

To: Brickyard Creek Board of Directors

From: Jeffery Garrett

Re: Meeting Minutes from October 19, 2021

Date: November 12, 2021

The Board of Directors of Brickyard Creek met via Zoom on October 19, 2021 from 4:30 p.m. to 5:52 p.m.

In attendance: Nancy Sandstrom, Peter Jaroff, Peggy Knapp, Kayla Picciano, David Culberson, and Brickyard Creek Director Jeffery Garrett - Quorum Present

1. Meeting called to order at 4:30 p.m. by Nancy Sandstrom
2. **Motion to approve September 15, 2021 Board Minutes by K. Picciano; second by P. Jaroff - Approved Unanimously**
3. **Motion to approve October 4, 2021 Board Minutes by P. Jaroff; second by K. Picciano - Approve Unanimously**
4. Finance Report (J. Garrett)
 - About \$11,000 spent on legal fees in 2021 - budgeted a total of \$12,000
 - Keeping Operations in check to offset unforeseen and legal expenses
 - Working with Sarah Leino at Ehlers and Pierce - going well
 - Finance Committee meeting to write 2022 budget - ready for December vote
 - Trending under budget
 - Still waiting on second-half assessment from Kabira Enterprise LTD - penalty fees are applied monthly when new invoice is sent
5. Empty Lots
 - Discussion about contacting broker Eric Kodner about potential interest to buy all or some of the lots
 - K. Picciano offered to contact Kodner make an inquiry
 - Development costs are the responsibility of the lot owner - includes driveway build, clearing cost, stump removal, well hook up or new well, electric hook up, sewer hook up or holding tank installation, and oversight expenses
 - D. Culberson and J. Garrett to craft a notification letter to be sent to the Crow's (#309) and Kabira Enterprise (#310, #312) explaining the improvements, costs, and failure to pay
6. Rental Oversight Committee (K. Picciano and N. Sandstrom)
 - K. Picciano and N. Sandstrom met with Windseeker Rentals and reported they were receptive to policy changes and rental fee (in fact, suggested an increase from 5% from the Board approved 4.5%)

- K. Picciano, D. Culberson, and N. Sandstrom worked on different parts of the rental program that BYC needs to be managing
- Review of draft documents including:
 1. Rewritten Rental Policy Resolution
 2. Specific info on how to handle renter violations
 3. Rental Management Company Agreement or Contract
 - Agreement to be signed by owners and management so all are aware of rules and protocols
 - Three to five years management experience preferred (instead of required)
 - Board expect to receive management company ratings, occupancy data (as examples)
 - Emphasis that the management companies convey the common expectations in a myriad of ways including, video, follow-up phone calls at arrival, counter stands, etc.
 - Current agencies are excellent at booking; as a residential community BYC needs better oversight and management
 - Idea to have a pop up or check box on management company websites that require that the common expectations are agreed to by the renter before booking
 - Discussion about increasing minimum night stay from two to three nights
 - Rental Fee will be charged daily, reported monthly, and paid quarterly
 - Expectation that BYC dumpsters are used only by cottages in BYC and not rental units in the greater Bayfield area
 - **Motion to increase BYC Rental Fee from 4.5% to 5% by P. Knapp; second by K. Picciano - Approved Unanimously**
 - **Motion to approve the most recent versions of the Rental Policy Resolution, BYC Process Rental Complaints, and Rental Management Company Agreement/ Contract by P. Jaroff; second by P. Knapp - Approved Unanimously**

7. ACC (D. Culberson)

- Review of correspondence and update on mowing issue at Tamarack units
- Second letter is considered an appeal to the Board - now in Board's hands
- **Board needs to send a note with a deadline to determine if all owners agree with Steve Hartman's position and have seen all the correspondence regarding the issue**
- **Need legal determination whether mowing is considered improvement**
- **Board will request proof of approval to mow**
- Nancy will contact community lawyer and draft a letter to the Tamarack owners
- J. Garrett volunteered to call and follow-up with each owner if they do not respond

8. Community Relations (P. Knapp and N. Sandstrom)

- Updated website will be live by the end of week
- J. Garrett will work with Tony Jeannette on updating content
- J. Garrett will send email to members introducing the new website

9. Operations Report (J. Garrett)

- Stained entry sign (2 coats)
- Removed old sales office sign
- Finished BYC Trail from Old Rail Trail to road bridge with plans to redo the section of trail from the road bridge to the trailhead at marina parking lot
- Plan to stain kayak rack and floor of the picnic pavilion

Board Meeting Adjourned at 5:52 p.m.