

## ***SOCA Board of Directors Meeting***

Hillcrest Restaurant, Merrimac, WI  
Sunday, January 22, 2012, 9:00 a.m.

### **I. Call to Order**

**Jamie Sloan** called to order the regular meeting of the **SOCA Board of Directors** on February 18, 2012 at 9:08 a.m.

**Present:** Verlyn Erickson, Jerry Hoff, Jamie Sloan, Randy Stearns, Russ Krella, Tim McCumber, Thane Neuman

### **II. Introduction of Guests**

**Chris Hanson, SOCA pool manager:**Chris spoke to SOCA property manager Kris Kohlman last fall about the possibility of finding a new pool manager for the 2012 season. This responsibility has since been turned over to the board. Chris would like to know the status of this situation and brought up some questions and concerns related to the pool manager position.

### **III. Secretary's Report**

**A. Approval of October 18, 2011 Minutes:** Motion was made by Jerry Hoff to approve minutes from last board of directors meeting, and seconded by Verlyn Erickson. Discussion then took place regarding the topic of who on the board has authority to call the attorneys and over what matters, as per discussion recorded on the last meeting's minutes. Motion to approve minutes passed unanimously.

**B. Approval of October 1, 2011 Annual Meeting Minutes:** Approval of these minutes will take place at the next annual meeting.

**C. Action Items:** none

### **IV. President's Report**

**A. Pool Management:** Discussion continued regarding finding a solution to the pool manager situation that would be workable for all concerned. A list of potential replacements/job sharers for Chris Hanson was put together by the board.

**B. Snow Removal:** Thus far the new snow removal contractor has been working out very well. AJ has been subcontracting to another individual for the plowing, which is fairly typical with this type of contract. There has been just one complaint about the back walk behind building #1 not being shoveled. This has been addressed and rectified.

**C. Tennis Courts:** The work that was done two years ago appears to be coming undone. Large cracks have reopened in the pavement and could pose a tripping hazard. Discussion took place as to whether or not that work was warranted by the contractor and what could be done to address these concerns. There are also some concerns about individuals using the tennis courts after hours. This will be addressed by posting signs with hours of operation. If it continues to be a problem, the courts may need to be locked at the same time that the pool is locked each night.

**D. Landscaping:** Some residents have brought concerns about the landscaping (or lack thereof) near the gray units. Some work was done years ago by individuals, but has not been maintained. Some of the

bushes are so overgrown that they hide the edge of the “cliffs” and could be dangerous for people walking around, especially kids. Russ would like to see a long range plan put in place for dealing with this area. We could address some of the more immediate issues as work day projects in May, and then come up with a plan to deal with the rest over time. There is currently no budget for this project, but with the money that is potentially to be saved in this year’s budget due to several new contractors, we could potentially cover the expense.

**E. Action Items:**

Maggie Sloan Memorial-This is still in the planning stages. Jamie will be working with a new contractor (Jaysin) at Sauk Prairie Remodeling to plan out the details.

Late Fee Policy-Kris Kohlman will continue to enforce the current late-fee policy. Russ would like to revisit this policy in the near future.

## V. Vice President’s Report

**A. Pier Status Update:** Tim McCumber presented the pier registration document which effectively states that SOCCA has 66 registered pier spaces, effective February 6, 2004. He suggested that this document be filed and recorded at the courthouse as an official condo complex document. This document should have been attached to the DNR application and could possibly still be. There could still be an issue down the road with the twelve potential unbuilt units and not enough pier spaces granted to give each of those a pier space (potentially).. It might be necessary at some point in the future to amend current condo rules to state that the existing units have priority over the existing 65 pier spaces.

**B. Summer Oaks Signage:** The new sign has been installed at the entrance to Summer Oaks. The trim color is not exactly the shade it was supposed to be, so Bernie will be back in the spring to repaint it brown.

