyard or dry creek bed areas.

9. **New Business** –

MSC* Johnson/Mikulsky a motion was made to accept the June 13 2024 renewal contract from Mark Cantey and Associates to prepare financial statements of 12/31/2024 and 2025 for an anticipated fee of \$5,900 each year.

1906 Masonry work was budgeted and approved on April 27, 2023.
Elevator project was previously approved and contracted.
BEI tabled for more discussion.

Homeowners Comments:

Roof replacement discussion

Meeting adjourned: 7:50pm

Next Meeting: Thursday, July 25, 2024 6:00pm to 7:30pm

Respectfully submitted,
Chris Osterberg, Secretary

EASTWOOD HOMEOWNERS ASSOCIATION
Town Hall and Monthly Board of Directors Meeting
Thursday, July 25, 2024, 5:30:00-7:30 pm
(reception held for new MPC Association Manager before meeting)

*MSC Signifies action taken

1. **Call to Order and Roll at 6:00 pm**

Board Members Present: Deborah Blanks, Mary Johnson, Patricia Mikulsky, Chris Osterberg, Jim Salinsky, Mary Belvoir, Linda Presto. MPC: Association Manager, Erika Korndoerfer

2. **Approval of Agenda**

*MSC Mikulsky/Johnson motion to approve the agenda.

3. **Approval of Minutes**

*MSC Presto/Salinsky motion to approve June 27, 2024, minutes with no change.

4. **Treasurer's Report:** Linda Presto

Cash assets. As of the June 30, 2024, financial statement, we have cash assets of **\$2,577,427**. That's a lot of money, but the balance will drop quickly when we pay for roof replacement work that is underway and elevator work that's being scheduled.

EOA investment policy. Much of this big number is special assessment money. Because we anticipated the influx of that cash, last year we opened three additional bank accounts (for a total of eleven) to hold the money and allow us to remain within the \$250,000 FDIC guidelines as dictated in our investment policy. Having that many accounts isn't a best practice, and even with those new accounts, because of delayed work we had been sitting on balances that exceed FDIC limits. To remedy this and abide by recommendations from our CPA firm, in June we opened a MaxSafe money market account with Wintrust, a banking institution that specializes in the unique needs of associations. We are in the process of closing our retail accounts and moving reserve funds to Wintrust.

In addition to staying within FDIC limits, the Wintrust account allows us to maintain liquidity and also benefit from the current 3.85% return rate, which is more than the retail accounts had been earning.

A note about income tax. Monthly assessment income is not taxable to the Association. The interest earned on this money is taxable, and our annual federal tax return reflects this. Cantey Associates, the accounting firm that prepares our annual financial review, also prepares our tax return and determines the estimated quarterly payments.

Paying bills. Cantey Associates also recommends that we establish a process that calls for board approval of invoices before they are entered into the accounting system for payment. Erika and I met last week to begin a discussion about how to make it work. This should eliminate the occasional invoice that is inadvertently posted to the wrong account.

And then sales tax. The City of Milwaukee recently increased the sales tax rate from 5.9% to 7.9%. This 2% increase doesn't sound like much on a basket of cleaning supplies, for example, but it could amount to real money on an invoice for roof replacement that's heavy on materials, not just labor. Eastwood is not in the City of Milwaukee. This sales tax rate doesn't apply to us, but some of our vendors in Milwaukee misunderstand the law. Erika and I will be vigilant as we approve invoices and submit them for payment.

Treasurer's Report placed on file for audit by President Deborah Blanks

5. **President's Report:** Deborah Blanks

Deborah thanked the residents of 1906 for their efforts to help their neighbors during the roof project. She mentioned that only a few leaks had been reported since the roof work had been completed. This roof repair was identified in a reserve several years ago and residents had identified water leaks in their condos. For this Board it was a priority to complete the work. Deborah indicated that this roof work had been postponed twice, last fall and early spring.

She indicated that the roof work on 1818 has been postponed to allow the contractor to do roof work on schools before the school year starts. The 1818 roof was slated for repair this year and the contractor has indicated they will start the work in September.

