

# **Eagle Trace Homeowners Association**

## **2023 Annual Meeting Minutes**

**Facilitator:** Shandar Hoagland, DSI Real Estate Group

**Meeting Date:** February 6<sup>th</sup>, 2023 at 7:00 pm

**Location:** Online Teams Meeting

**Meeting Called by:** Eagle Trace HOA

**Type of Meeting:** Annual Association Meeting

**Note Taker & Time Keeper:** Serena Pretti

**Attendees:** Attendance taken online through Teams

### **Agenda:**

#### **A) Roll Call**

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

#### **B) Reading of Minutes of the last Meeting**

- a. 2022 Minutes were posted on the DSI website: [www.dsirealestate.com](http://www.dsirealestate.com), owners were asked to read them prior to the meeting. Minutes were approved.

#### **C) Consideration of Communications**

- a. Shandar presented the original letter that was mailed to all homeowners
  - Letter was mailed out on January 25<sup>th</sup>, 2023
  - Email reminder sent one-week prior to the meeting.
  - Letter, Agenda, Financials, Slides and Paperless Communication sent via email the morning of the meeting.

#### **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. The neighborhood is approximately 61% sold at this time.

#### **E) Reports of Officers & Employees**

- a. Late fees for HOA dues will be applied on March 15<sup>th</sup>, 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](mailto:acc@dsirealestate.com)

### **G) Unfinished Business**

Snow removal around the CBU's – additional measures were put in place to remedy this.

- Residents confirmed this has improved.
- If there are any issues with removal, please don't hesitate to reach out to [hoa@dsirealestate.com](mailto:hoa@dsirealestate.com)

Pet Waste: Please clean up after your pets, both in your yard and when out on a walk!

### **H) Original Resolutions & New Business**

Q: Does the HOA clear the streets?

A: No, the City of Madison clears the streets in the neighborhood. If there are issues, you can report them via the 'Report a Problem' feature on the City's website:

<https://www.cityofmadison.com/reportaproblem/>

Q: Does the snow removal line item also cover the sidewalks in front of vacant lots?

A: Veridian is responsible for the snow removal in-front of the vacant lots; they also hire a vendor to clear those areas. If there are issues with this, please contact [hoa@dsirealestate.com](mailto:hoa@dsirealestate.com)

Q: Can we change the fence style?

A: Veridian Homes did extensive research before making the decision to move to offering one fence style and color within the newer neighborhoods. It was found that even in neighborhoods where multiple options were offered, homeowners choose to go with the vinyl Stratford style. Having a single fence style allow for increased uniformity; and aesthetic appeal, as only one fence is permitted per shared lot line; so those homes sharing a fence line have the same style and color around the perimeter of the entire property. No variances to fence style or color will be permitted.

Q: When the neighborhood is conveyed we can make changes to the CCR's?

A: Not exactly, the CCR's remain for 25 years upon inception of the neighborhood. At the 25 year mark if a change were proposed, it would need to be approved by the majority of homeowners as well as their lenders.

Q: What are the responsibilities of DSI?

A: Please see below for a list of what DSI does for your HOA.

Q: Who plants the trees in the terrace?

A: The City of Madison; this spring they will be planting additional trees in the neighborhood.

Q: Will fees go up every year?

A: Our goal is for fees not to increase every year, however, when the neighborhood is still under development we are trying to hit a moving target. Once things are more established fees should not fluctuate as much as we will have a better idea as to what it costs to maintain the neighborhood. All 243 units pay dues every years, even on vacant lots; these dues are paid by the Developer.

Q: How often are you in the neighborhood to check on things?

A: We are in the neighborhood at least once a month; if you notice any issues please do not hesitate to reach out and let us know!

Q: What are CBU's?

A: Cluster Mailbox Units.

Q: Can we have a breakdown of the management fee?

A: Please see below for details of what DSI does for your HOA. This was also sent out via email on 2/7/23.

Q: Can you rent out your house?

A: Yes, but the lease must be approved by the HOA, and not short term rentals are permitted. Leases must be at least 6+ months.

## **I) Adjournment**

### **a. Note Time of Adjournment; 7:31pm**

If you are interested in Paperless Communication; please reach out to Serena: [hoa@dsirealestate.com](mailto: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!

#### **What DSI Does for my HOA:**

- 1) Follow requirements and procedures set out in the Bylaws.
- 2) Hold annual meetings.
- 3) Send/prepare all paperwork for the Association.
- 4) Keep roster of current homeowners & incorporate all new sales.
- 5) Prepare an Operating Budget annually.
- 6) Accounts Receivable. (This includes offering online payment options. Also includes filing liens for unpaid dues as needed.)
- 7) Maintain Accounts of Association Funds.
- 8) Accounts Payable.

- 9) Maintain Current Books and Records.
- 10) Submit Annual Reports to WDFI.
- 11) Available for any homeowner inquiry calls/concerns.
- 12) Enter into contracts for utility maintenance, trash removal, etc..
- 13) Solicit bids annually.
- 14) Regularly inspect neighborhoods to determine any physical improvements and maintenance needed.
- 15) Oversee the employ and performance of all sub-contractors required for neighborhood operation.
- 16) Maintain/Obtain insurance.
- 17) Work with Board of Directors.
- 18) Provide neighborhood information on DSI website.