

Update to the Lake Geneva Manor Association Membership From the Grounds Committee

Saturday July 13, 2019

1. Introductions and Appreciation

Introduction of Grounds Committee Members and thanks for their work

Members: Liane Birk, Mary Myers, Steve Garrells, Matt Scheffler, and Carol Zimmermann

Furniture Donor Appreciation

Table Donations: Longnecker and McNerney Families
Johnston and Zimmermann Families

Benches: Blonda Family
Green Family
Kleiman Family
Zingle Family

Additional Thanks

Path Sign: Monico Family

Coffee in the Park: Joan & Jack Schafer and Barb Phillips

Watering: Thanks to all the families who are watering the pier pots! Reuter, McCullough, McConnell, Myers, Green, Birk, Nickols, Zimmermann, Scheffler, Vogel, and Philipps.

Park Clean up: Thanks to all who participated. Special thanks to Steve Garrells (weed-master), Matt (paver artist), Mary (flower pot arts and crafts), Jack Schafer (watering list czar) & thanks to all you participated!

Special assistance to the Committee: Tykee for all the help with furniture purchases and the budget, Bob for patient and expert assistance with Swim Pier issues, and Jen Read for posting park reservations and other notes and notices.

2. Updates and Plans

Park Furniture – donations (not related to general budget)

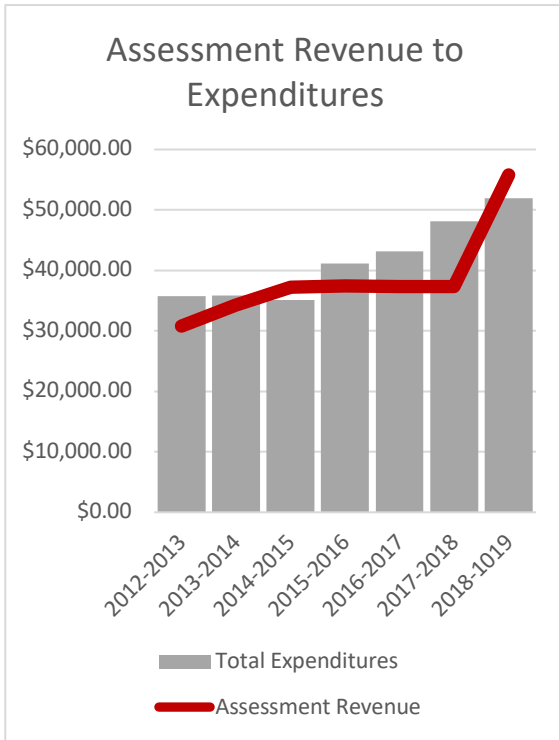
Replaced 2 of 4 picnic tables and all three old benches (now four including the “Getzen” bench). Inviting additional people, or families, or groups to donate additional tables.

Grounds Survey – Information to guide our work

We received thirty-six responses. That is a response rate of 44%. As a statistician, I am pleased to report that this is sufficient for a meaningful analysis. Thank you ! If you have not responded, please pick up and form from the table and fill it out (never too late to assist our planning.).

The results of the survey are given later in this report. We are not currently proposing any changes to park rules, but do hope that the results of the survey will help all of us better understand the issues and concerns of our wonderful neighbors, so we can take better care of each other and our shared grounds and assist us in framing any changes that are necessary in the future.

Grounds Budget Review – Information to guide our work



Trends

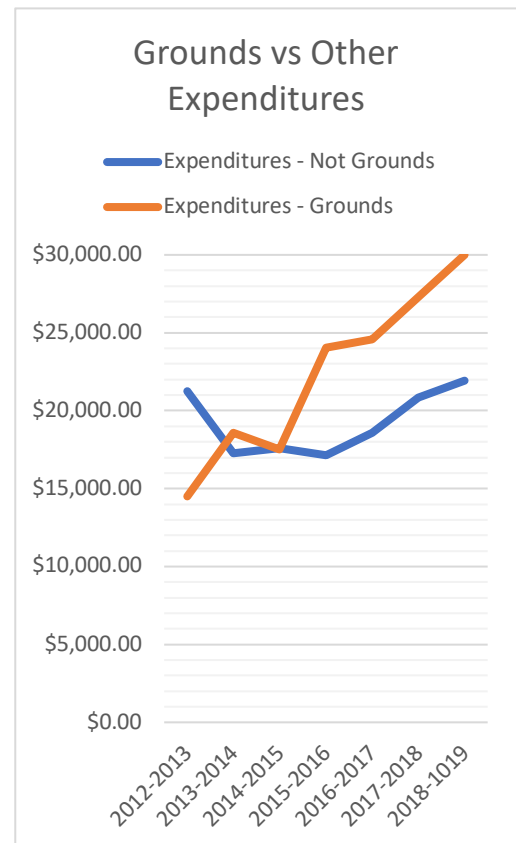
We looked at the budget for grounds over time to build our understanding of the challenges and the needs for grounds-related expenditures. First, we looked at assessment revenue over time compared to expenditures. This gave us context for the dues increase, but also showed us that there was not a windfall of excess revenue (see Assessment Revenue to Expenditures Figure).