Deborah indicated that the Board is working to improve transparency, communication, and a sense of community, as well as confidence in the board. Our major focus is on financial management, property management, and insurability because these issues are crucial to protecting owners' investments and the ability of the association to maintain insurance.

We look to Linda for guidance in review of the Reserve Study and its impacts on our budget. We are looking at any projects still outstanding from 2023, current for 2024, and then into 2025 plans. Deborah invited residents to participate in the community forum in the fall; the forum's planning committee will meet on August 3rd to begin planning the event.

Chris Osterberg has consolidated information from sections of the reserve study into worksheets that will be used for proposed project discussions during budgeting. They will be made available through AppFolio and most likely in a binder accessible outside the office.

6. **Committee Reports**

A. **Finance Committee:** Linda Presto, Treasurer

Budget season. Last month I talked about the 2025 budget season. It has begun. The board is reviewing the reserve study to prioritize major projects and Erika has begun to look at the operating budget. One of the big operating budgetline items for next year is homeowner insurance.

Homeowner Insurance. If you attended the May annual meeting, you heard me talk about the challenges of securing insurance in today's economy.

In a nutshell: Insurance companies are in business to make a profit. For the past eleven years they have been losing money in eighteen states, paying out more in claims than they collect in premiums (including Wisconsin in 2022 and 2023).

According to insurance industry experts, this situation is caused by the frequency and severity of extreme weather incidents related to climate change. Other factors that affect industry profitability include:

- aging infrastructure,
- changes in building codes,
- the high cost of building materials, and
- labor shortages.

The result of this decline in profitability is that insurers are:

- increasing premiums,
- decreasing coverage,
- dropping customers altogether,
- declining to insure new customers, and
- withdrawing entirely from some states.

Insuring EOA. This situation is affecting Eastwood. As part of preparing the 2025 budget, I reached out to our agent to ask about the likelihood of higher insurance premiums next year. Our agent is with Robertson Ryan, an insurance broker. That means he represents a number of agencies and can shop for the best deal for us.

His advice was to stick with Auto-Owners, the firm we are with now, and plan for a minimum 25% increase in monthly premium. If we tried to change firms in this market, the age of our campus might cause other insurers to decline to bid (including Auto-Owners, if we left and tried to come back).

Reserve projects. I bring this up because the issue of insurability will drive many of the decisions this board makes about maintenance and capital expenditures called out in the reserve study.

In previous years, in previous economies, when the buildings were newer, the Eastwood boards sometimes felt it appropriate to defer capital projects and avoid increasing the monthly assessment. Because building age and condition affect our insurability today, we no longer have those options.

Back to the budget. It's important to understand that we run a lean operation. We listen to the experts to know when major projects must be scheduled, we shop for contractors with a sharp pencil, we budget as accurately and as realistically as possible, and we try not to authorize expenses throughout the year that are not included in the annual budget.

We will be talking more about the budget and capital projects in upcoming issues of the *Eastwood Updates* newsletter.

B. Landscape Committee: Co-chairs: Jackie Jensen & Chris Osterberg

BEI - Erika please ask BEI about these items: Edging of trees/shrub beds (item #1 contract):

- Dead vegetation in bushes is still present in many areas; is this scheduled to be done in the fall?

- What is their schedule for mowing? (including small patch east side of 1818 behind hedge.)
- Turf repair bids from BEI – see New Business; 4 areas are within budget.

Mulch - We did not get mulch from BEI this year; but some areas needed mulch so some mulch was purchased and placed by committee members.

Weeds - Could our maintenance person or BEI be asked to eliminate the weeds throughout the property?

Perennial beds - 3838 and 3942 beds are in need of other perennials as the ones planted are just not working out. In the late summer/fall we plan on transplanting some our perennials to these areas.

Fall transplanting/thinning out - considering dividing and spreading current, abundant, perennials from areas and hoping to put them in other areas around our property. Continued discussion will be at our August meeting.