**C. Badger Water Update:** DNR did submit the alternative feasibility study in December. It will be up for review for 60 days. There are multiple steps which must be taken before anything will be done and the city could put the project down at any step along the way. There could potentially be reimbursement for our well expenses, but nothing will be official until the project gets its final approval.

**D. Action Items:** None

## VI. Treasurer’s Report

**A. Current Status Report:** Jerry presented the balance sheet through December 2011. He remarked that since some owners pay their association fees in a lump sum, not all of the income listed is currently accessible to the board. It technically hasn’t been received yet, and will appear on profit/loss statements over the 2012 year. Cost overruns for the year were mostly due to Building Three renovations and legal fees related to the pier registration.

**B. Pier removal costs:** Currently the fees charged to SOCCA members for pier removal are covering the actual costs charged by Deano Docks for the service. There is still additional cost to SOCCA for removal of the common piers. There was some discussion related to current billing practices for this service and when it should be done. It was agreed that there should be an updated inventory of the owners (and the pier numbers) that are taking advantage of this service.

**C. Action Items:** Recreational easement-There was continuing discussion regarding the recreational easement status for the Cove's Court residents. Verlyn will send Tim all the documents he has collected pertaining to this issue and Tim will send letters out to the residents explaining the policies regarding use of the common amenities and the costs to them to do so.

**VII. Property Manager's Report-**Kris Kohlman was unable to attend the meeting, so she sent her report to Jamie for presentation.

- A. Buildings 5 & 6-**Lighting issues- The lights have been reworked so they will remain on 24 hours. There were some issues with the lights being on timers, but then burning out so that they would not go on in the dark. It was hard to know if they needed to be replaced or not, so that issue has been dealt with by installing light sensors.
- B. Sewer vent pipe-**Repaired after being run over at some point in the past.
- C. Lights-**bulbs have been replaced with the most energy efficient ones available
- D. Dumpster-** was moved last year to a new location because it could impede the right-of-way. Several residents expressed concern over its new placement, complaining that it leaked and smelled. At some point in the future a dumpster enclosure may be built around it, but for now, it will be moved back to its former location. Russ will speak to AJ about creating a gravel pad to place it on. This should incur a minor cost.
- E. Well houses-**pressure has been holding and there are no leaks as per monthly inspections.
- F. Action items-Landscape** will be discussed later under buildings and grounds.  
Fence repair/replacement- The rickety fencing near the well house has been replaced.

## **VIII. Buildings and Grounds Report**

- A. Fall clean-up-**more was done this year than in previous years. The cost to do so was made up by quitting mowing earlier than usual for a savings of \$1200. Several bushes were trimmed and the leaves were swept up.
- B. Landscaping-**there are many areas that have become overgrown and are in need of being pulled out and/or replaced. The board members will walk around the grounds before the next meeting to assess need and determine projects for the upcoming year. Jerry would like to continue with the shoreline project that was started three years ago. This consists of chopping and spraying buckthorn and other invasive plants. The cost to do this has been about \$800 in the past. It might be a good idea to get other quotes from other landscapers for comparison before going ahead with it this year.
- C. Insurance-**Russ put some inquiries out as to cost savings that could be realized by raising our deductibles. With our current policy, we could save roughly \$2000 by increasing our deductible from \$1000 to \$2500. These savings could potentially be even more if we switch to another company. Russ is currently seeking bids from other agencies and waiting for their responses. Historically, SOCA has only made claims on insurance policies on two or three occasions. The board agreed to seek insurance bids with \$2500 and \$5000 deductibles
- D. Trees-**there are a couple of big dead oaks that need to be cut near the piers and some others around the property. This should be done during the winter. Several bids have been received. A motion was made by Tim McCumber to accept a bid for \$1400 for dropping of all the trees and clearing away as specified. The motion was seconded by Jerry. Motion passed.
- E. Upcoming projects-** extensive discussion took place regarding the planned remodeling of building #1 and how that project will be funded. Hopefully, with savings realized in other areas, it will be possible to keep the remodeling project on schedule. There are many issues with water drainage in that area that must be addressed along with the remodeling plans.