Through the period from 2012 to the present, non-grounds expenditures stayed relatively stable, while **grounds expenditures doubled** (106.9% increase).

The grounds budget is now more than half (53%) of the total expenditures for the association.

We also noted that when we looked back over the past few years that more than one-quarter of the grounds' expenditures were for non-routine expenses (such as the seawall or the sod). These were expensive and well beyond the routine expenditures (such as snow removal or lawn care).

The chart to the below illustrates the analysis of the expenditures for the period April 2018 to March 2019. In this period, nearly thirty percent of the grounds' expenditures (28.85%) were non-routine expenses.



Total	Reoccurring	Special
\$37,378.09	\$26,593.62	\$10,784.47
	71.15%	28.85%

Our analyses of expenditures led us to some core objectives as we budgeted and planned for future expenditures.

1. We need to **“scrub” the budget** and see if there are any expenditures we can reduce while still maintaining the grounds we all love.
2. We need to **create a preventative maintenance plan**, so major expenditures can be planned for over time.
3. We need to **forgo all non-essential, discretionary expenses and request of the board that savings and carry-over be held in reserve to make sure that we can pay for these anticipated, large expenditures.**

Savings

We requested proposals for lawn and garden contractors. We looked at other contracts, but found them competitive. We also looked at the expense for pier pots and decided that we could meet our neighbor engagement mission and save some money if we created these during the park clean-up day. This saved us about \$1,000. We reviewed the lawn and garden contracts.

	July 2017 to June 2018		Estimated July 2018 to June 2019		Estimated July 2019 to June 2020	
		\$9,260		\$6,400		\$4,500
Flower beds	\$5,200		Fall contract \$2,110			
Lawn Care	\$2,700		Combined \$3,790		Combined \$4,000	
Pier Pots	\$1,360		\$500		\$500	
Savings from 2017-18				\$2,860		\$4,760

As we transitioned between contractors in the past year (2018-2019), we were able to save more than \$2,500. When the new plans are fully in effect (2019-2020) we should realize a savings of more than \$4,500. This will allow us to redirect savings and establish funding for some reoccurring expenses and plan longer-term funding for preventative maintenance.

Integrating Reoccurring Expenses and a Preventative Maintenance Plan into the Budgets

The Committee working on a comprehensive plan. These include a couple of line items as reoccurring expenses, in the 2019-2020 budget. These include routine tree care, swim pier canopy maintenance, and lakeweed removal (see budget proposal detail). We have been working on getting competitive bids for these items. We asked Tykee to change the format of the Budget and we are providing this detail (see figure on page 4 – Grounds Committee Budget Proposal for 2019-2020) so it will be easier for all of us to understand where we are spending money.

In the preventative maintenance category, we are working on long-term schedules for repairing and replacement of major systems/structures, including:

- Swim pier (major repairs – such as cribs)
- Swim pier canopy
- Major tree issues
- Sod
- Sprinkler system
- Electrical

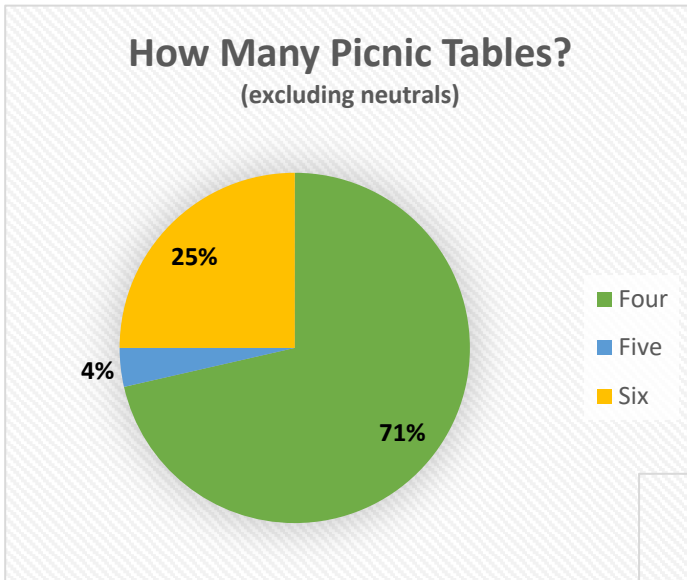
- Seawall
- Entryway structures
- Walkway repair or replacement

In this year’s preventative maintenance plan, we will replace the swim pier canopy and hope to work with the arborist to underplant at least one tree, and deal with the possibility that one tree may need to come down this year.

