

To: Brickyard Creek Board of Directors

From: Jeffery Garrett

Re: Meeting Minutes from June 23, 2020

Date: July 12, 2020

The Board of Directors of Brickyard Creek met on June 23, 2020 via Zoom video conference from 12:32 p.m. - 1:58 p.m.

In attendance: Peter Tropman, Brad Wiersum, Tony Jeannette, Dan Wilczek, Nancy Sandstrom, Jim Gilson, and Brickyard Creek Manager Jeffery Garrett - Quorum present

1. Call to order at 3:05 p.m. by P. Tropman
2. Approval of Minutes
  - **May 20th and June 1st - Motion by B. Wiersum, second by D. Wilczek - Approved unanimously**
3. Manager Report - Operations (J. Garrett)
  - Storm Clean-up
    - Ongoing - trails clear - hauling out brush - harvesting cedar
    - Roland has confirmed that BYC hardest hit by storm
  - Beach and Picnic Area
    - Shoreline restoration project complete
    - Ash tree moved to help protect shoreline and dramatically improve the view
    - Sign to keep people off rocks
    - Stained the trailhead
  - Trails
    - Bridge repaired on Aldo Leopold Trail
    - All staircases - sealed with clear coat water-based stain to add longevity and keep mold from forming - lowers the risk of someone slipping when wet
    - Trees from storm damage cleared - continue to haul out brush and harvest cedar logs
    - Increased pruning and weeding due to wetter summer(s)
    - Culberson Trail re-do this season to create a better alternative to pedestrians than Blvd.
    - Started to re-chip trails - continue throughout the summer
    - Trees planted throughout trail system, especially in area hardest hit
  - Entry Maintenance
    - Routine weeding and pruning
  - Signage
    - All street sign posts were re-stained this past Spring
    - Entry sign - rotting and needs to be replaced

- Wells
  - Most well covers were re-stained this Spring for protection and aesthetic
  - Routine maintenance program on hold this year - past efforts to get ahead of problems has proven beneficial
- Roads
  - Culvert failure after 4 inch rainfall at #45 has been repaired and improved
  - RPM has begun grading roads - removing grass and weeds from driveways
  - Initiated gravel rotation 9 years ago - All of BYC has been graveled three times
  - Gravel where needed after grading this season (July)

#### 4. Finance Report (J. Garrett)

- Assessments
  - All first-half assessment have been paid; second-half are ready to send July 1
  - A reminder that power pedestal charges are \$225 this year - will be sent in July
  - Board will updated on payments, not expecting issues due to COVID-19
  - Reminder - the Board voted to pay off the road loan if assessment payments are made
- Budget/Expenditures
  - Overall - on budget at half-way point of 2020
  - Legal expenses for merger (all accounted for in the 2020 budget) is \$26,650 or \$2,600 over budget, but G&A continues to be on budget
  - Operations is on budget with \$3,500 left for plowing in Nov. and Dec.
  - Realized cost savings by working on storm damage in house
  - Professional service to begin eradication of buckthorn - \$2,800 (F&W budget)
- Accounts
  - Reserves moved to checking accounts when CD's mature at Kay Biga's direction - John Boll designates as reserves on balance sheets
  - Condo = \$132,500 in checking and reserves
  - Umbrella (or lakeshore) - \$26,500 in checking and reserves
  - Approximately \$70,000 will be added with July assessments
- Reserve Study
  - J. Garrett is working with Jon Schreiner from Building Reserves out of Chicago
  - Supplied 2020 budget, reserves, financial statements, site maps, plat map, and also have the ability to provide the nuance associated with our type community especially as it pertains to the responsibility matrix
  - J. Garrett is meeting with Jon at BYC in mid-August for tour and assessment

#### 5. Brickyard Creek Community Project Update (P. Tropman)

- New buyer (with 21 votes) is having merger documents reviewed by lawyer and will give the yea or nay to current owner Woody Peterson
- Need to follow-up with members to ask if they received their ballot and answer any questions

- T. Jeannette, J. Garrett, and N. Sandstrom will open ballots via Zoom and record the names of those voting to approve merger

#### 6. ACC Project – Progress Report (D. Wilczek)

- Guidelines expanded to accept new, but compatible cottage designs and protects protocols, the forest, and property values
- Discussion regarding 30-day timeframe and meeting between owner and ACC
  - A work in progress, but language is set forth to encourage the owner to reach out to the ACC for a meeting to receive guidance or a mutual understanding of project
  - Declarations state 30-day timeframe, it could be a matter of conditional denials that would demand for further conversation between ACC and owner
- **Motion to approve the ACC Charter and Guidelines as presented by N. Sandstrom; second by T. Jeannette - Approved Unanimously**
- **Motion to direct the ACC Working Group to incorporate within the guidelines procedures requiring informal discussions and collaboration between the ACC and the owner prior to submission of a formal application by D. Wilczek; second by T. Jeannette - Approved Unanimously**

#### 7. Scarlett Woods Lot Sale Update (P. Tropman)

- Susan Keachie reports they are finalizing offer from new buyer and anticipating closing by July 23rd

#### 8. Vision Committee Report (N. Sandstrom)

- Putting together a community wide survey to get feedback from members on how they view development to guide ACC and Board on priorities going forward
  - Targeting the end of July for the survey to go to members
- Second step is to make follow-up calls to selected members to do more of a “deep dive” and have a consultant use all garnered information to share messaging and make recommendations
- Next committee meeting will get into more depth on assignments with priorities being the survey, merged association, and ACC work
- Idea for the Board to meet with new buyer soon after closing
- Marina Liaison Group to continue to work to determine rules, cost sharing, and other joint tenant issues
- P. Tropman and J. Garrett to meet with Pat Heytens to go over parking lot easement and conveyance of the beach - update to follow

#### 9. Rental Group Report (J. Garrett)

- State of Rental Management
  - Winfield Inn is currently for sale - if it doesn't sell they will be closing
  - Windseeker Rental is interviewing owners they want as a client (not the other way around) - a limit of 10 more

- This will leave some looking for another management company - unknown as of now if Team Swor is interested in expanding
- Group grappling with this reality and is currently setting up meetings with rental management companies
- Re-application Meeting
  - Chance to touch base - ask questions - and certainly reiterate items including expectations, protocols, and emphasize private marina
- Accountability Measures
  - Rating experiences online gives renter more influence than ever before and the success of management company is based on a good review - renter number one, owner of the cottage number two, community satisfaction third
  - Management requests that the community manager and neighbors to notify them, but issues are now handled with their review in mind
  - Measures need to be put in place that hold both the cottage owner and the management company accountable for what happens at their place
  - Need to establish protocol for manager to follow
  - A rental fee may need to be determined to offset manager time and other factors
- Updated Rental Resolution
  - Will be ready for Board vote at next meeting
- Creating an annual contract with management companies
- Management company contact information to be added to owner directory
- Creating a Welcome Renter Card for renters to be posted in all rental cottages - a powerful way to positively convey rules and ways to enhance the BYC experience

Meeting Adjournment at 1:58 p.m.