

2017 Gardens at Willowbrook Minutes

Meeting Title: Gardens @ Willowbrook HOA 2017 Annual Meeting		
MINUTES	Meeting Date: November 15, 2017	Meeting Time 7:00 pm

Meeting Location:	Sun Prairie City Hall
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

Present:		
	Paul Schulte	Secretary
	Cyrus Maltman	Treasurer
	Chris Zander	ACC Member
	Shandar Hoagland	Manager

<u>Agenda Item</u>	<u>Action</u>
<p>Roll Call</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
<p>Proof of Notice of Meeting</p> <p style="margin-left: 40px;">a. Shandar provided the original mailing</p>	Shandar
<p>Introduction of Directors and Speaker</p> <p style="margin-left: 40px;">a. Paul Schulte-Secretary b. Cyrus Maltman-Treasurer c. Shandar Nitka-Association Manager from DSI d. Steve Stocker-City of Sun Prairie Alderperson</p>	Shandar Hoagland

<u>Agenda Item</u>	<u>Action</u>
<p>Old Business/Reading of minutes from prior meeting</p> <p>2016 Minutes were read silently and were approved.</p>	<p>Shandar Hoagland</p>
<p>New Business</p> <p>b. Update Board Actions in 2017;</p> <p><u>Speed Study;</u> At the 2016 Annual Meeting, it was requested that a speed study be done in the neighborhood. Paul Schulte met with Steve Stocker and the Police Department and had a speed study done on Gas Light and Carriage Dr. The study was done at each location for one week in January. Once the results were in, they were presented to Paul. The number of speeders that were “really” speeding (going over 7 mph) were very slight. The number of speeders that would have warranted a ticket was also very small. The monitor that was used was small and located on a sign. It was not the large machine that informs you of what speed you are going.</p> <p>The homeowners that were present at the meeting requested that the study be done again in 2018. They would like to do a speed study in each season and at different location. Steve Stocker will work with the SPPD to make this happen.</p> <p>It was noted that there has been a larger police presence in the neighborhood. Homeowners are very happy about this, and hopeful that it will cut down on any criminal activity.</p> <p><u>Clean up;</u> The Board of Directors hired DSI Real Estate Group’s maintenance team to come and clean along the south eastern border of the neighborhood (the cornfield). The maintenance tech picked up “more than a pick-up truck load full” of garbage. They are planning to have this clean up done again in the spring.</p> <p><u>Parsnip Removal;</u> The southwest border of the neighborhood had wild parsnip growing along the border. Wild parsnip is a poisonous weed that needed to be addressed. TruGreen was hired to spray the wild parsnip twice in 2017. The growth is down about 80%, and they will continue to spray to keep the growth down.</p> <p><u>Boundaries for OL 3;</u> Out-lot 3 is a City of Sun Prairie Park. Per the Gardens as Willowbrook Conditions Covenants and Restrictions, we are required to maintain the area and keep it free of noxious weeds. In the past we have not needed to spray the weeds, they were self-contained. However, in the last few years, the City cut down several trees in an effort to clean up the area. Once this was done, the weeds took over and needed to be eradicated. The Board hired Sun Prairie Lawn Care to mow occasionally to knock</p>	

down the noxious weeds. We will continue to do this as needed in the future.

Carriage Lane storm Drain Repairs;

Shortly after the 2016 Annual Meeting, it was brought up that there were some drainage issues with the storm drains located on the carriage lanes. After inspection, we noticed that there was erosion as well as flooding issues. Bids were requested to repair these drains and the work was done by Poblocki to repair all four drains. This will extend the life of the carriage lanes as well as solve the erosion and flooding issues.

-It was noted that about 5 years ago the Board had to patch along the gutters of the carriage lanes. They were sinking due to the garbage truck activity on the carriage lanes. They also had crack filling done. All of these repairs are holding up nicely. Ongoing maintenance of this nature will help extend the life of the carriage lanes. Crack filling in 2018 is suggested to keep up on routine maintenance. Some homeowners suggest reaching out to the City to see if we can “piggy back” on to the work they are planning. Maybe this will reduce the cost. Steve Stocker will look in to this.

