

\SOUTHWICKE TOWNHOME ASSOCIATION
BOARD of DIRECTORS MEETING
Date: January 14, 2025

CALL TO ORDER: 5 p.m.

ATTENDANCE: Janet Johnson, Charlie May, Keith Sandvig, Carolyn Buseman, property manager Mark Gisch.

GUESTS: Sharon Dixon, Martha Vukovich, Matthew Ward, Siobhan Harman

SECRETARY'S REPORT: Annual meeting minutes for December 10, 2024 were moved approved by Charlie seconded by Keith. Approved as written.

TREASURER'S REPORT: Treasurer Keith Sandvig noted a surplus of \$33,598. Mark will ask Steve Grodahl to label surplus as an addition to the reserve. No additional bills were presented. Going forward all nontraditional invoices are to be presented to the board for approval before payment. Charlie moved to approve; Carolyn seconded.

OLD BUSINESS:

- No response from homeowners pertaining to review of Rules & Regulations and By-Laws. The amendment presented to change number of board members from 4 to 3-5 members will be presented and voted on at a special meeting planned in April.
- Breaker inspection review for remaining units 1-16 was not completed. Mark said inspection will now be held Monday, January 20 with Imperial Inspection at \$40 per unit paid by association. Email will be sent notifying homeowners so access to garage is available for electrician to enter and check utility boxes.
- Again, algae have not been removed from all locations.
- Gutter cleaning was completed. Janet held discussion with Leaf Filter about gutter guards and installing on building areas that were most problematic. Tabled until spring.
- Continued discussion on street lights. Mark checked with city planning if poles can be removed since they are developer mandated lights. No objection from City. Estimates were received for pole removal. Light concerns were discussed by guests. Concerns listed as follows: (1) safety; (2) sidewalk/street trip concerns; (3) effects on property values; (4) legal risks. The existing 4 working pole lights were shut off, however relit due to entrance signage/flag lights connected to same. Re-wiring will be scheduled to altar this issue and lights will again be shut off. Discussion continued with possible solar pole lights at mail boxes. Examples were presented. Another option is to increase bulb lumens on building lights.
- Architectural inconsistencies with 3 units failed to be resolved during this month. Mark will address with homeowners.
- The Grounds Committee held an organizational meeting outlining steps for improvements on landscaping with removal of unkept bushes and planting of new. Members will be visiting Bentley Ridge Tree Farm & Nursery for ideas and long-range planning. Homeowners need to notify the board if they have requests pertaining to trees and bushes near their residence.
- Concrete and sidewalk review was not completed. No bids were submitted.
- Unit 3 chimney leak ongoing. Mark reported Buresh and L&R evaluated. No leaks thus far. Will check in spring.
- Leaf blowing was not on Lawns Plus schedule. Board member called and scheduled, job not completed to standards of years past. Mark will call and discuss with Lawns Plus. Will need to have additional clean up in the spring. Going forward leaf cleanup will be scheduled earlier in the fall.

- Soffit damage not addressed as bids were not attained. Mark will contact Midwest Construction concerning the missing soffit.
- Charlie shared building lights link. Replacement of current light fixtures was not an option.

NEW BUSINESS:

- A special association meeting will be held potentially in April. Depending on weather, the meeting will be held at a specified location on Southwicke grounds or a unit garage to amend the by-laws from 4 board directors to 3-5 directors, and to vote on lighting options within the complex.
- Homeowner Concerns: (1) Sagging soffits under porches; (2) Ongoing water leakage issue in garage area.

PROPERTY MANAGER'S REPORT: Interjected throughout the meeting.

COMMUNICATIONS: Higher lumen light bulbs have been installed at Units 28, 29, 30 & 31. Units 28 & 29 have soft light; 30 & 31 neutral light. Drive by and evaluate.

Residents have expressed concerns about pets on Southwicke grounds unattended and off leash. Both Southwicke and the City of West Des Moines have ordinances stating pets are to be attended and always leashed when outdoors.

Meeting adjourned. Moved by Keith, seconded by Carolyn. Passed favorably.

NEXT BOARD MEETING: February 11, 2025 at 5 p.m. Unit 20.

REMINDERS:

Copies of Southwicke Covenants, By-Laws, Rules & Regulations are available by email. Send request to Carolyn at cb980@hotmail.com