

Smith's Crossing Homeowners Association

2023 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: March 10th, 2023

Location: Online via Microsoft Teams

Meeting Called by: Smith's Crossing HOA

Type of Meeting: Annual Association Meeting

Note Taker & Time Keeper: Serena Pretti

Attendees: Attendance taken online

A) Roll Call

- a. Proof of attendance reached via Teams attendee download
- b. Introduction of Shandar with DSI Real Estate Group

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

- a. Shandar presented the letter that was mailed to all owners.

C) Reading of Minutes of the Prior Meeting

- a. 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.

D) Officers Reports;

- a. Currently there are 51 homes that are past due for the year. Late Fees were assessed in March. We will be sending out late letters to all past due owners and request payment immediately. If payment is not made by May, we will move forward with the lien filing process.

E) Committees Reports;

- 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

F) Elections;

- a. Elections 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.

G) Unfinished Business

- a. Pet waste – please clean up after your pets!
- b. Snow Removal - Neighborhood snow removal map has been posted to the DSI Real Estate Group website, and is available below.

H) Adoption and Approval of Annual Budget;

a. The 2023 annual budget was approved by the developer in December and distributed to all lots in the neighborhood.

b. 2022 Financial Report:

	Budget	Expenses	Difference
Snow Removal	\$75,000.00	\$40,000.00	\$35,000.00
Mowing	\$27,500.00	\$29,571.67	-\$2,071.67
Landscape Maintenance	\$58,000.00	\$48,744.36	\$9,255.64
Irrigation	\$320.00	\$1,079.00	-\$759.00
Maintenance			
Water Feature Maintenance		\$3,184.00	
Maintenance		\$4,268.98	
Carriage Lane Repairs		\$34,832.00	
	\$15,000.00	\$42,284.98	-\$27,284.98
Utilities	\$5,000.00	\$4,503.59	\$496.41
Liability Insurance	\$3,000.00	\$2,921.00	\$79.00
Misc			
Trash Removal		\$2,344.48	
Property Taxes		\$266.34	
Professional Fees		\$350.00	
Annual Report		\$25.00	
Bank Service Charges		\$299.45	
Check Printing		\$0.00	
	Budget	Expenses	Difference
Reserve Fund	\$48,000.00	\$48,000.00	\$0.00
Management Fee	\$21,863.00	\$21,863.04	-\$0.04
ACC Fee	\$13,118.00	\$13,118.04	-\$0.04
Legal Fees	\$1,500.00	\$1,073.80	\$426.20
Total	\$273,301.00	\$257,008.51	\$16,292.49
HOA Dues	\$273,277.63		
Late Fee	\$887.54		
Interest Income	\$37.71		
NSF Income	\$50.00		
Total	\$274,252.88		
Expenses	\$257,008.51		
2022 Surplus	\$17,244.37		
Balance of Reserve Account 12/31/2022	\$81,876.03		

I) New Business:

Q: Who do we contact if there is damage to our property from snow removal?

A: Please reach out to hoa@dsirealestate.com. If the HOA vendor caused the damage, they will be responsible for repairs. If the City of Sun Prairie caused the damage, we will provide you with contact information for repairs.

Q: Is \$48,000 for a reserve fund normal for a community our size?

A: Yes! The HOA owns and maintains the alley's within the neighborhood.

Q: Can a sign be put on the pickle ball court stating bikes, etc. are prohibited?

A: The HOA cannot install one, but we can contact the City of Sun Prairie and request this.

Q: How often are the vendor mowing the green spaces?

A: Vendors should be mowing once a week, weather permitted.

Q: Will there be speed bumps put in on O'Keeffe?

A: Please reach out to the City of Sun Prairie; the HOA does not maintain the City streets.

Q: Are beds weeded monthly?

A: The vendor does their best to get to all beds monthly. Due to the amount of beds in the neighborhood, they allocate a specified number of maintenance hours per month to maintain the areas.

Q: Are the HOA rules ever going to be enforced? Why doesn't the HOA send people to clean up lots?

A: Vendors are not willing to go onto an owners property without prior permission, it is a safety and potential legal issue. We do monthly neighborhood inspections, and issue violations to homes that are not in compliance with the CCR's. If owners do not comply, they could be subject to a fine of \$100/day until.

Q: Can a better job be done plowing the CBU area on White Oak?

A: We will not be utilizing the same snow removal vendor next year, service moving forward should be significantly better.

Q: What is the criteria for a vendor to come plow the carriage lane?

A: 1 inch threshold, we do not send the vendors out for dustings.

Q: What is the criteria for rental homes?

A: Leases must be approved by the HOA and by at least 6+ months in length. No short term rentals or Air BnB's are permitted. The tenants are required to follow all neighborhood rules and regulations, as well as meet maintenance standards.

Q: Will potholes in the carriage lanes be fixed this summer?

A: We will be meeting with the carriage lane replacement company, and going through each carriage lane to determine which ones will be fixed this year.

Q: How often are pet waste containers emptied?

A: Weekly.

Q: Is No Mow May permitted?

A: Mowing is addressed here in the CCR's:

C) Residential Requirements. All structures and the minimum landscaping requirements shall be completed within nine (9) months after issuance of a building permit. All driveways shall be of concrete and shall be installed within nine (9) months after substantial completion of the structure. No outbuilding or accessory building of any nature shall be erected on any Lot. No above-ground swimming pools shall be permitted. All Lot areas not used as a building site, or under cultivation as a family garden, shall be planted with grass seed or shall be sodded, and shall be maintained on a regular seasonal basis, including mowing of a frequency of not less than once every 14 days during the lawn growing season. Maintenance of all improvements on a Lot shall be performed by the Owner. Maintenance shall include, but not be limited to, watering, pruning and routine fertilizing and mulching of all plantings and plant beds, replacement of dead, dying and/or diseased trees and shrubs, prompt removal of weeds, trash and debris from plant beds and areas adjacent to shrubs and trees so as to keep said landscaping in a healthy, attractive and neat condition.

Q: Are homeowners part of the budgeting process?

A: No, not until the neighborhood has been conveyed.

J) Adjournment;

- a. There were no more questions, the meeting adjourned at 7:12 pm.

What DSI Does...

- 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.