Complaint;

The Board received a complaint regarding out-lot 3. Apparently some local children were building ramps, digging pits and cutting down trees in this area. It is unknown if these kids are from the Gardens at Willowbrook or not. Paul called the Parks Department and asked them to fill in the holes and remove the down trees in the hopes that it would deter the kids from continuing their “work”.

Landscaping;

The Board obtained a bid from Schonheit Gardens to rework the plants around the fountain. This bid was too large, so they decided to hire a smaller company to do the work. They used mostly donated plants and only bought about a dozen plants to fill the rest. It should come in nicely this spring.

Water Features;

The fountain located in the median has not functioned in several years. 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. Do we want to try to get it running, or just remove the fountain and use it as a planter?
The cost to fix it would be around \$2000.

The general consensus was to fill it in with plants.

A hose bib was added so we can use the current irrigation system to water the plants. It was suggested to plant a pine tree to decorate for the holidays.

A pipe broke behind the entry sign and the fix was quick and easy.

A neighbor across from the pond saw some kids playing in the pond. It was inspected for damage and no damage was noticed. When it is drained in the spring, The Bruce

Co will check again to be sure there is no damage.

The Board plans to re-install a game camera to monitor the area in case there is any damage done in the future. This camera will be aimed at the pond and only catch pond activity.

The pump was operating fine this year, no repairs were needed.

Land;

The land south of Gas Light has been purchased by the Habitat for Humanity. They are currently looking for a developer to plat the area. Any proposed plat would need to go through the City for approval. This will probably be done by next fall. This would open up four dead ends in the neighborhood.

Habitat for Humanity plans to keep a portion of the lots to build on, and then sell the rest for development. We are unsure as to the amount of lots they will keep.

Q: Will the Habitat for Humanity be responsible for weed control on the land next to the Carriage Lane?

A: Paul will reach out to the City to find out.

ACC;

The ACC received the standard applications this year for fences, decks and patio's. There was only one non-standard application and that was to take down a ½ of a fence.

The ACC would like to remind you to get a building permit prior to any work that is to be done.

Review of 2017 Budget and Expenses

Budget;

2017 Expenses;

What is the \$25 insurance charge for?

This cost was to add DSI as an additional insured on the policy.

2018 Budget;

A few sections on the budget increased slightly due to vendor cost increase.

Q: What is the life span of a carriage lane?

A:About 20-30 Years

The Board is continuously doing repairs to help lengthen the life of the carriage lanes.

The Board is also preparing for the future by saving funds annually to be used for this expense in the future. About \$3000 is contributed annually to the reserve account (whatever is not used in the fiscal year).

Association Members Forum;

Steve Stocker, City of Sun Prairie Alderperson addressed the group.

Steve attended the HOA meeting because he would like to understand the Associations Covenants to see what, if anything the City of Sun Prairie can do to help the Association with maintenance of common elements like the Carriage Lanes and out-lots. He plans to work with Paul Schulte closer to see what, if anything can be done in the future.

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

New homeowners;

New homeowners are notified about the HOA via a welcome letter that DSI sends out. DSI is notified of new owners by the title company.

It was noted that lots of realtor websites are listing that Gardens at Willowbrook does have an active HOA. This will help ensure that buyers are aware of the HOA.

Election of Directors

Board:

Paul Schulte and Cyrus Maltman both decided to volunteer for another year of service.

They both nominate Dan Mickelson to take on the role of President.

Dan wants to be informed and help keep the neighborhood beautiful. He has a background in conflict resolution and budget prep.

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:

Chris Zander decided to remove himself from the ACC. He nominates Curt Klinkner to take over his position. Curt accepted the position and will take over for Chris effective immediately. Chris will meet with Curt and pass all ACC information on to Curt.