

Spruce Hollow Homeowners Association

2021 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: April 19th, 2021

Location: Microsoft Team Meeting

Meeting Called by: Cardinal Glenn HOA

Type of Meeting: Annual Association Meeting

Note Taker & Time Keeper: Shandar Hoagland

Attendees: Attendance taken via Teams

Agenda:

A) Roll Call

- a. Proof of attendance reached via downloaded attendance report from Microsoft Teams
- b. Introduction of Speakers
Shandar Hoagland with DSI Real Estate Group
Board of Directors
Lisa Moon, Chad Halverson, Paula Lynde

B) Proof of Notice of the Meeting or Waiver of Notice

- a. Shandar presented the original letter that was mailed and emailed to all homeowners.

C) Reading of Minutes of the Prior Meeting

- a. There was no 2020 annual meeting so the 2019 Minutes were approved

D) Officers Reports

- a. 10 of the 118 homes have yet to pay their 202 dues. If they do not pay, a lien will be filed so the HOA will get paid eventually.

E) Committee Reports;

- a. None at this time

F) Elections

- a. There was not a quorum present so there were no elections.
- b. The Current Board members agreed to stay on
Lisa Moon
Paula Lynde
Chad Halverson

G) Unfinished Business

- a. Some owners are still mowing and treating the common areas, we ask that you please stop doing so.

H) Adoption and Approval of an Annual Budget;

- a. The 2021 Annual Budget was approved by the Board of Directors in December 2020.

Below you can see the 2020 financial report.

Spruce Hollow

		2020		
		Budget	Actual	Difference
Mowing				
Entry Sign & OL #1 (mow 22 times per season)		\$1,600.00		
Green Space OL #2 & 5 (mow tall grass every 2 weeks)		\$1,000.00		
Green Space OL #2 & 5 Along Gravel Path (every 2 weeks)		\$350.00		
Green Space OL #3 (mow tall grass every 8 weeks)		\$1,000.00		
Green Space OL #4		\$1,500.00		
Green Space OL #6		\$1,500.00		
Buffer Behind lots 120-125		\$1,700.00		
Trails (mow along gravel trail every 2 weeks)		\$1,350.00		
Total		\$10,000.00	\$10,159.65	-\$159.65
Landscape Maintenance (Bark, Weeds, Pruning)				
Topdress Bark Beds		\$2,250.00		
Weeding/General Maintenance		\$650.00		
TruGreen - Entrance & Mulch Beds		\$800.00		
TruGreen - Walking Trail		\$750.00		
Spring & Fall Clean-up		\$500.00		
Pruning		\$450.00		
Total		\$5,400.00	\$6,255.10	-\$855.10
Maintenance				
Inspection of Detention Basins: Semi-Annually: Required by Town of Middleton		\$350.00		
Inspection of Drainage way, Culverts and Riprap: Semi- Annually: Required by Town of Middleton General		\$350.00		
		\$1,100.00		
Total		\$1,800.00	\$521.78	\$1,278.22
Utilities (Water and Electric)		\$500.00	\$470.58	\$29.42
Liability Insurance		\$1,352.00	\$1,352.00	\$0.00
Misc.				
Annual Report Filing			\$0.00	
Bank Service Charges			\$126.45	
Postage			\$188.50	
Annual Meeting Minutes			\$0.00	
Annual Tax Preparation			\$350.00	
Lien Filing Fee			\$20.28	
		\$1,000.00	\$685.23	\$314.77
Management Fee		\$7,246.00	\$7,246.00	\$0.00
Grand Total		\$27,298.00	\$26,690.34	\$607.66
Projected Income				
HOA Dues		\$27,298.12		
Expenses		-\$26,690.34		
Total Surplus for 2020		\$607.78		
Balance of Previous Surpluses (including 2020)		\$4,361.21		

I) New Business

a. None at this time

J) Adjournment

a. **Note Time of Adjournment; 7.28pm**