C. **Architectural Review Committee:** Guy Johnson and Larry Gorman Co-Chairs
1818-Unit 210 installed new AC-7/13/24

D. **Handbook Committee Report:** Chris Osterberg, Pat Mikulsky
Will finalize when latest items to be included: Smoke-free, moving rules process, etc.

E. **Parking Lot Committee:** Patricia Mikulsky, Jackie Jensen
No report. Discussion of residents continuing to request parking spaces. Noted that we can't make exceptions and if spaces are available for sale or rent, they should be posted on the bulletin boards.

F. **CAI Update:** Linda Presto
Discussion of the importance of dryer vent cleaning; past work on dryer vents is under exploration in past bids/invoices. One time within the past 5 years all units were entered and cleaned, but after that only the main stacks were serviced and individuals had the option to individually hire their in unit dryer duct cleaning at their own expense. Dryer duct cleaning will be researched and reported on in the future.

G. **Smoke-Free Committee:** Mary Johnson
The Smoke-Free Committee met on Monday, July 15, 2024.

In preparation for the Smoke-Free Everywhere amendment to the EOA Declaration becoming official in early August, members shared their findings regarding air purifiers. The use of air purifiers, purchased at owner's expense, will be required by any resident smoker, either owner, renter or family member who qualifies for the Grandfathering Provision of the policy.

According to our sources, an air purifier should meet certain criteria including a HEPA Filter, a high Clean Air Delivery Rate (CADR) and a Particulate Matter measurement of PM 2.5. The information we found included 2024 reviews of the best air purifiers from Consumer Reports,

New York Times Wirecutter, Better Homes and Gardens and unit owners. We will summarize this information in a table with brand, model and cost to be used as a reference for Eastwood residents.

We recommend that a packet of information be delivered to all Eastwood residents on Monday, August 5, 2024 (pending printer availability) by posting on doors, email and mailing to owners who live elsewhere. The packet will include a letter giving official notification of the smoke-free everywhere policy, a copy of the policy, a Grandfathered Resident Registration Form and the Air Purifier Reference List. We ask that grandfathered residents notify the property manager regarding the air purifier that they purchase and will use in their unit.

Owners are reminded to inform real estate agents and any potential buyers or renters that Eastwood is smoke-free everywhere. In addition, our committee plans to team up with members of the Communication Committee about ways to get information to real estate brokers.

We will also post notices of the smoke-free policy on building bulletin boards and doors.

H. Communication Committee-Jim Salinsky and Chris Osterberg

A communication committee meeting was held on July 2, 2024; see addendum attached to this report.

I. Building Representative Reports

1818- Catherine O'Neill - No Report

1906-Bob Tatalovich – Erika is looking into the temperature control in the north end common hallway of 1906

3838-Bernice (Becie) Jones – Garage door has been reported inaccessible by Eagle Waste removal workers, requiring residents to open door for them. Assn Manager has been in touch with vendor.

3916-Mimi Oxman – Plants growing on gutters of overhang (on courtyard side of front entrance). A maintenance request was submitted in late June on behalf of Unit 228, to remove plants from gutters over 3916 courtyard entrance.

Please find out if any sealant was applied to the newly installed/refurbished balcony floors last year or the year before. The balcony floor is difficult to sweep AND almost impossible to clean. (I had to get on my hands and knees, applying and vigorously rubbing Soft-scrub with a toothbrush (twice in one week).

July 11 Maintenance Request: Elevator pads need to be taken down from the 3916 elevator.

3942-Jackie Jensen - No report. Discussion regarding improper use of mirror-doored lockbox caddies in lobbies-only approved use is for real estate agents and care workers keys, must be properly labeled as such.

7. **New Owners since February 2024**– no report

8. **Property Manager's Report** – On file with minutes

9. **Old Business**–Carpet cleaning bids need to be corrected and resubmitted for approval.

10. New Business –

RCL has submitted a proposal for surveying the roofs that are currently not being replaced. Linda explained we originally contracted with RCL in 2022 to survey all the buildings. The advantage of using a professional consultant is their knowledge and resources. When we decide to move forward on a recommended project, RCL submits the RFP's, reviews bids and meets with the board to discuss recommendations.

