

Spruce Hollow Homeowners Association

2022 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: April 19th, 2022

Location: Microsoft Team Meeting

Meeting Called by: Spruce Hollow 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. The 2021 meeting minutes were approved.

D) Officers Reports

- a. 5 of the 118 homes have yet to pay their 2022 dues. If they do not pay, a lien will be filed so the HOA will get paid eventually.

E) Committee Reports;

- a. Please remember that all exterior changes to your lot need to be approved by the Architectural Control Committee (ACC). All ACC information can be found on the DSI website;
<https://www.dsirealestate.com/hoa/spruce-hollow/documents/>
The ACC has 30 days after receiving all requested documents to approve/deny any project. The ACC is a group of volunteer homeowners, so please be patient when applying for projects.

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.

- b. Removal of invasives around storm water ponds was completed in the winter. This was required by the Town of Middleton.

Q: Has the mowing of the common areas by owners been discussed with the owners that are doing it?

A: Yes, we have sent letters and we will continue to do so.

Q: Do we know why the owners are mowing the common areas?

A: Some owners believe they own up to the water and want access to it.

H) Adoption and Approval of an Annual Budget;

a. The 2022 Annual Budget was approved by the Board of Directors in December 2021 and distributed to all owners.

b. The overall budget was increased by \$4,000 to cover the cost of removing and treating the invasives in the storm water areas.

Below you can see the 2021 financial report.

		Budget	2021 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	\$7,817.58	\$2,182.42
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	\$7,965.25	-\$2,565.25
Maintenance				
	Inspection of Detention Basins: Semi-Annually: Required by Town of Middleton	\$500.00	\$1,686.00	
	Inspection of Drainage way, Culverts and Riprap: Semi-Annually: Required by Town of Middleton	\$350.00		
	Invasive removals General	\$1,100.00	\$722.75	
	Future Pond Maintenance	\$5,000.00	\$5,000.00	
	Total	\$6,950.00	\$7,408.75	-\$458.75
Utilities (Water and Electric)				
		\$500.00	\$411.80	\$88.20
Liability Insurance				
		\$1,354.00	\$1,352.00	\$2.00
Misc.				
	Annual Report Filing		\$0.00	
	Bank Service Charges		\$214.00	
	Postage		\$160.24	
	Annual Tax Preparation		\$350.00	
	Printing/Reproductions		\$173.20	
		\$1,000.00	\$897.44	\$102.56
Management Fee				
		\$7,246.00	\$7,246.00	\$0.00
Grand Total		\$32,450.00	\$33,098.82	-\$648.82
		118		
		\$275.00		
Projected Income				
	HOA Dues	\$32,450.00		
	Late Fee Income	\$220.00		
		\$32,670.00		
	Expenses	\$33,098.82		
	2021 Shortfall	-\$428.82		
Balance of Previous Surpluses/Shortfalls		\$3,563.14		
Balance of Future pond maintenance fund		\$5,000.00		

Q: Are we OK with our current dues?

A: Yes, we think for this year we will be ok.

Q: With the increased fuel costs, do you think our vendors will pass this cost on to the HOA?

A: I do not believe so, we work with EC3 in several associations and have not seen an increase yet.

I) New Business

Q: some owners still do not have any landscaping, is this something the HOA monitors?

A: This is something the Architectural Control Committee (ACC) typically handles. We can send out violations if requested.

Q: Could you please share the point system with us?

A: Yes, please see below. These documents can be found in the Spruce Hollow CCR's.

EXHIBIT B

Total Minimum Points for Landscaping

001641

Lot(s)	Minimum Points for Foundation Plantings	Total Minimum Points for Landscaping
1-118	750	2000

NOTE:

A minimum of three (3) large evergreen spruce trees must be included in the landscaping plan for each Lot. All three (3) evergreen spruce trees must be planted in the front yard area.

EXHIBIT C
Landscaping Elements

001642

Elements	Point Schedule
A) Small Shade Trees (balled and burlaped) (1.5"-2" caliper at 6" from the roots)	50
B) Medium Shade Trees (balled and burlaped) (2"-3" caliper at 6" from the roots)	100
C) Large Shade Trees (balled and burlaped) (3"-4" caliper at 6" from the roots)	150
D) Extra-Large Shade Trees (balled and burlaped) (4" + caliper at 6" from the roots)	200
E) Ornamental Trees (balled and burlaped) (1.5"-2" caliper at 6" from the roots)	50
F) Small Evergreen Trees (3' to 4.5' when planted)	25
G) Medium Evergreen Trees (5' to 6.5' when planted)	50
H) Large Evergreen Trees (7' + when planted)	100
I) Evergreen Shrubs (18" minimum diameter)	20
J) Small Deciduous Shrubs (18" to 35" in diameter)	10
K) Medium Deciduous Shrubs (35" to 60" in diameter)	15
L) Large Deciduous Shrubs (balled and burlaped) (60" or greater in diameter)	25
M) Decorative Retaining Walls (Points are per face foot. Boulders, timbers, and stones only -- no concrete walls included.)	10
N) Paver Stone Walks, Paths or Patios (Points per square foot -- no driveways included.)	1
O) Planting Beds (Points per square foot -- must be decorative stone or mulch)	1

The final point totals must consist of a balanced variety of the listed elements acceptable to the Architectural Control Committee. Existing vegetation, trees and shrubs may be included in the point totals if they are properly protected and maintained during the construction process and located as such on the landscape plans submitted to the Architectural Control Committee for approval.

Q: The owner of the farm on Mineral Point may be selling, will those homes be in the Spruce Hollow HOA?

A: No, they will not be added to the HOA.

J) Adjournment

a. **Note Time of Adjournment; 6:31 pm**