

**SOUTHWICKE TOWNHOME ASSOCIATION**  
**BOARD of DIRECTORS MEETING**  
**Date: February 10, 2026**

**CALL TO ORDER:** 5 p.m.

**ATTENDANCE:** Janet Johnson, Phil Betts, Keith Sandvig, Carolyn Buseman

**GUESTS:** Tom & Laura Snyder, Martha Vukovich

**SECRETARY'S REPORT:** Minutes for January 13, 2026 were moved approved by Keith, seconded by Phil. Passed.

**TREASURER'S REPORT:** Treasurers report from Property Management by Design (PMBD) was reviewed; no invoices submitted. Moved approved by Keith, seconded by Phil. Passed.

**OLD BUSINESS:**

- Bishop Engineering referred us to the design engineering firm Structurefy. Topographical maps were sent for review. Carl Stump from Structurefy was questioned regarding the possibility of grading the hill using no wall. His responded was 'not possible'. Tom Snyder submitted another engineering firm to ask same question regarding grading and will contact them. Cost for the design (of wall) is \$11,000. Phil moved to accept bid. Carolyn seconded. Passed.
- A concern regarding the leaning light pole at the entrance was brought to attention. This has become a safety hazard. Keith made motion to remove, Phil seconded. Pole will be removed by Tri City Electric.
- PMBD team will walk thru the entire complex noting issues that need repair or are not in compliance. Report will be submitted to the board for recommendations, and letters sent to homeowners regarding issues needing attention. The team walks thru all the associations they manage starting early spring.
- Midwest Construction will begin repairing soffits, fascia, and cladding starting in March, weather permitting. Homeowners are encouraged to examine their units/buildings and report any issues and send to the property manager or board. Identified issues on buildings have been noted, but more may have developed thru the winter. PMBD representative will make a final inspection before remainder of invoice is paid.
- Repair of pillars and painting will be done this spring/summer. Bids are being accepted. Keith moved, Phil seconded. Passed.
- Tile flushing will be done behind south buildings (behind Units 13-21 approximately) as soon as ground is thawed. Bid cost is \$2,140. H&H Plumbing will assess tiling behind Units 57-59, and also bid to add tiling from guest parking between Units 63-64.
- Southwicke HOA Insurance deductible has been raised allowing a monthly credit of \$2,279.90 (\$4,866.90 to \$2,587.00).
- Spring cleanup of unkept bushes, etc. will begin when weather allows.

**NEW BUSINESS:**

- Resident concerns are to be directed to the property manager via the portal.

Meeting adjourned. Moved by Phil, seconded by Carolyn.

**NEXT MONTHLY BOARD MEETING: Tuesday, March 10, 5 p.m. at Unit 20.**