

NEXT STEPS – ACTION ITEM TRACKER

April 30, 2026 Board Meeting

TASK	RESPONSIBLE	NOTES	STATUS
Renew Summit CU CD	Jim	Jim will do	
Withdraw \$50,000 from Wintrust	Jim	LOC expired; funds no longer needed.	
Post new insurance policies to website	Karen / Jim	Jim promised to get it out on the website.	
Coordinate shoreline repair With other building maintenance (Painting, power washing)	Jim	Sewer work delayed to late May.	
Retrieve kayak rack	Karen Somerset Marina	Will return when barge is available.	Somerset Marina came to get the kayak rack out May 4 @6:00 PM
Inventory dryer vent covers	Jim, Peter, Karen	Must be done before painting.	
Replace or reinstall dryer vent covers	TBD	Painters will paint whatever is present.	
Follow up on chimney caps & blue surround	Jim	Cap found on ground; replacements needed.	
Confirm siding & painting sequencing	Jim	Avoid conflicts with lifts and wet ground.	
Evaluate pool fence structural concerns	Board	Painters may not be able to reinstall rails.	
Proceed with six benches	Karen, Trudi	Board approved.	Under contract with Greg for 6 benches at \$75 per bench. May do 9
Secure benches (pipe anchors)	TBD	Ensure stability in storms.	
Contact county re: boardwalk permit	Jim	Email sent; awaiting reply.	
Limited garden planting or this year.	Trudi, Judy	Painting of the condo buildings prevent planting	

TASK	RESPONSIBLE	NOTES	STATUS
Consider Fall/September Planting/mulching for landscape areas away from buildings	Trudi	Mulching	
Get proposal for replacing two deteriorated doors on 200 building	Sheila		
Get bids from carpenters/handymen for installing ADA handrails	Karen	Compare with current \$4,400 quote.	
Follow up with security company for service call on key fob system	Jim	Resolve key fob system access issues	
Obtain boardwalk quotes	Jim	Three contractors involved.	
Review gutter sealing options	Jim	Water intrusion concerns.	
Have handyman/siding contractor check and seal/clear gutters when possible,	Jim	Especially 500 building tower	
Replace private property sign	Steve	Sign missing. -found sign	Steve fixed on May 2
Review yard-art / pot placement policy	Board	Owner concerns noted. Review Book of Rules Documents	
Get proposal/quote from Harker for water heater	Jim	Relocating clubhouse water heater to new location	
Attend Westport Road meeting (May 12)	Interested board members	Discuss road project impacts. Also held via Zoom	Marsha and Pedar plan to attend
Review AC unit placement options	Kim	AC Needed n Library	
Confirm pool/room reservation workflow	Karen	Website routing issue. Take responsibility for tracking guest passes and pool reservations	Working with Carla to have forms routed to Karen

TASK	RESPONSIBLE	NOTES	STATUS
Send out Guest confirmations that were received via website	Karen	Website forms will be corrected	Confirmations sent 4/29/2026
Follow up on website survey	Karen	Survey draft prepared.	Survey mailed May 3, 2026
Turn on water and electric when ready	Mike O'Mara	Getting ready for boaters	
Plan marina pumps & weed control	Mike O'Mara	Seasonal prep.	
Pass on information about weed control pellets to Board Members	Mike O'Mara	Control weeds in marina	
Have plumber check pond for water leak	Mike O'Mara		