

2016 Gardens at Willowbrook Minutes

Meeting Title: Gardens @ Willowbrook HOA 2016 Annual Meeting		
MINUTES	Meeting Date: November 16, 2016	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

Present:	Denny Conway	President of the Board
	Paul Schulte	Secretary
	Cyrus Maltman	Treasurer
	Chris Zander	ACC Member
	Shandar Hoagland	Manager

	<u>Agenda Item</u>	<u>Action</u>
	Roll Call a. Proof of attendance per check in sheet Note Meeting start time: 7:00 pm	Shandar
	Proof of Notice of Meeting a. Shandar provided the original mailing	Shandar
	Introduction of Directors and Speaker a. Denny Conway-President b. Paul Schulte-Secretary c. Cyrus Maltman-Treasurer d. Shandar Nitka-Association Manager from DSI e. Steve Stocker-City of Sun Prairie Alderperson	Denny Conway

<u>Agenda Item</u>	<u>Action</u>
<p>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.</p> <p>We have asked Steve Stocker to request a speed study by the City of Sun Prairie at the following locations:</p> <ol style="list-style-type: none"> 1. Westridge between Musket Ridge and Featherwood or Westridge between Featherwood and Willow Brook 2. Willow Brook between Gas Light and Carriage (closer to Carriage) 3. Gaslight between Carriage and Willow Brook (closer to Willow Brook). <p>Paul Schulte explained that since the Neighborhood took over management of the HOA in 2009, they have not made any changes to the Covenants. They have proceeded to manage the neighborhood based on how the covenants were written. In order for the Covenants to be changed, the Board would need 51% of homeowners to approve the change as well as the City of Sun Prairie’s approval.</p>	
<p>Old Business/Reading of minutes from prior meeting</p> <p>2015 Minutes were read silently and were Minutes approved.</p>	Denny Conway
<p>New Business</p> <p>b. Update Board Actions in 2016; Landscaping-The Board decided to add new planting’s to the “Skinny” medians on Gas Light and Willowbrook in the spring of 2016. The annuals were replaced with Perennials to cut down on annual costs. This is a trial run to see if this should be continued on other medians, beds, throughout the neighborhood.</p> <p>Brandon Bay asked-Why was the Summer Flowers Budget line item increased from \$355 in 2015 to \$5003 in 2016? Answer-The budget for flowers didn’t actually increase, we budgeted the same amount in both years, it was just listed in different categories each year. The Board will work to keep the line items more consistent moving forward so there is less confusion.</p> <p>ACC Review-The Board of Directors as well as the ACC officers did a walk-through of the entire neighborhood in June of 2015. This walk through was to see if there were any garden’s that were in need of maintenance or plant additions. They noticed that overall the neighborhood looked great. There were only a few homes that needed a</p>	

little work. Overall the neighborhood looks great! Great Job Everyone!!

Out-lot 3 Maintenance-The City of Sun Prairie reached out to the Board regarding the maintenance of out-lot 3. This area is to be maintained by the HOA per the Covenants. Since the neighborhood was established, it was thought that the only maintenance that was needed was for the area to be mowed. It turns out the area has noxious weeds throughout and the HOA is responsible to remove and prevent the weeds. Paul has requested that the City find out exactly where the boundary lines are for the out-lot so we know exactly what needs to be maintained. In the meantime, the HOA will do a fall clean up in 2016, and monthly weed control in 2017.

Terri Winans -Who owns Out-lot 3?

Answer-The out-lot is owned by the City of Sun Prairie, but the HOA is responsible for maintenance per the Covenants.

Carriage Lane Drainage Issue-There are a couple of storm drains on the carriage lane behind lots 81-91. The storm drains are not functioning properly, and is causing water to pool in a homeowners back yard. We are currently getting quotes for repairs to be done in the spring. We are hopeful that there will not be further damage caused by snow removal.

Brandon Bay -Where are the drains located?

Answer- There are 2 drains that are located behind lot 85.

Larry Where do the drains drain to?

Answer-Irrigation ditch off the carriage lane.

Bridget-Is there a sinkhole that is causing the issue?

Answer-There is a small sinkhole on the south side of the carriage lane. It is only about 3-4 in deep. We will have a vendor take a look at this as well.

ACC-Denny asked Chris Zander to discuss the main issues that the Architectural Control Committee (ACC) faces at this time.

Chris- Currently our main issue is that buyers are not informed that there is an HOA. If you plan to sell your home, please be upfront to any potential buyers right away about the HOA. The last thing we want is for new buyers to have buyer's remorse because they did not know they were buying in to an HOA. The Association currently sends a letter to all new homeowners once they learn of the sale.

Denny-We ask that homeowner's please reach out to anyone that moves in close to you. This will help spread the word. We want to have a quality Association and participation is the only way to achieve that.