They also prepare regular reports and oversee the entire project. Their 2022 report recommended 1906 and 1818 roofs be replaced and is currently underway. The following proposal was submitted by RCL for surveying the remaining roofs. Beyond this, Linda suggested we put together an RFP requesting an annual inspection of the roofs as a routine maintenance task.

Discussion: The board reviewed the proposal prior to the meeting. The only question raised was if we had funds in the budget to do this. The answer: yes, it is part of the routine maintenance budget.

***MSC Mikulsky/Johnson Motion to accept the July 24, 2024, to perform roof survey Phase I as described in the proposal on Eastwood buildings 3838, 3940, 3916, 3942 at a cost of \$3,500. Funds to come from Operations budget.**

Homeowners Comments:

Appreciation for new Association Manager was expressed by homeowners.

Meeting adjourned:

Next Meeting: Thursday, August 22, 2024 6:00pm to 7:30pm

Respectfully submitted, Chris Osterberg, Secretary

ADDENDUM

Communication Committee Report

Management-Resident communication suggestions:

Current Process: Email or text as determined by management discretion for as-needed alerts and project/ services updates

Problems: All owners do not receive or read emails; all

Suggested Solutions: Routine email, perhaps weekly, with project updates and other?

Note: Some Owners do not receive or read emails; Owners are expected to inform renters; hard copies could be made available, distributed by building reps.

HOA-resident communication

Current Process: Board Meetings and Town Halls; Agendas and related print materials are sent via email and available through AppFolio.

Problems: Low in-person attendance; Zoom function not optimized related to internet and audio issues; underutilization of big screen in Community Room; Renters do not receive emails and are not consistently invited or informed by Owners.

Suggested solutions: Jim S and Erika to look into technical barriers to above problems; consider acquiring a camera for improving live broadcast; Hard copy of materials could be made available before and after meetings.

New resident communication

Current Process: As sales and rentals are noted through Zillow monitoring and word of mouth; Jackie provides Welcome Volunteers with packets containing move-in, parking, and community room rules; new item is a checklist of key items to be reviewed with new owners and renters.

Problems: Contact is not always made prior to actual move-in; review of materials is sometimes left to the new resident; owners are not held responsible for communicating rules to renters;

Possible solutions: Establish protocol for move in and out communication, including: Request realtors inform new owners of rule existence and Community Manager contact at time of sale, cautioning new owners regarding move-in rules; owners to inform Community Manager of new renter and contact information before move-in;

Resident-Resident communication

Current Process: Residents share emails, pass notes and documents, make phone calls; ARC packet contains forms for letting neighbors know about possible disruptions related to upcoming work in their units;

Problems: Concerns and disputes are not always resolved through one-on-one contact. Escalation process is not clear; if escalated, satisfactory outcome is not always reached.

Possible Solutions: Develop and communicate the escalation process to include residents, Building Representatives, Community Manager, Board of Directors, local authorities. Committee formation and participation

Newsletter

Current Process: Written and distributed as needed to communicate community-related information (project updates, rule reminders, etc.)

Problems: Routine frequency not established; format not user-friendly (ex. single column, complete sentences, too many words) ; distribution and availability of hard copies, budget for hard copy production and distribution not established; renters do not receive community emails

Possible Solutions: Establish format and frequency (monthly recommended by group), writers and budget to be determined by Communication Committee.

Note: Content must be approved by Board if title includes or suggests official content-see CAI resources re newsletters

Signs

Current Process: No established process or library of as-needed signs; Building Reps and committees (I.E., Parking Committee) create and post as needed.

Problems: Posting locations and content are not uniform; some reps prefer door to door in addition to bulletin boards, elevator frame insertion, taping to frequently used doors; maintenance was responsible for some posting in the past; Way-finding is challenging related to lack of signs;

Possible Solutions: Add frames to obviate the need for taping in strategic areas once identified

AppFolio

Current Process: Written instructions with expectation that owners will access for themselves; assistance has been provided as needed by building reps and Community Manager.

