

# 2015 Annual Meeting Minutes

<b>Meeting Title: Gardens @ Willowbrook HOA 2015 Annual Meeting</b>		
<b>MINUTES</b>	Meeting Date: November 18, 2015	Meeting Time 7:00 pm

Meeting Location:	Sun Prairie Public 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 Nitka
Timekeeper:	Shandar Nitka
Attendees:	Please see sign in sheet

## Minutes

<b>Present:</b>	Denny Conway	President of the Board
	Paul Schulte	Secretary
	Cyrus Maltman	Treasurer
	Chris Zander	ACC Member

	<u>Agenda Item</u>	<u>Action</u>
1.	<p><b>Roll Call</b></p> <p style="margin-left: 40px;">a. Proof of attendance per check in sheet</p> <p>Note Meeting start time: 7:00 pm</p>	Shandar
2.	<p><b>Proof of Notice of Meeting</b></p> <p style="margin-left: 40px;">a. Shandar provided the original mailing</p>	Shandar
3.	<p><b>Introduction of Directors and Speaker</b></p> <p style="margin-left: 40px;">a. Denny Conway-President b. Paul Schulte-Secretary c. Cyrus Maltman-Treasurer d. Shandar Nitka-Association Manager from DSI</p>	Denny Conway

	<u>Agenda Item</u>	<u>Action</u>
5.	<p><b>New Business</b></p> <p>a. Update Board Actions in 2015</p> <ol style="list-style-type: none"> <li>1. <b>Entry water feature</b> –There were not any extra expenses incurred this year for the water feature. The equipment was functioning properly and did not need to be repaired or replaced.</li> <li>2. <b>Fountain</b>-The fountain located in the median was not functioning this year. The fountain was not built to withstand the elements. The base of the fountain is foam covered with slurry, not concrete as was assumed. The base has several cracks, and cannot hold enough water to keep the fountain running. The Board has reached out to vendors to see what can be done to repair the fountain. Paul was able to contact a vendor that will take a look at the fountain in the spring to see what can be done to repair it.</li> <li>3. <b>Landscaping</b>- Shrubs in medians were looking bad this year. Some funds were set aside to have Schonheit remove dead and damaged plants throughout the neighborhood. Schonheit also provided a bid to add new plantings throughout the neighborhood. The plan is to start with the “skinny medians” first and see how it looks prior to doing the other areas in the neighborhood that need attention. <b>Gardens</b>- Per the Covenants, each homeowner is responsible to keep and maintain a “kidney or similar shape” garden on their lot. Covenants and Garden Information can be found at <a href="http://www.dsirealestate.com">www.dsirealestate.com</a>. <b>Ash Borer</b>- The City of Sun Prairie has been cutting down ash trees in the neighborhood do to Ash Borer presence. They will be planting new trees in the next several years to replace the ones that were cut down. It was asked if there is anything the HOA can do to expedite the tree replacement. The HOA unfortunately does not have any jurisdiction on this. Shandar at DSI will contact the city to see if individual homeowners can replace the trees on their lots at their own expense. <b>Walk Through</b>- The Board of Directors does a walk through the neighborhood once a year to insure that the rules and regulations are being followed by all homeowners. After the walk through, violation letters do get sent out to any homeowner that is in violation of the Covenants.</li> </ol> <p>b. <b>Review of 2015 Budget and Expenses</b> <b>Irrigation Cost</b>; there is functioning irrigation at the medians and traffic circle. <b>Reserve Fund line item</b>; We need to increase our Reserves Fund for the replacement/repair of the carriage lanes. This will be a rather large cost when it needs to be done, it will be in everyone’s best interest to charge for this annually rather than to do a special assessment when repairs are needed. If there is a surplus at year end, the remaining balance will be added to the reserve fund.</p>	<p>Paul-contact vendors regarding fountain</p> <p>Paul-decide whether to continue adding new plantings</p> <p>Shandar-Contact City of Sun Prairie regarding tree replacement</p> <p>BOD-Send out notification on Next Door 3 weeks prior to walk through</p>

	<u>Agenda Item</u>	<u>Action</u>
5.	<p><b>c. 2016 Budget Process-</b> Shandar @ DSI sent out bid packets to vendors to get multiple bids. The vendors that we have been using remained competitive so it was decided to stay with the current vendors.  Maintenance cost was about the same this year as last year, so it was decided to keep that number the same.  Landscaping bid from Schonheit was up a little from last year due to their labor cost increasing.  2016 Budget was approved.</p>	
6.	<p><b>Association Members Forum;</b></p> <ul style="list-style-type: none"> <li>a. It was noted that there is a concern if new homeowners are aware that there is indeed an HOA in the neighborhood. It was suggested to send new owners a welcome letter informing them of where to access HOA information, as well as contact information for all board members and DSI. DSI will be sending letters to new owners when they are made aware of new owners.</li> <li>b. It was mentioned that homeowners are happy with the job that Olson Toon does, they just wish plowing was done later than 5 am.</li> <li>c. Will the city ever take over maintenance of the carriage lanes? When the land on the other side of the carriage lanes is developed, the City will re-assess and decide if the carriage lanes will be deemed city streets. If they are deemed city streets, then they may take them over.</li> </ul>	
7.	<p><b>Election of Directors(quorum)/ Volunteers of Board positions(no quorum)</b>  Denny Conway President of the Board  Paul Schulte Secretary  Cyrus Maltman Treasurer  Chris Zander ACC Member  The 2015 Board members have all volunteered to stay on the board for another year.  <b>It is VERY important that all homeowners mail in their Proxy to officially elect the Board of Directors.</b></p> <p><b>NOTICE: Next year's meeting will tentatively be held in the 2<sup>nd</sup> week of November. Notices will be mailed in October 2016.</b></p> <p><b>Meeting was Adjourned at 8:26 PM</b></p>	