Our recommendation is that the larger fund balance – held at the Manor budget level (not at the grounds line-item level) be held as reserve for this year. By this time next year, we hope to have a detailed preventative maintenance schedule to present to inform the members and the board about funds we need to set aside each year to build up adequate reserves for anticipated and emergency expenditures.

Grounds Committee Budget Proposal for 2019 - 2020		
Grounds - Lawn and Garden		\$9,500
Lawn and Gardens	\$4,000	
Tree Maintenance	\$3,000	
Sprinklers	\$1,000	
Snow Removal	\$500	
Décor & Misc.	\$550	
Electric	\$450	
Grounds - Swim Pier		\$16,500
Swim Pier	\$11,000	
Pier Pots	\$500	
Painting	\$1,300	
Lake Weed removal	\$3,500	
Canopy removal & storage	\$200	
Grounds - Preventative Maintenance		\$4,000
Swim Canopy	\$1,200	
Repair contingency	\$2,800	
		\$30,000

3. Survey Results and Things the Grounds Committee is reviewing
Responses (n= 36, 44%)

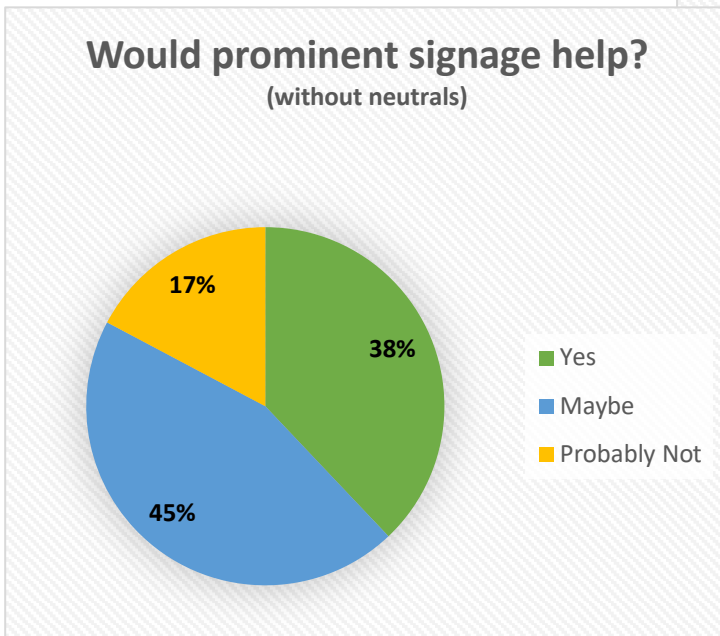
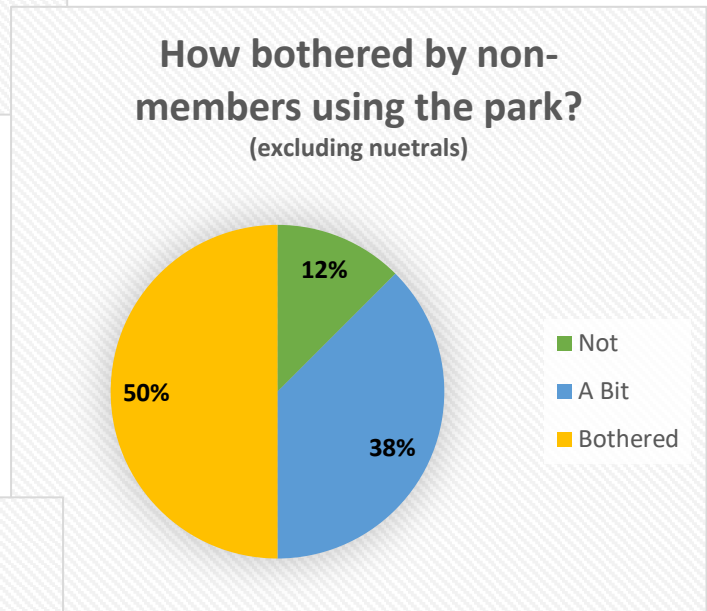


How many picnic tables should we have in the park?