Problems: Attempted use not always successful

Note: Clarification was provided regarding the use of AppFolio for Community Manager requests in addition to maintenance requests.

Suggested Solutions: Provide in-person clinics to instruct in AppFolio use-noted that some owners may not possess laptops to attend a hands-on session

Building community

Current Process: Private involvement in social groups; committees related to landscaping, parking, smoke-free environment.

Problems: Some residents want more social contact with neighbors

Possible Solutions: Hold coffee get-togethers; skill sharing events

Handbook revisions

Current Process: Under board finalization review

The next Communication Committee meeting will be held Wednesday August 7, 2024 at 4 PM

Note: The August 7 meeting will be rescheduled because of member vacations.

EASTWOOD HOMEOWNERS ASSOCIATION
Town Hall and Monthly Board of Directors Meeting
Thursday, August 22, 2024, 6:00-7:10 pm

1. **Call to Order and Roll at 6:00 pm**

Board Members Present: Deborah Blanks, Mary Johnson, Patricia Mikulsky, Chris Osterberg, Mary Belvoir, Linda Presto. MPC: Association Manager, Erika Korndoerfer; Excused: Jim Salinsky

2. **Approval of Agenda**

Pat Mikulsky makes a motion to approve the meeting agenda. Deborah Blanks seconds the motion. The motion is approved unanimously.

3. **Approval of Minutes**

Linda Presto makes a motion to approve the July 2024 meeting minutes. Mary Johnson seconds the motion. The motion is approved unanimously.

4. **Treasurer's Report:** Linda Presto

Treasurer's Report placed on file for audit by President Deborah Blanks.

Cash Assets. As of the July 15, 2024, financial statement, we have cash assets of **\$2,688,632**, which includes special assessment money. Some of it was spent right away on the unplanned mold remediation project (est. \$325,000.) A big chunk of the money was earmarked for the 1906 and 1818 roof projects. The roofs will be completed and paid for in 2024, substantially reducing the reserve fund.

EOA investment policy update. Until recently, we had been holding our reserve funds in eleven accounts in order to remain within \$250,000 FDIC limits as dictated by our investment policy. To abide by recommendations from our CPA firm, in June we opened a MaxSafe money market account with Wintrust, a banking institution that specializes in the unique needs of condominium associations. To date we have closed five accounts in three banks and moved the money to Wintrust. This Wintrust account allows us to benefit from the current 3.85% return rate, which is more than the old retail accounts had been earning. One of the closed accounts was at 1.24%, another at 0.030%.

Special assessment update. Approximately 39 people chose the \$334/month payment option. By the end of the year, we will have collected another \$65,000.

Vendor invoices. Our accounting firm recommends that the board review invoices and approve them for payment before they are entered into the system. Erika and I have developed a routine for this.

5. **President's Report:** Deborah Blanks

Expressed appreciation to Erika Koerndorfer for her diligent work in managing vendors, customer service and for her organizational skills. Statement regarding Board currently engaged in budget development.

6. Committee Reports

A. **Finance Committee:** Linda Presto, Treasurer

Finance Report

In recent months we have expanded the amount of information we provide as part of the finance report. In addition to these reports, you have ready access to additional financial information.

- We provide an annual budget in fall to accompany an announcement of the next year's monthly assessment. This goes out via email and USPS, and it's posted in the Shared Documents folder in AppFolio. The annual budget includes a list of major reserve projects scheduled for the following year along with estimated costs.
- We hire a CPA firm to do an annual year-end review of our financial situation. This is sent to everyone via email before the annual meeting in May and it's made available on AppFolio.
- In AppFolio Shared Documents you will find a copy of the monthly financial statement, which includes the bank account totals presented each month as part of the treasurer's report. It also includes current-month and year-to-date expenditures and a copy of all the invoices we pay each month.
- Also in Shared Documents: a copy of the reserve study that identifies coming projects for the next thirty years, our insurance policies, monthly bank statements, a folder containing bids we receive for major projects, and a copy of the contract signed with the selected vendor.

