

## 2018 Gardens at Willowbrook Minutes

### Meeting Title: Gardens @ Willowbrook HOA 2018 Annual Meeting

<b>MINUTES</b>	<b>Meeting Date: November 7, 2018</b>	<b>Meeting Time 7:00 pm</b>
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Meeting Location:	Sun Prairie Library
Meeting called by:	Gardens at Willowbrook Homeowners Association
Type of meeting:	Annual HOA Meeting
Facilitator:	Gardens at Willowbrook Board of Directors
Note taker:	Shandar Hoagland
Timekeeper:	Shandar Hoagland
Attendees:	Please see sign in sheet

### Minutes

<b>Present:</b>		
	Dan Mickelson	President
	Paul Schulte	Secretary
	Curt Klinkner	ACC Member
	Shandar Hoagland	Manager

	<u>Agenda Item</u>	<u>Action</u>
	<p><b>Roll Call</b></p> <p style="margin-left: 20px;">a. Proof of attendance per check in sheet</p> <p>Note Meeting start time: 7:00 pm</p>	Shandar
	<p><b>Proof of Notice of Meeting</b></p> <p style="margin-left: 20px;">a. Shandar provided the original mailing</p>	Shandar
	<p><b>Introduction of Directors and Speaker</b></p> <p style="margin-left: 20px;">a. Dan Mickelson-President                      b. Paul Schulte-Secretary                      c. Curt Klinkner-ACC Representative                      d. Shandar Nitka-Association Manager from DSI                      e. Steve Stocker-City of Sun Prairie Alderperson</p>	Shandar Hoagland

<u>Agenda Item</u>	<u>Action</u>
<p><b>Old Business/Reading of minutes from prior meeting</b></p> <p>2017 Minutes were read silently and were approved.</p>	<p>Shandar Hoagland</p>
<p><b>New Business</b></p> <p><b>b. Update Board Actions in 2018;</b>  The overall strategy for common area maintenance is to reduce the potential for damage by trees, improve the appearance of areas by removal of deteriorating shrubs, manage ornamental trees for appearance and coordination with ground level plantings and plant more perennials to reduce costs of planting and removal of annuals. A level of annuals will be continued to provide color and diversity to the common areas.  Outlot 3, 5 and 6 maintenance was completed on schedule with no issues.  No events of mischief at the Outlots or Landscape areas. The equipment (pump at the pond and irrigation at the roundabout) worked as expected and did not require maintenance.  Medians at Gaslight and Willowbrook  The medians at Gaslight and Willowbrook were in the second season since being reworked. The plants are all perennials and all are healthy. The landscaper mulched the medians, completed summer weeding and the fall clean-up.  For 2019, Spring mulch, summer weeding and fall clean-up are scheduled with the landscaper.</p> <p><b>Roundabout and Medians</b>  In the fall of 2017, we hired a master gardener to rejuvenate the plantings at the roundabout. He donated numerous daylily settings which were used to fill open areas where the former plants were sparse. The junipers in the roundabout were trimmed and the trees in the medians were pruned. Paul assisted with planting and handled the removal of plant matter and tree branches.  We did not mulch the roundabout and the medians in the spring of 2018 to allow the new plantings to get a start. We suspended landscaper planting of annuals and the summer weeding. Paul planted annuals in selected areas and maintained the weed control at the roundabout and the medians.  For 2019, Spring mulch and fall clean-up are scheduled at the roundabout and medians with the landscaper.  For 2019, Paul will plant perennials and annuals and maintain summer weed control.</p> <p><b>Town Hall Common Areas</b>  Our common areas at Town Hall – the pond and the planting area south of Gaslight - were mulched, annuals planted, summer weeded and fall clean-up by the landscaper. Paul checked the pump twice weekly and cleaned the filter as needed. We used algae treatment successfully to maintain a clear pond all season.  For 2019, the landscaper will mulch, plant perennials and annuals, summer weed and complete fall clean-up at the Town Hall common areas.</p>	

For 2019, Paul will check the pump twice weekly, clean the filter and apply algae control as needed.

#### **Additional Common Area Maintenance**

The trees and shrubs in the common areas were planted in 1999-2000 by the developer of GAW. Some are deteriorating in appearance and/or stability.

We worked with a certified arborist, Boley Tree Service, to evaluate the trees and shrubs. The proposed actions include removal and pruning.

Removal of Western Red Cedar Trees.

Western Red Cedar trees are soft wood which makes them susceptible to wind and weight of snow. The cedars behind the entrance sign are hanging over the sign and could damage the sign due to wind or snow. The cedars in the area south of Gaslight were damaged by heavy snow several years ago. The main limbs are supported by ropes so they are susceptible to wind and snow.