**F. Action items-**Russ presented several bids for the re-roofing of building #57. The bids came in quite a bit lower than the budgeted amount, if the roof is overlaid rather than torn off. The board agreed to go ahead with the low bidder, who was highly recommended by several people. Building #3 railing- is still unattached from the building. The rails had been attached prior to the remodeling last summer. Everyone agreed that the contractor's responsibility is to reattach the rail the way that it had been when he began his work at no additional cost to SOCA. Tim commented that the railing as it currently exists could be a code violation. Russ will go back to Sauk Prairie Remodeling about taking care of this issue promptly.

Lawn care bids- Current cost for lawn cutting is \$450/week. Current cost for lawn treatment is over \$4000. AJ will perform the same treatment for about \$1200. The bids for mowing range from \$275 to \$350 per week. Choosing any of the new contractors over the current one will result in substantial savings. A motion was made by Randy and seconded by Thane to choose a new lawn maintenance company. Motion carried.

Septic pumping- discussion took place as to the need for pumping every year as opposed to every other year. There are enzymes that can be added to the pipes and tank that can aid the breakdown of solid waste. Russ will see what other options there are for septic services and get bids from them.

Pest control- this service is necessary for the elimination of carpenter ants and mice and must be continued. Russ will, however, seek competitive bids for this service for comparison.

Cleaning of buildings 5 & 6- We were previously told that employees of Kris Kohlman were performing the cleaning of the hallways every two weeks at a cost of \$180. Russ has now learned that a woman named Jody is actually performing the job at a cost of \$80. She is a subcontractor for Kris Kohlman and has her own insurance certificate. While Kris is authorized to hire subcontractors for work at SOCA, there is an issue with the amount of money she is charging for this service (\$100). This is cause for concern. There are also issues with collection of the coin from the laundry rooms. It was decided that Thane and Tim will begin to collect the coin on a monthly basis for the time being. One of them will get the keys from Kris Kohlman along with the keys for the storage room in order to check for mold.

Repair of walkways and bridges- Nothing has been done with this so far. Jerry suggested taking a look at these areas more closely when they do a walk-around in April. Then they can prioritize the projects and go from there with planning.

## **IX. Old Business**

- A. Dryer vents** -Discussion of this has been tabled until the April meeting.
- B. Attorney's fees**-This issue was decided at the last meeting.
- C. Action items**

## **X. New Business**

**A. Property manager responsibilities**- Tim brought copies of the current property manager contract to be discussed by the board. He has done a lot of searching online for property manager contracts just to get an idea of what other associations are requiring from their management. He brought some ideas of language and duties that he thought could be good models for our contract. There was discussion about what sections might be helpful to add to or reword in the SOCA contract. It was also discussed that it should be the specific duty of one board member to work with the property manager in decision making and consulting. This could be designated per project or generally. Everyone felt that rather than have one person be in charge of everything, it would be better to designate board members based upon the nature of the project/decision. Tim will rework that section (7) of the contract to reflect this discussion. Once the contract is finalized, Tim would like to put together a letter to the current property manager (Kris Kohlman) by March 1, indicating that SOCA is not renewing her current contract, but will be putting the new contract out for bids. She will be invited to bid on the new contract along with any others contractors

who are interested. The bids will be sent to Tim at his home address and will be left sealed until the next meeting. The bids will also be advertised on Craig's List.

**B. Pier conversation-**see outline item V.

**C. Action items-**next meeting is April 8, 2012 at 9:00. The main topic of the meeting will be the property management contract, and will allow time to choose a new property manager before the current contract expires at the end of April.

**XI. Adjournment-**Motion to adjourn was made by Jerry and seconded by Thane. Meeting adjourned at 1:16 pm.

Minutes submitted by Randy Stearns