More about the reserve study. We have worked hard to make the reserve study more accessible and informative by grouping scattered information in a single place, enlarging the type to enhance readability, and highlighting important details. You will find a binder with this information in the community room.

B. **Landscape Committee:** Ann Gorman in Jackie Jensen's absence

Request was made to have invasive weeds at 1818-1906 walkway removed by BEI. Turf improvement appears to be going well. Requesting bushes be trimmed in specific areas.

C. **Architectural Review Committee:** Guy Johnson and Larry Gorman Co-Chairs

Updates to unit in 3942 and 1818-Tub, Oven, Water Heater.

D. **Handbook Committee Report:** Chris Osterberg, Pat Mikulsky

Will finalize when latest items to be included: Smoke-free, moving rules process, etc.

E. **Parking Lot Committee:** Patricia Mikulsky, Jackie Jensen

Parking lot oversight is going well.

F. **CAI Update:** Linda Presto-no new information

G. **Smoke-Free Committee:** Mary Johnson

During the past two weeks, Eastwood owners and renters were provided with a copy of the official amendment to the EOA Declaration, making Eastwood a Smoke-Free Everywhere community. The amendment was recorded with the Milwaukee County Register of Deeds (DOC

#11439240) on August 5, 2024. An informational letter and a Grandfathered Resident Registration Forms were also supplied. Per our legal counsel, residents received these documents by email, hand-delivered paper copies to those without email by Building Representatives, or mailed to those who live elsewhere and either do not have email or whose email goes to spam. As of today, ten residents completed the Grandfathered Resident form and all but one indicated that they are using an air purifier. These residents are allowed to smoke only in their units. This restriction includes no smoking on patios and balconies. Please be aware that as of August 5, 2024, all owners and renters and any visitors need to comply with the no smoking anywhere policy.

Our legal counsel has advised that the EOA Executive Summary needs to be updated to include the amendment provision. The Committee is also exploring how we can best communicate with realtors so they are aware of the Smoke-Free Policy.

H. Communication Committee-Jim Salinsky and Chris Osterberg

A communication committee meeting was held on August 14, 2024; see addendum attached to this report.

I. Building Representative Reports

1818- Catherine O'Neill—Nothing to report

1906- Bob Tatalovich— Eagle waste bin added

3838- Bernice (Becie) Jones— Garage service door repair

3916- Mimi Oxman —Will be out of town Sept 12-30

3942- Jackie Jensen — Nothing to report

7. **New Owners since February 2024**— no report

8. **Property Manager's Report** – Filed separately.

9. **Old Business**

10. **New Business** –

Pat Mikulsky makes a motion to approve the proposal for the 1906 Roof Drain Replacement by Nations Roof not to exceed \$3500. Mary Johnson seconds the motion. The motion is approved unanimously.

Pat Mikulsky makes a motion to approve the 3838 Elevator Modernization bid from TKE for a total of \$121,725. Mary Johnson seconds the motion. The motion is approved unanimously.

Homeowners Comments: Bent garage door track noted at 3838.

Meeting adjourned: 7:20 PM

Next Meeting: Thursday, September 26, 2024 6:00pm to 7:30pm

Respectfully submitted, Chris Osterberg, Secretary

ADDENDUM

Communication Committee Report

Newsletter

Current Process: Written and distributed as needed to communicate community-related information (project updates, rule reminders, etc.)

Problems: Routine frequency not established; format not user-friendly (ex. single column, complete sentences, too many words) ; distribution and availability of hard copies, budget for hard copy production and distribution not established; renters do not receive community emails

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Suggested Solutions: Provide in-person clinics to instruct in AppFolio use-noted that some owners may not possess laptops to attend a hands-on session

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Current Process: Private involvement in social groups; committees related to landscaping, parking, smoke-free environment.

Problems: Some residents want more social contact with neighbors

Possible Solutions: Hold coffee get-togethers; skill sharing events

Handbook revisions

Current Process: Under board finalization review

The next Communication Committee meeting will be held Wednesday September 4, 2024 at 4 PM because of member vacations.