When the cedars behind the sign are removed, we will determine what, if anything should be planted there.

When the cedars south of Gaslight are removed, Boley will plant four dark green arbor vitae trees behind the brick wall to provide a back drop. The wall is about three feet high.

#### **Removal of Juniper Shrubs**

Long term survival of Junipers requires placement so the branches will quickly dry after rain or snow melt. Excessive moisture over time causes browning of the needles and there is no recovery from this condition. The Junipers placed in more direct sunlight show no signs of excessive moisture.

Boley will remove two Junipers at the pond, one Juniper south of Gaslight and one Juniper at the roundabout.

The vacant space in front of the sign will be planted with a mix of perennials and annuals.

The vacant space behind the sign will remain open.

The vacant space south of Gaslight will be planted with a mix of perennials and annuals.

The vacant space at the roundabout will be planted with a mix of perennials and annuals.

#### **Pruning of shrubs in upper roundabout circle**

The four shrubs need pruning to reshape them and to allow adequate sunlight to the plantings below. Boley will prune them per ANSI 300-2001 Pruning Standards to remove dead or damaged branches, thin the crown for light penetration and air movement, remove select lower branches to provide clearance under the shrubs and crown reduction to decrease the height and/or spread of the shrubs.

Removal of fountain bowl

The plan is to remove the bowl in 2019 with volunteer homeowner assistance. The bowl is foam covered with slurry so we expect the job can be done without heavy equipment. Upon completion of that work, we will determine how to use that space.

Q: What is the cost to restore the fountain?

A: It would cost roughly \$4000 just to restore the fountain, and the ongoing maintenance would increase dues some.

It was discussed that we will look into what it would take to restore the fountain.

It was also discussed that we decided to remove it and that should be final.

It seems that homeowners are still torn on what to do with the fountain, so it will be discussed at the next meeting (potentially in Jan).

## **Review of 2018 Budget and Expenses**

### **2018 Expenses;**

Q: What is the weed control in OL #3?

A: The HOA is responsible to maintain out-lot #3, and a few years ago it was noticed that there was quite a bit of wild parsnip in the area. These funds are allocated to have our landscapers remove and treat the area to prevent growth.

Q: What do we pay real estate taxes on?

A: The alleys are owned by the HOA and we have to pay taxes on the land.

Q: Do the garbage trucks go on the carriage lanes?

A: Yes, they do.

Q: Why won't the City accept the carriage lanes as City streets?

A: The Carriage Lanes were not built to the same standards as City streets. Steve Stocker (our Alderperson) will look in to this further.

Most of our expenses came in right around what was budgeted with the exception of snow removal. Due to the large April snow, we will most likely be over budget for snow removal this year.

The Board will decide at year end how much of the leftover funds to transfer in to the Reserve fund. Anything else will remain in the operating account.

### **2019 Budget;**

We were able to keep our budget the same as last year. There will be no change in the dues amount.

## **Association Members Forum;**

Steve Stocker, City of Sun Prairie Alderperson was available for questions.

Q: Can we get snow removal more timely on our streets?

A: the City does not typically do "side streets" until they are finished with all other major roads.

If you notice major delays, or any issues, please contact Steve directly;  
[steve.stocker53590@gmail.com](mailto:steve.stocker53590@gmail.com)

Habitat for Humanity has purchased the land next to Gardens at Willowbrook and will be developing it. They were scheduled to attend this meeting, but cancelled in the end because they did not have any new information to share. Their offices were involved in the summer floods so they are behind schedule on this project. The Board will work to keep you notified of any future meetings so everyone can have access to all the information regarding this project.

Q; When will Town Hall Rd be repaired?

A: Most of this road is owned by the Town of Sun Prairie, and they do not want to fix it at this time.

Please feel free to reach out to Steve either on Facebook at Stocker for SP, or via email at; [steve.stocker53590@gmail.com](mailto:steve.stocker53590@gmail.com) with any questions or concerns.

### **Election of Directors**

#### **Board:**

Paul Schulte and Dan Mickelson have all decided to volunteer for another year of service.

Cyrus was not in attendance, so we will find out from him if he would like to remain on the Board.

There were not any other volunteers for the Board of Directors.

Currently there is one position open;

Garden Officer-Please feel free to reach out to the Board if you would like to volunteer.

#### **ACC:**

Curt Klinkner has decided to remain on the ACC for another year.

**Adjournment:** the meeting was adjourned at 8:03pm

Please follow HOA topics on NextDoor and FaceBook

The Association would like to obtain a full email list for all owners, Please send the following information to [shoagland@dsirealestate.com](mailto:shoagland@dsirealestate.com)

Name

Address

Phone

Email Address