Unknown Homeowner mentioned that there is not enough information online regarding the HOA.

Chris- DSI currently has all of the HOA's information on their website.

Denny- DSI can add additional information if need be.

Cyrus-The Association can do a Facebook page if homeowners are interested.

c. Review of 2016 Budget and Expenses

Paul- We were able to continue with our current contractors for another year with minimal increases. The only increase is with Schonheit Landscapers. They increased their hourly rates, which slightly increased our landscaping budget. We can potentially reduce the landscape budget in the future if we try to plant more perennials which would lead to less annual maintenance. Or we could put together a landscaping committee and do some of the work ourselves. In order for this to work, we would need volunteers. In the past we have found that getting people to volunteer can be challenging.

Bridgette-Some homeowners that have easements on their property for planting beds may not be too appreciative of homeowners on their property doing bed maintenance.

Paul- Irrigation-There is still no irrigation on the traffic circle.

Water Features-The Bruce Co. is hired annually to install/remove and store the pump for the fountain located at the entry to the neighborhood. They also do the cleaning of the waterfall.

Reserves-The amount transferred in to the Reserves fund annually varies each year. Basically any surplus at the end of the year would be placed in reserves.

Management Fees-The management fee is negotiated with DSI based on services that DSI provides.

Brandon-What is the current balance of the Reserves Fund?

Shandar- Currently we have \$24,562.74 in the reserves account.

Brandon-Does each Association that DSI manages have their own bank accounts?

Shandar-Yes, each Association maintains their own bank account.

Terri-Do we have a say in what gets done in the neighborhood?

Denny-Yes, we would like to get feedback from homeowners. We typically do not have much of a turnout for the annual meeting, which is when these items are discussed.

Terri-It is disappointing that we live on Westridge and there are no features near us.

Russ-The cost of maintenance is split between all homeowners in the Association. Everyone bought in to the Association with the features where they are. If you would like to see changes, or make decisions, please feel free to join the Board of Directors and be more hands on.

Daniel-How do we suggest items or new ideas for review?

Paul-Please contact any of the members of the Board or DSI with any questions/comments/concerns. Contact information below.

Stein-Everyone in the HOA is notified every year of the annual meeting. This year we had a bigger turnout than usual.

Brandon-I put a note on NextDoor to notify everyone.
We ask that the Board pay more attention to things on Westridge. We feel the area is neglected.

Denny-Please let us know of the issues that you are seeing. We cannot address them if we do not know about them.

Paul-We requested a bid from Schonheit to rework the beds on the outer circle of the roundabout. There are currently a lot of open spaces; the area could use more plants. The bid includes the addition of perennials and the removing and dividing some of the plants that are already there. The cost would be \$3969, roughly \$30 per home. Is this something that we as an Association would like to do?

Brandon-What is the cost of labor from Schonheit?

Paul-\$45 per hour.

The Consensus was to hold off until there can be more discussion on the topic.

Paul- The fountain located in the median was not functioning again 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 will continue to find a vendor that can possibly repair the fountain. There was a question if we can just add a liner to the base. Adding a liner would not work for the long run, the structural integrity of the fountain needs to be repaired.

Unknown Homeowner- Can we remove the fountain and replace with plants?

The Consensus from the group was to keep the fountain and do the repairs to get it functioning again.

d. Association Members Forum;

Brandon-I do woodworking as a hobby out of my garage/driveway. This is not a business; I only do this as a hobby. I was recently asked to shut down my production because the fumes & noise was bothering my neighbors. I only work between the hours of 7 am-7pm, per the City of Sun Prairie Ordinance. I discussed the issue with another neighbor that lives right next door to me and they do not smell the fumes coming from my garage. I am wondering why I was

shut down? I am afraid to do any work out of my garage anymore.

Denny-A neighbor of yours came to the Board with complaints regarding the noise and fumes that are coming from your lot. They stated that it is very difficult for them to utilize their outdoor space. They also noted that the fumes get trapped in their garage and are rather unpleasant and potentially a health hazard. We did some investigating in to your hobby and it appears that you are running a wood working business out of your home.

Brandon-The City was going to issue a variance permit so I could continue my hobby, is there any way that we can compromise?

In a meeting post-adjournment, we have reached an agreement that the woodworking business at 1045 Westridge will reduce current operations and will be moved to an off-site location in early 2017.

In meeting post-adjournment, we have agreed to:

- Look into DSI doing a springtime cleanup of garbage that accumulates along the southern and eastern boundaries of the Gardens at Willowbrook.
- Work with the owner of the development property and the City of Sun Prairie to assess the scope and remove noxious weeds (i.e. poison parsnip).

Due to time constraints, the meeting was Adjourned and this discussion will be continued between the homeowners affected and the Board of Directors.

Meeting Adjourned at 8:55pm