Excluding the eight respondents who had no opinion, more than 2/3rd (68%) thought the current number (4) was the right number of tables. Roughly 1/3rd of the respondents thought that five or six tables would be good (4% for 5 and another 28% for six).

How bothered are you by non-members using the park?

Excluding the four members with no opinion, nearly 90% of respondents were either a bit bothered (38%) or bothered (50%) by non-members using Manor Park. Roughly 12% were not bothered.



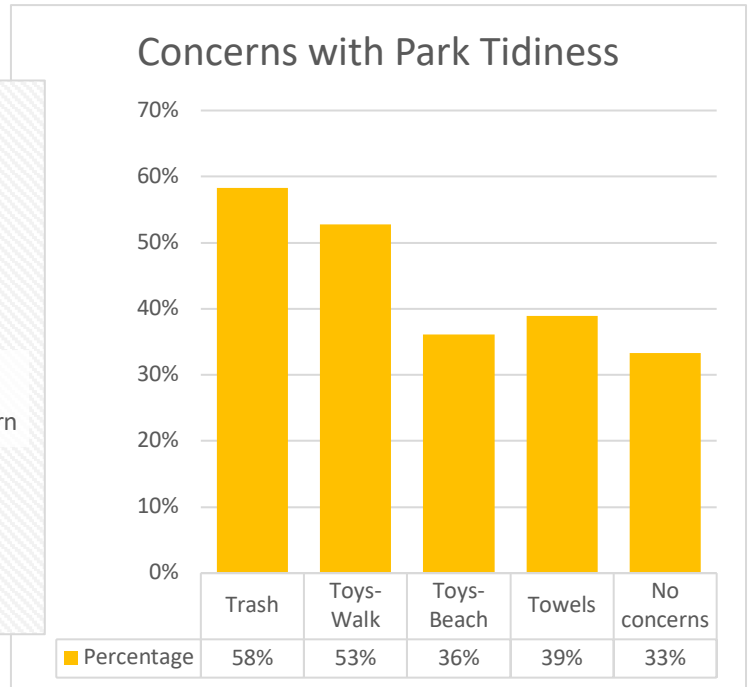
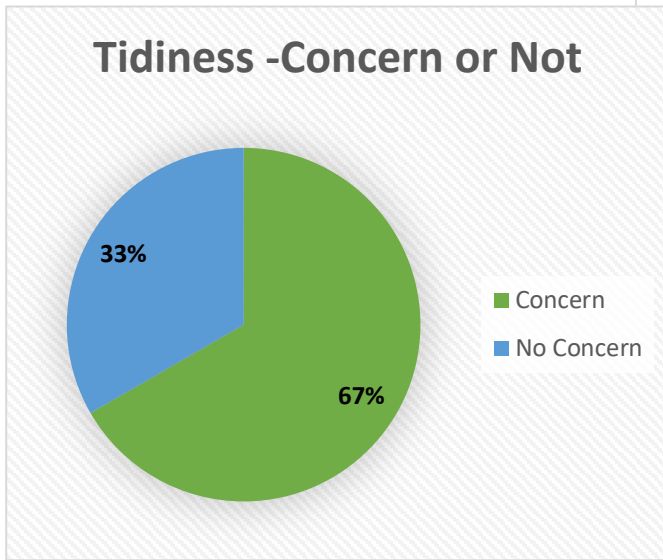
Would more attractive/prominent signage help discourage non-members from using the park?

Excluding the seven members who had no opinion, about one-sixth of those responding did not think this would help (16%). Roughly half of those responding (48%) though a sign might help and a little more than one-third (36%) thought it would help.

What concerns do you have about the tidiness of the park?

