

**SOUTHWICKE TOWNHOME ASSOCIATION**  
**BOARD of DIRECTORS MEETING**  
**Date: May 12, 2026**

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

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

**GUESTS:** Julian Carrillo, Carla Miles, Karen Douglas

**SECRETARY'S REPORT:** Minutes for April 14, 2026 were moved approved by Keith, seconded by Janet, passed.

**TREASURER'S REPORT:** Treasurers report from Property Management by Design (PMBD) reviewed. Discussion of appropriation of monies. Moved approved by Carolyn, seconded by Keith. Passed.

**OLD BUSINESS:**

- Property Manager Jeff Horner has been analyzing units noting inconsistencies and/or violations. After completion of all units a report will be sent to the board to evaluate and note who will receive letters advising needed repairs, etc.
- Midwest Construction has completed the first phase fixing facia and cladding. Another phase will be completed after first phase is paid.
- The wall design has been completed and sent to three construction contractors for bids. Once bids are received and possible stone/block pictures/samples are received a special meeting will be scheduled. Residents will be notified by email, hopefully middle of June of said meeting.
- Tiling studied and analyzed finding a complete grounds overhaul is needed. This will be started after the wall is complete. Tiling can be done in phases adhering to budget. H&H Plumbing did the survey and suggested a landscape company, rather than plumber, do the work to save money.
- Trees noted last month have been removed and stumps ground. Trees have been chosen and will be planted within the next few weeks by Bentley Ridge Tree Farm.
- Grass seeding of bare areas in yards will be finished soon by Selby Lawn & Landscapes, our lawn care company. Residents receiving newly seeded grass will need to water these areas.
- Tuckpointing of the brick sign at front entrance will be started in early June.
- Concrete bids have been received from two companies. Keith is following up walking the complex to verify the worst areas that have been noted, and what budget allows to fix.
- Roof leak in #24 has been repaired.

**NEW BUSINESS:**

- Carla Miles brought plans for new steps off sliding door and landscape improvement around patio, Accepted and passed.
- Karen Douglas brought front yard plans around new tree to be planted. Accepted and passed.
- Midwest Construction will notify when repairs of next phase will begin.
- Unit #5 wants HOA to review needed maintenance to exterior. Jeff Horner advised new owner will need to report on portal and repairs will be discussed and authorized if they are association responsibilities.
- Unkept original bushes at Unit #8 and #68 will be removed. Motion made by Carolyn to accept bid from Omar for \$280, seconded by Keith. Passed.

Meeting adjourned. Moved by Carolyn, seconded by Keith.

**NEXT MONTHLY BOARD MEETING:** Tuesday, June 9, 5 p.m. at Unit 20.