

Birchwood Point/Birchwood Point South Homeowners Association

2022 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: February 9th, 6:00pm

Location: Microsoft Teams

Meeting Called by Birchwood Point HOA

Type of Meeting: Annual Association Meeting

Note Taker & Timekeeper: Serena Pretti

Attendees: Attendance downloaded through Teams

Agenda:

A) Roll Call

- a. Proof of attendance reached via Teams Download
- b. Introduction of Shandar and Serena with DSI Real Estate Group

B) Reading of Minutes of the last Meeting

- a. 2021 Minutes were posted on the DSI website: www.dsirealestate.com, owners were asked to read them prior to the meeting. This was done and the minutes were approved.

C) Consideration of Communications

Meeting Notice letter sent to homeowners on January 28th, 2022. Homeowners were also sent an email reminder on the morning of the Meeting, that included the Financials, Agenda and Paperless Communication form.

D) Resignations & Elections

- a. None at this time. These will take place after the neighborhood has been conveyed to the homeowners – this occurs once the neighborhood is 100% complete.
- b. Per Veridian Homes: Birchwood Point is complete, but Birchwood Point South is not. Veridian will evaluate market demand later this year to see if they will finish out Birchwood Point South in 2023 and if not in 2023, they will evaluate again if they would complete in 2024.
- c. The neighborhood is approximately 76% sold at this time.

E) Reports of Officers & Employees

- a. There are currently only 27 homes that have yet to pay the 2022 assessment. Of those 27, there are 3 still outstanding from 2021.
- b. Late fees for HOA dues will be applied on March 15th, along with a reminder letter. If dues have still not been satisfied by May, we will begin the lien filing process.

F) Reports of Committees

- a. ACC Update: The ACC web page is a great starting point when you are considering an exterior or structural change project on your lot. The web page

offers fillable PDF applications, as well as the Covenants (CCR's) and other project information <https://www.dsirealestate.com/condo-hoa/acc/>

b. The ACC can be contacted at : acc@dsirealestate.com

Q: What does the ACC do, why was it added to our budget?

A: Veridian Homes hired DSI to manage the ACC, they decided they would like to outsource the service. The ACC reviews all exterior and structural changes projects, all of which require approval prior to the project beginning. For example: fences, solar panels, decks, additions, basketball hoops, gardens etc.

- Allows for a single contact person for all ACC questions, whose main job focus is ACC related items.
- Help homeowners determine what application to utilize, and what additional materials are required for review of their project.
- Communicate the requirements and guidelines to the homeowner and their contractor, to avoid the project getting denied and requiring them to revise plans to resubmit, and start the process all over again.
- Work with the City to ensure the project at hand also meets their requirements.
- We have cut down the turn-around time tremendous. Per the Covenants, the ACC has up to 30 days to review and respond to requests. Our current average turn around time is approximately 10 business days.
- Project inspection: making sure that what was approved in the approval packet is actually the project completed on the lot.
- Monthly neighborhood inspections, checking for violations and unapproved projects.
- Work closely with the HOA manager; to provide a well-rounded service for the neighborhood.
- Maintain an up-to-date database of all requests, approvals and denials
- Maintain an up to date website with all ACC information, CCR's, etc.
- The break down of ACC cost per homeowner is approximately \$17 per home.
- Last year the Birchwood Point neighborhood had 71 projects reviewed, which was 18% higher than in 2020.

G) Unfinished Business

- Completion of Sugar Maple Lane
 - Sugar Maple Lane should be completed, and connected to Valley View Road by the Fall of 2022.
- Pet Waste
 - Pet waste continues to be an issue throughout the neighborhood, please pick up after your pet in you own yards, as well as in others. We are waiting for approval

from the City of Madison to place pet waste station in the storm water areas. We are hopeful we will be able to install these this Spring.

- Trash Receptacles
 - Please store trash receptacles in an area not visible to others; ideally in your garage.
- At this time we do not have any updates on the Future City Parks that are noted on the maps. The City of Madison typically installs the parks once the building in the neighborhood has been completed.
- City Trash collection on the carriage lanes – we have reached out to the City and they have stated they will not be doing trash pick up on the carriage lanes, this was an agreement between the City and the Developer upon inception of the neighborhood.
- Lighting and concrete pad at the CBU off Sleepy Pine in BPS
 - Shandar looking into different lighting options that can be added to the area.
 - Veridian has stated that they will no be installing a concrete pad in this area due to their being access from sidewalks on both sides of the CBU. Shandar will reach out again, to re-ask.

H) Original Resolutions & New Business

Q: Would it be possible to have the City pick up trash on the carriage lanes, if all trash receptacles were placed on one side of the carriage lane?

A: Shandar reaching out to the City.

Q: Do the people living on the carriage lanes have their property taxes reduced since they do not receive trash collection from the City?

A: No, all owners in the neighborhood pay toward trash removal in both their taxes and HOA dues. This is how the docs for the neighborhood were written. All owners contribute to all costs.

Q: Is there a way to reduce the Management Fee and ACC Fee?

A: Once the neighborhood is conveyed these costs can be reduces or go away. Upon conveyance, the neighborhood is required to have a professional management firm, but the Board can negotiate the terms of that contract.

Q: Would it be possible to have a member of the neighborhood association become more involved with DSI and Veridian, report or concerns and keep the neighborhood informed of what is going on?

A: Please reach out to Shandar, she would be happy to be a liaison between the member and Veridian, as well as provide HOA information to be passed along, to keep everyone informed.

Q: Can we have the Haven mowers raise the mowing deck a bit, the grass is mowed very low.

A: Yes, Shandar will reach out to the vendor to get this corrected.

Q: For Haven owners who do their own mowing, will they receive a refund for the services?

A: Shandar is working on year end financial, then a credit will be applied to the accounts.

I) Adjournment

a. Note Time of Adjournment; 6:34pm

If you are interested in Paperless Communication; please reach out to Serena:

spretti@dsirealestate.com, she will send you the form to complete and return, to get enrolled.

DSI values your feedback! A 5-question survey was sent out via Survey Monkey after the meeting, we would love to hear how we are doing and how we can improve!

<https://www.surveymonkey.com/r/NG8TRLJ>

Facebook Page: Birchwood Point and Birchwood Point South Subdivision -

<https://www.facebook.com/groups/1167926976884355>

NextDoor Page:

Neighborhood Association: