

Gardens at Willowbrook Homeowners Association

2022 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: November 14th, 2022

Location: Online via Teams

Meeting Called by: Gardens at Willowbrook HOA

Type of Meeting: Annual Association Meeting

Note Taker & Time Keeper: Serena Pretti

Attendees: Attendance taken online

Agenda:

A) Roll Call;

- a. Welcome and Introduction of Board Members

B) Proof of Notice of Meeting;

- a. Letter that was sent to all owners was shown.

C) Introduction of Directors and Speakers;

- a. Jennifer Mueller- President

Paul Schulte- Secretary

Daniel Seeley- ACC Member

Colleen Scanlan- Garden Officer

Shandar Hoagland-Association Manager

Steve Stocker-City of Sun Prairie Alderperson

D) Old Business: Reading of Minutes of Prior Meeting;

Minute are posted on the DSI website and were read prior to meeting.

There were no questions, the minutes were approved.

E) New Business;

- a. Update of Board actions in 2022

1. Removed old shrubs that were at the roundabout and in front of wall. This was done in mid-late summer.

2. Transplanting at roundabout, medians, wall at Gaslight by homeowner group. Removed overgrowth and transplanted them to any open spaces at the roundabout and medians.

3. Carriage Lane Maintenance

Heat patches were done to repair deterioration. Crack filling was also done to all major cracks.

4. Pruning shrubs on Roundabout
5. Addition of Evergreens to Water Feature
6. City installation of curb ramp at school bus stop
7. Repair Retaining wall at roundabout

b. Finances

i. Review of 2022 budget and expenses

	Budget	Expenses	Difference
Snow Removal-Alley	\$3,040.00	\$2,273.00	\$767.00
Snow Removal-Sidewalks	\$1,120.00	\$490.00	\$630.00
Total Snow	\$4,160.00	\$2,763.00	\$1,397.00
Mowing	\$1,980.00	\$2,088.90	-\$108.90
Landscape Maintenance	\$9,617.00	\$9,972.54	-\$355.54
Irrigation-Roundabout	\$450.00	\$273.40	\$176.60
Water Features	\$1,015.00	\$835.00	\$180.00
Maintenance	\$200.00	\$0.00	\$200.00
Utilities	\$1,500.00	\$1,465.25	\$34.75
Liability Insurance	\$895.00	\$0.00	\$895.00
Real Estate Taxes	\$95.00	\$2.00	\$93.00
Reserve Fund	\$5,000.00	\$0.00	\$5,000.00
Misc.	\$2,200.00	\$1,002.98	\$1,197.02
Management Fee	\$7,853.00	\$5,889.78	\$1,963.22
Grand Total	\$34,965.00	\$24,292.85	\$10,672.15

Projected Dues Income	\$34,965.00
Interest Income	\$12.40
Late Fee Income	\$184.03
Total Projected Income	<u>\$35,161.43</u>
Total Expenses	\$24,292.85
2022 Surplus as of 11/14/22	\$10,868.58

Expenses paid with Reserve Funds

Pruning and Shaping Crabapples	\$675.20
Installation of Arborvitae behind the pond	\$1,055.00
Carriage Lane Repairs	\$8,874.00
	<u>\$10,604.20</u>

Reserve Fund Balance as of 12/31/2021	\$38,795.52
Reserve Expenses in 2022	\$10,604.52
Reserve Fund Balance as of 11/14/2022	<u>\$28,191.00</u>

F) Presentation of the 2023 Budget

Please see last page of minutes.

G) Association members forum

a. Homeowners Q & A

b. Steve Stocker addressed the association.

i. Proposed Leaf Collection at Curbside Terrace. A truck would come out and use a suction system to collect the leaves from the curb, rather than bagging and hiring a vendor to collect leaves.

Q: Has Habitat for Humanity sold any private lots?

A: Unknown at this time.

Q: Have there been any progress on speeding issues?

A: Yes, the police force is working to hire more officers as they are short staffed. They also ask that you call and report any issues you see.

H) Election of Directors (quorum)/Volunteers for Board Positions (no quorum)

Jennifer Mueller will continue as President

Paul Schulte will continue on as Secretary

Dan Seeley will continue as the ACC Representative.

Thomas Smith has volunteered to be the Treasurer

Garden Officer position is also currently open

I) Adjournment 7:55 pm.

Gardens at Willowbrook Owner's Association 2023 Budget		
Snow Removal-Alley (Base-16 Plow/16 Shovel/16 Salt)		
Alley OL #5		\$1,300
Alley OL #6		\$1,612
Total		\$2,912
Snow Removal- Bus Stop & Four Sidewalk Areas		
		\$1,170
Total		\$1,170
Mowing (Base: 22 Season)		
Entry Sign OL #39		
Green Space OL #3		
30' Public Accessway		
10' South of OL #5 & OL #6		
Total		\$2,090
Landscape Maintenance (Bark, Weeds, Pruning)		
Weed Spraying Treatments		\$125
Weed Control OL #3		\$0
Spring/Fall Cleanup		\$2,250
Weeding/General Maintenance		\$4,095
Summer Annual & Mulch install		\$3,400
Total		\$9,870
Irrigation-Roundabout		
Spring Activation		\$170
Fall Winterization		\$170
General Maintenance (System Checks and Service)		\$170
Total		\$510
Water Features		
Spring Activation		
Fall Winterization		
General Maintenance (System Checks and Service)		
Total		\$1,015
Maintenance		
General		\$200
Total		\$200
Utilities (Water and Electric)		
Entry		\$1,000
Fountain		\$500
Total		\$1,500
Liability Insurance		\$895
Real Estate Taxes		\$95
Reserve Fund		\$5,000
Misc.		\$2,200
Management Fee		\$7,853
Grand Total		\$35,310
Divided by Total Units		133
Annual Cost per Home **		\$265.49