

Birchwood Point/Birchwood Point South Homeowners Association

2023 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: February 14th, 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

2022 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 February 1st, 2023. 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.
- c. The neighborhood is approximately 76% sold at this time.

E) Reports of Officers & Employees

- a. There are currently 32 homes that have yet to pay the 2023 assessment. Of those 32, there is 1 home still outstanding from 2022.
- b. Late fees were applied on March 15th. 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

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

a. Completion of Sugar Maple Lane-

Sugar Maple Lane still has not been completed and we do not have a time frame as to when it will be.

b. 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.

c. Trash Receptacles

Please store trash receptacles in an area not visible to others; ideally in your garage.

- 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.

H) Adoption and Approval of an Annual Budget
 The 2023 annual budget was approved in December 2022 by the Developer;



Snow Removal - Green Space Sidewalks	
OL 3	\$1,200
Entry Sign Sidewalk	\$1,200
OL 6	\$0
CBU's	\$2,500
OL 19 & 20	\$1,750
Sidewalk corners near lots 255/258/259	\$1,750
Total	\$8,400
Mowing (Base: 22 Season)	
Entry Signs	\$650
Green Space OL 3	\$850
Medians/Circles	\$2,000
OL # 6	\$0
Area behind lots 149-153	\$0
OL 19	\$1,500
Corners near lots 255/258/259	\$750
Buffer Behind lots 305-318	\$2,000
Total	\$7,750
Landscape Maintenance (Bark, Weeds, Pruning)	
Weed Control/ Fertilizer-Lawn	\$2,000
Weed Control/ Fertilizer-Beds	\$2,000
Top-dress Bark Beds	\$4,500
Spring Clean-up	\$1,000
Fall Clean-up	\$1,000
Total	\$10,500
Maintenance	
General	\$2,000
Trash Removal for Carriage Lane Homes	\$22,500
Total	\$24,500
Utilities (Water and Electric)	\$2,000
Insurance	\$3,300
Misc.	\$1,335
Legal Fees	\$850
Real Estate Taxes	\$1,000
Management Fee	\$15,264
ACC Administration Fee	\$9,159
Grand Total	\$84,058
Divided by Total Units	467
Annual Cost per Home**	\$180.00
Balance of General Fund	\$27,697.25
Balance of Park Annuity Fund	\$21,960.48

Birchwood Point/Birchwood Point South

Homeowner's Association

2022 Financial Report

	Budget	Expenses	Difference
Snow Removal - Green Space Sidewalks	\$8,400.00	\$9,210.03	-\$810.03
Mowing	\$7,750.00	\$7,975.42	-\$225.42
Landscape Maintenance	\$12,000.00	\$8,667.20	\$3,332.80
Maintenance			
General	\$2,000.00	\$490.75	
Trash Removal Carriage Lanes	\$18,000.00	\$21,420.09	
Total	\$20,000.00	\$21,910.84	-\$1,910.84
Utilities (Water and Electric)	\$1,750.00	\$1,808.94	-\$58.94
Insurance	\$4,200.00	\$3,250.00	\$950.00
Misc.			
Annual Report		\$25.00	
Bank Service Charges		\$162.60	
Postage		\$387.25	
Tax Preparation		\$350.00	
Total	\$1,255.00	\$924.85	\$330.15
	Budget	Expenses	Difference
Real Estate Taxes	\$1,000.00	\$1.99	\$998.01
Management Fee	\$14,728.00	\$13,500.63	\$1,227.37
ACC Administration Fee	\$8,837.00	\$8,100.65	\$736.35
Grand Total	\$79,920.00	\$75,350.55	\$4,569.45
Projected Income			
HOA Dues	\$79,919.13		
Interest	\$20.16		
Total income	\$79,939.29		
Expenses	-\$75,350.55		
Tentative 2022 Surplus	\$4,588.74		
Balance of General Fund (including the 2022 surplus)	\$32,286.39		
Balance of Park Annuity Fund	\$21,960.48		

H) Original Resolutions & New Business

Q: What the internal process is for review once you receive the written request? It seems as if you do an initial review and provide comments and required changes before the committee sees it.

A: When requests come in, our office reviews the materials that were included in the submittal, to ensure all required documents are there for review to take place. If they are not, we will request them. If a proposal is submitted that would be an automatic denial or CCR violation, we will let you know right away, so you can revise the plan to be within the parameters of the CCR's, prior to the committee reviewing, denying, you receiving a denial packet and then having to start from scratch and go through the whole process again. Our initial review helps to streamline the overall review process, so homeowners can get their approval packets sooner, and get on a contractors schedule.

Q: Is there a limit on the number of homes that can be rented?

A: No, there are no restrictions in the Covenants for the number of rental homes.

Q: Can you explain what real estate taxes, water & electric are for within the budget?

A: Real Estate Taxes: The HOA pays real estate taxes for all property that is owned by the HOA.

Water: The HOA pays for storm water costs for the land that is owned by the HOA.

Electric- The neighborhood signs are lighted, and the lights and gas fireplace in Birchwood South are owned and maintained by the HOA.

Q: Is it possible to opt out of paper mailings and only get things through email?

A: Yes, please email us directly for the form; hoa@dsirealestate.com

Q: Why is there a bank service charge on checks? is this for processing them?

A: This charge is to process online payments on our website.

Q: What is the major school district?

A: Please reach out to your municipality to ensure the correct school district.

Q: When will we receive credit for Haven services not received last year (eg mowing)?

A: The Year End for the Haven homes will be processed by the end of March.

Q: How can we get the snow removal company to plow AFTER the city buries the end of the driveway?

A: We can pay them to do this.

Q: How many total homes will be in the HOA? How many will be carriage homes?

A: There will be 392 homes in the neighborhood when complete. Of those 392, 110 are on a carriage lane.

Q: Is it possible that the current board can consider refunding \$50 to each owner that is currently paying rather than new owners from a sale of a home?

A: We can propose this. It will likely be used to offset a future budget rather than issue refunds.

l) Adjournment

a. Note Time of Adjournment; 6:34pm

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

Facebook Page: Birchwood Point and Birchwood Point South Subdivision -

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



Welcome to the Birchwood-Oaks Community!

We are so excited to have you!
Scan the QR Codes with your phones camera
for more information about getting involved,
neighborhood events and community
announcements.



Neighborhood
Association
Facebook Page



Neighborhood
Association
Newsletter
Sign-up Form

Your NA Board & Committee Members

Ali Reinhard - President
Jeffrey Thorn - Vice President
Heather Reinke - Treasurer
Kayla Julius - Secretary

Annual Meeting in May!