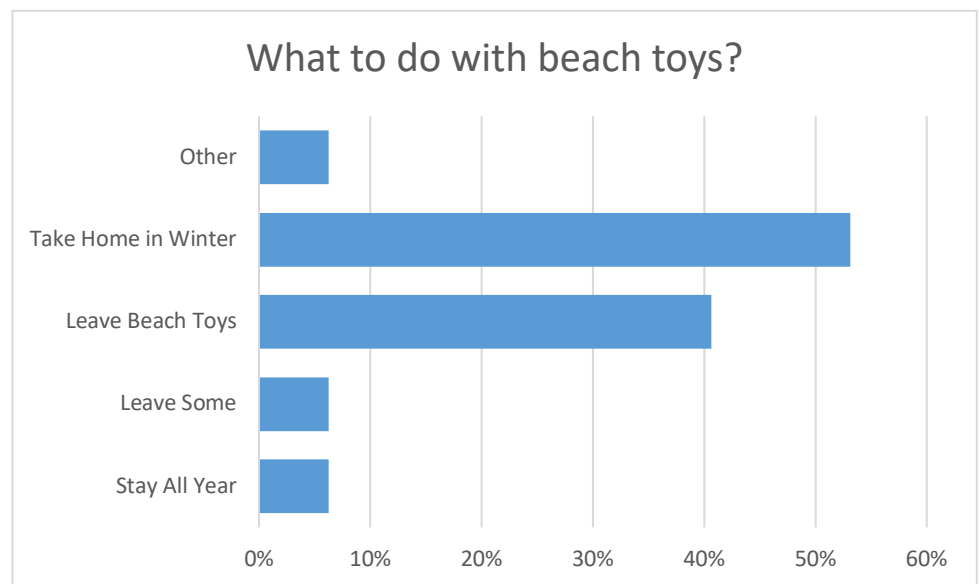
Respondents could check multiple issues on this question. In terms of just having any concern or no concern, a bit less than two-thirds of those responding (62%) had at least one concern while 38% had no concerns.

More than half of those responding were concerned about trash left in the park (58%). Slightly more than half (53%) had concerns about toys left on walkways. About a third (33%) were concerned that toys were not returned to the toy harbor on the beach and a bit more than one-third (39%) cited towels and clothing left in the park.

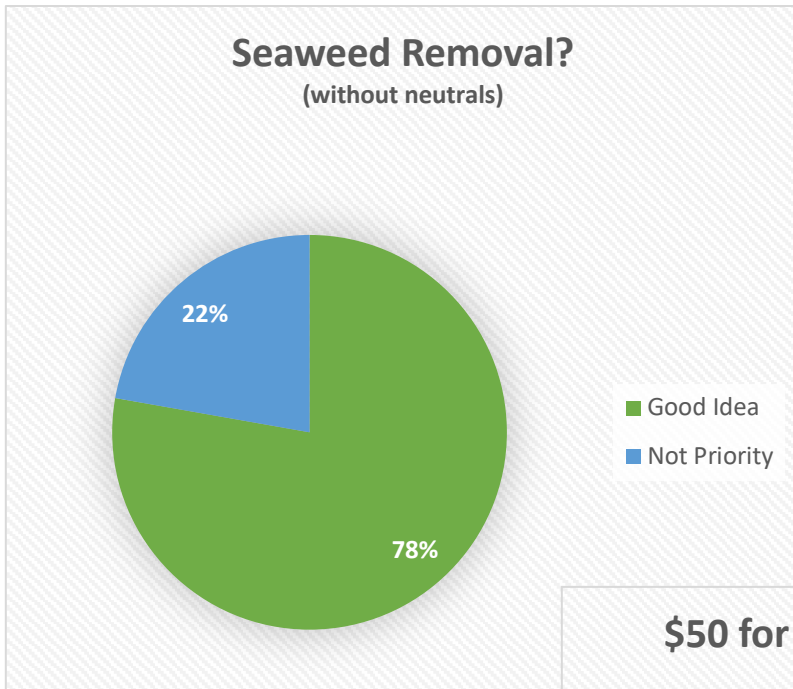


What should happen with the beach toys in the winter?

No respondents indicated they had no opinion on this question. Less than 10% indicated support for leaving the toys out all winter or for asking parents to sort out toys and take the toys home they did not think the children would use in the winter (6% for both). More than half of members responding (53%) thought toys should go home in the



winter. Roughly 40% indicated that most toys should go home, but beach-related toys (like pails and shovels) could stay in the winter (41%).

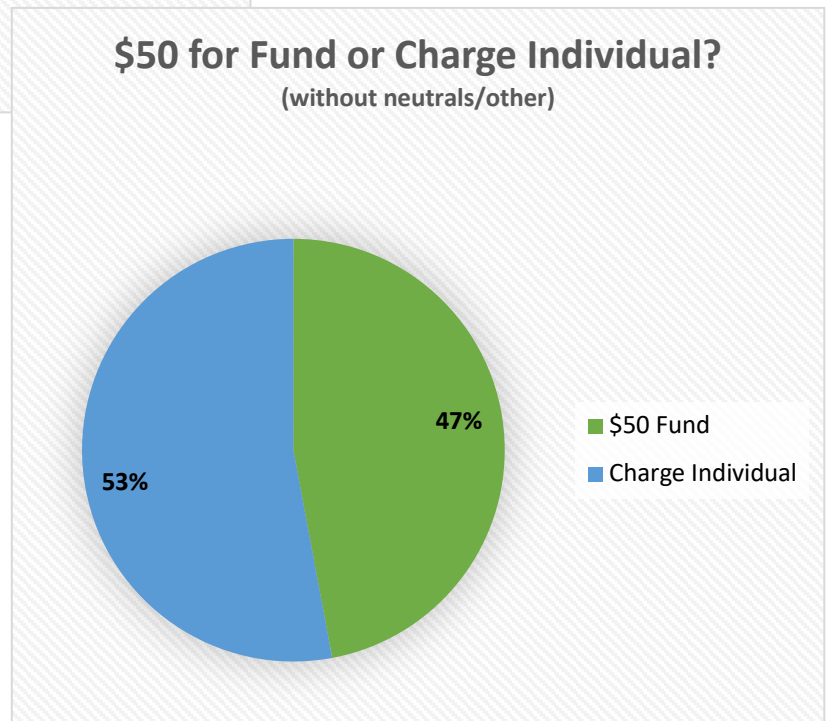


Yearly seaweed removal?

When asked about yearly seaweed removal from the swimming area, seven members did not have an opinion. Of those with opinions, roughly 80% thought this was a good idea (78%) and about 20% did not think this was a priority (22%).

How to pay for sprinkler damage?

Two respondents either had no opinion or answered “other.” On the question of whether members who place anchors or stakes in the park should pay \$50 into a “risk-pool” fund to pay for ruptures or the member causing the damage should pay (current rule), the responses were fairly evenly split. Having the member causing the damage pay was slightly greater at 55% and paying into a risk pool was the choice of 45% of respondents.



We should note that we worked with the sprinkler company to find out if it were possible to map the sprinkler system. We found that the plastic piping was not installed in regular pattern and no map of the installation and various modifications is available. Unlike underground metal pipes, the plastic is not easily detected. Even if we had a reasonable idea of the pattern, communicating the safe areas to install stakes would be too complex to be practical.

4. General Reminders

- **Park Reservations:** Please put requests in writing or email to the Grounds Chair (Carol Z). Please note the entire time you or your stuff will be occupying the park (set up & tear-down) and let the grounds chair know what stuff will be coming (tents, bouncy houses, etc.) Please limit the use of anchors, spikes, and other devices that can rupture the sprinkler system and remember that you are responsible for any damage to the park from your party and guests. Please limit the time bouncy houses and tents and other obstructions are up in the park. Remember that everyone wants to enjoy the grounds and the views. Remember that the park cannot be reserved on holiday and Venetian weekends. Please keep your party area in the middle circle of the park so your neighbors can use the side areas and have easy access to the beach and boat pier.
- **Shore Path:** Please keep all equipment, toys, and such off of the shore path. Walkers should be able to safely and easily go down the path.
- **Bike and Golf Cart Parking:** Please keep in assigned areas and use the bike rack.
- **Non-members Using the Park:** As the survey indicated many folks are bothered by people using the park who are not members or our guests. Most folks who wrote notes indicated that they were not really bothered by people stopping to sit for a few minutes...but were bothered by people who set up to picnic or sunbathe or use the beach. Members can (nicely) ask people that they do not recognize if they are new neighbors and let folks know (nicely) that the park is private.
- **Keeping things Tidy:** Please do not leave trash or clothes or towels or toys on the grass or walkways or tables and benches. Parents, please help children put toys back in the toy harbor after a play session on the beach. If you see trash, please help by picking it up and throwing it in the trash or recycling.
- **Glass and Food:** Please no food or glass around the swimming area. We want to keep this safe and healthy. Please limit any use of glass in the park. If you have any glass (like a wine bottle) please have a safe and sturdy place to secure it so we do not have glass shards in the grass or walkways.
- **Trash and Recycling:** Especially on busy weekends, please take trash and recycling home. We do not want our cans overflowing.
- **Take good care of our wonderful neighbors!** We do a great job helping out one another and making sure that everyone is comfortable in the park. Soooo grateful.

5. Look for these events on the Manor Calendar

October – fall clean-up & voluntary toy sorting

November – holiday tree decorating

May – spring clear up