

To: Brickyard Creek Board of Directors

From: Jeffery Garrett

Re: Meeting Minutes from July 21, 2020

Date: August 1, 2020

The Board of Directors of Brickyard Creek met on July 21, 2020 via Zoom video conference from 3:02 p.m. - 5:06 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 3:02 p.m. by P. Tropman
2. Merger Announcement
  - BYC I, II, III members officially voted to approve merger of the condo associations into one- now known as the Brickyard Creek Community Association
  - Next step to create agreement between Umbrella Association and Condo Association
3. Manager Report - Operations (J. Garrett)
  - Keep Off Rocks sign up at the beach
  - Northwoods Paving coming back to stripe lot to establish parking spaces
  - Storm Damage report - trees down on trail and near cottages; large Popple took out part of the bridge on the Old Rail Trail - immediately repaired
  - Pruning and trail maintenance non-stop with all the rain (10 inches in the past week)
  - Pruning and weed pulling at Entry area also non-stop due to high rain totals
  - Repair to well that serves cottage #45 completed
  - Well testing scheduled in August
  - Road graveling completed; road grading continues
  - Clean-up and brush hauling from last Fall's devastating storm continues
4. Finance Report (J. Garrett)
  - Fryberger (merger legal services) invoice received for \$4,000 (covered work with Nelson survey and merger mailing)
  - 2nd-half assessments are coming in; apparently no issues paying due to COVID-19
  - Sent in all needed documents and info needed for reserve study; meeting representative onsite Aug. 14th - final report soon after
5. Approval of Minutes
  - **Motion to approve the BYC Board Meeting Minutes from June 23rd, 2020 by T. Jeannette; 2nd by N. Sandstrom - Approved Unanimously**
6. Vision Committee Update (N. Sandstrom)
  - Survey questions regarding future development completed with help from consultant
  - Will be sent to membership by the end of July with strong encouragement to reply
  - Rental questions in survey important and suggestion by members to allow for comments
  - Follow-up interview (a deeper dive) by consultant with selected members

- Working on Board of Directors transition - education
- Pat Gottfried and Carolyn Milbrath are analyzing community manager job description
- ACC continuing on track

## 7. Board Elections

- No current members are seeking re-election (need to seek all new members)
- Discussion about the pros and cons of lowering membership to 5 members (instead of 7)
- Work at the committee level allowing for more involvement and sharing of the tasks
- Committee's of the Board (strategic plan calls for charters)
  - Finance
  - ACC
  - Forest & Watershed
  - Communications
- Working Groups of the Board
  - Marina Liaison
  - Rental Oversight
  - Boreal Forest Citizen/volunteer
- Call will likely need to go out for new Board members
  - Nominating form sent last year will be used this year
- Communication needs to be clear of Board member expectations with status update
- The Board could be self-selective
- Virtual Election

## 8. Annual Meeting

- To be virtual via Zoom (T. Jeannette)
- Mid-September (Saturday morning)
- Produce annual report
  - President's report
  - Strategic plan
  - Community challenges
  - Committee Reports
- Introduce new board members
- **N. Sandstrom will put together talking points or summary of the responsibilities of the organizational structure and a framework of the annual report**
- **Tony and Brad volunteered to help get meeting together**

## 9. Rental Matters

- **Updated Rental Resolution - Motion to approve by T. Jeannette; 2nd by B. Wiersum - Approved Unanimously**
- Rental Oversight Group meeting with Windseeker and Red Fox Duluth (Adam Swor) for annual review and check-in
- Declarations allow members the right to rent their cottages - legal questions to be explored
- Rental Fee should be considered
  - Potential dollar amount based on added services - tangible numbers
  - B. Wiersum suggested the idea of establishing a two-tier assessment rate - those who rent would have a higher fee (TBD ASAP)
- A few letters from members regarding noise at rental cottages, beach use, and lack of social distancing or mask use were received by the Board
- A review of policy and protocol will be taken up by the Rental Oversight Group
  - Potential fee schedule to be included

10. COVID-19 discussion and policy

- **BYC Mask Policy to mirror the City of Bayfield ordinance and the county advisory**
  - **To be sent to members and rental agencies ASAP**
  - **To be posted in rental cottages**

11. Violations at Cottage #140

- J. Garrett reported three incidents to the Executive Committee that took place over the 4th of July weekend and July 8th - the use of fireworks, over occupancy limits for a Woodland cottage design, and noise during quiet hours
- Owners have been warned consistently regarding ongoing violations at their rental cottages over the years
- Current common expectation policy allows for the discretion of the Board to determine penalty or fee
- The Board collectively agreed that the Landon's to receive a \$100 fine for each recent violation (\$300 total) and a notice that their management company is under review
- **D. Wilczek and J. Garrett will write a letter to the Landon's regarding violations with fines and notice of review in accordance to Brickyard Creek guidelines**

Meeting Adjournment at 5:06 P.M.