

Heritage Hills Homeowners Association

2023 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: February 9, 2023, at 5:30 pm

Location: Online Teams Meeting

Meeting Called by: Heritage Hills HOA

Type of Meeting: Annual Association Meeting

Note Taker & Timekeeper: 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) None – HOA members were asked to read the previous meeting minutes prior to today's attendance. Last year's meeting minutes were provided to all HOA members via email/mail prior to the meeting today.

C) Officers Reports

- a) Review of collection of association dues for 2023 was presented by Shandar
- b) Only 7 homes of 628 units owe their HOA dues for the current year
- c) Late fees are assessed on the 15th of March.
- d) If payment is not made by May of the calendar year the process, then begins for filing of a lien
- e) If a lien is filed, the dues will need to be paid prior to any sale or refinance

D) Committee Reports

ACC – Architectural Control Committee

- 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

E) Elections

- a) Elections and conveyance will occur once the neighborhood is 100% complete; currently the neighborhood is 15% complete. At the time of 100% completion a

communication will go out and 3-5 members will need to be elected to the HOA along with several members of the HOA who will need to work alongside the ACC.

Question: At last year's meeting it was discussed that although we are not at 100% completion, we still wanted to have members be a part of the board. Is this a possibility?

Answer: At last year's meeting the answer to this question was to have a member be a liaison for the HOA until 100% completion occurs at which time there would be an election for the HOA positions. No one can be on the HOA board per Veridian's guidelines until the HOA is conveyed.

Question: Can you explain the difference of what a liaison for the HOA can do vs. what an HOA board member can do?

Answer: A board member can make decisions, decide on the budget, assign tasks, etc... A liaison's responsibility would be to make sure voices are heard from the HOA members and issues can be brought to the HOA board through the HOA manager Shandar. Ultimately it is the HOA board who makes the final decisions on HOA issues.

Question: Is there a survey or a questionnaire that goes out to homeowners annually regarding HOA suggestions or questions during the HOA development phase?

Answer: No. Until the HOA is conveyed decisions go through the developer. If members have ideas or suggestions regarding the development process, they can be sent to or communicated to Shandar who can bring them to Veridian. They can be submitted to the following address: hoa@dsirealestate.com or called into (608)226-3060 and ask for Shandar or Serena.

Question: Is there a fee for the application process for ACC approval? Also, are there specific contractors that we must use for our ACC projects once they are approved?

Answer: There are no fees for applying for ACC projects. There are no specific contractors that are assigned to ACC projects. You may choose whatever contractor you would like to complete your ACC project once it is approved. The acc email is acc@dsirealestate.com

Question: Since Veridian is who the board is through should we be contacting someone at Veridian with our HOA issues? I thought DSI represented the HOA board.

Answer: DSI manages the HOA board for Veridian. Whoever the liaison is for your HOA the liaison can work closely with Shandar to directly communicate the HOA needs to Veridian.

Question: Is there a way to have homeowners that are currently living in the HOA to have more of a voice while we are waiting for the neighborhood to be conveyed?

Answer: The developer oversees the neighborhood until the construction/building is completed.

Question: Can we have 1 or 2 homeowners that are currently living in the Heritage Hills neighborhood be liaisons to Veridian to help streamline communication?

Answer: We want to make sure your voices are heard. We will pass along your concerns and wishes for more transparency for upcoming construction projects as the Heritage Hills neighborhood continues to be completed. We will let Veridian know of your concerns, and we will work on a streamlined communication process.

Question: Does Veridian communicate with you Shandar about the changes that are taking place in the neighborhood more than during the quarterly meetings that you have with Veridian? They tore up the sidewalk in front of several homes without any notification to the homeowners that are currently living in Heritage Hills HOA.

Answer: Veridian does not share development information with us. If there is information regarding the mowing of the spaces in the out lots, then Veridian will share that information with DSI. We do reach out to the land department and when we are given information that the HOA is allowed to share then we send email blasts out to the current HOA members.

Question: How can we get better communication from Veridian to both you Shandar as the HOA manager and to us as HOA members regarding future construction/development projects before they start?

Answer: I will reach out to the Vice President of the Land Development department at Veridian to see about getting information about future projects that will be occurring to complete the neighborhood. The HOA manages the greenspaces and is typically not involved in the development process of the neighborhood.

Question: The park in the Heritage Hills neighborhood does not look very good. Does the HOA handle the appearance of the park? Our flower beds were overrun with weeds all year. Where did our HOA budget go to handle the spaces that were overrun?

Answer: The park is maintained by the village not the HOA.

F) Unfinished Business-

- Neighborhood Members as Board Members

- Members of the neighborhood will have the opportunity to volunteer for Board/ACC positions upon conveyance. Conveyance occurs when the neighborhood is 100% complete.
- While the neighborhood is under Developer Control through Veridian neighborhood members are not able to join the existing Board.

-CBU (Mailbox) Lighting

-Park Lighting

-Park Snow Removal – Handled by city – park sidewalk shoveling has not improved this current year

G) Adoption and Approval of 2023 Annual Budget for Common Area Maintenance at Heritage Hills

- Review of and breakdown of charges of current budget
- **Surplus of 2022 Annual Budget = \$11,582.31**
- **Surplus of 2021 Annual Budget = \$ 10,267.73**
- **Tentative Balance of General Fund = \$21,655.04**
- **Annual Report filing needs to be filed with the Wisconsin Department of Financial Institutions**
- **Seasonal Décor = \$510.25** – Includes electrical installation for lighting of décor, décor, installation of décor, take down of décor and storing décor etc.
- **Bids are given annually for HOA services.**

H) New Business/Open Forum Questions & Answers from Homeowners

-Discussion of projects and actions to be done in the future

- **Concern about people going too fast in the carriage lanes - Can signage reminding people to go slow because children are around be installed?**
- **Is there a date set for the next park that will be added?**
- **Set up an email chain with future questions.**
- **Email a mowing/snowing map to HOA members.**
- **Rule in convenance states you cannot store a vehicle in your driveway for more than 12 hours.**
- **The penalty for violation of parking fee is \$100/day.**
- **Sidewalk by Division Street and Hwy 19 still has a gap.**
- **The pool is not going to be available to HOA members, it is for tenants of Heritage Hills apartments.**
- **Lots are completed when lots are sold by Veridian or if Veridian decides to build on it.**
- **Look at sending out email reminder blast communication for upcoming annual HOA meetings at a minimum of 3-4 meetings.**
- **Air bnb/Vrbo are not allowed in the HOA, any violations should be reported to hoa@dsirealestate.com.**

Adjournment – 8:15 pm