

Birchwood Point/Birchwood Point South Homeowners Association

2024 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: February 13th, 6:30pm

Location: Microsoft Teams

Meeting Called by Birchwood Point HOA

Type of Meeting: Annual Association Meeting

Note Taker & Timekeeper: Serena Pretti

Attendees: Attendance downloaded through Teams

Agenda:

A) Roll Call

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

B) Reading of Minutes of the last Meeting

2023 Minutes were posted on the DSI website: www.dsirealestate.com, owners were asked to read them prior to the meeting. The minutes were approved.

C) Consideration of Communications

Meeting Notice letter sent to homeowners on January 29, 2024.

Homeowners were also sent an email reminder on the morning of the Meeting, that included the Financials, Agenda and Paperless Communication form.

D) Resignations & Elections

- a. We began taking volunteers to be on the Board of Directors and ACC. If you are interested in joining, please email hoa@dsirealestate.com, so we can sent you more information.
- b. Conveyance next steps:
 - I. We will reach out to all volunteers directly; and provide information on positions within the Boards.
 - II. Find a management firm to assist in the management of the neighborhood.
 - III. Create an HOA Board email address – provide to hoa@dsirealestate.com
 - IV. Create an ACC Board email address – provide to hoa@dsirealestate.com
This is where ACC applications will be submitted, once conveyance is complete.

E) Reports of Officers & Employees

- a. There are currently 39 homes that have yet to pay the 2024 assessment. Of those 39, 2 homes are outstanding from 2023, these homes had liens filed against them.
- b. Late Fees are assessed in March. At that time, 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.
- c. Once a lien is filed, the dues will need to be paid prior to any sale or refinance.

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

G) Unfinished Business

Please clean up after your pets!

The HOA can only place pet waste stations on HOA owned land. The City does not allow us to place them on City owned property. We have submitted applications to the City for additional pet waste stations to be placed on City owned land, and they were denied. The neighborhood association has since taken on the task of re-applying and working with the City for additional stations to be installed.

Trash Removal

All owners essentially pay twice for trash removal; once the City and once to the HOA; this is how the CCR's were written. Homes on alleyways cannot be expected to bring their trash receptacles through the snow/their yard to the front of the home for pick-up. The City of Madison will also not pick up on the alleys, so we have it contracted through Pelliterri.

Snow Removal Responsibilities

A neighborhood snow removal map is posted to the Birchwood Point Page on the DSI site: <https://www.dsirealestate.com/hoa/birchwood-point/documents/>.

The HOA is not responsible for snow removal on the City Streets or Alleys within the Birchwood Point neighborhood, the City of Madison is. If you have concerns about these areas, you can reach out to the City of Madison via their Report a Problem feature: <https://www.cityofmadison.com/reportaproblem/>, or by calling 608.266.4681.

H) Adoption and Approval of an Annual Budget

The 2024 annual budget was approved in December 2023 by the Developer:



Birchwood Point/Birchwood Point South
2024 Maintenance Budget

Snow Removal - Green Space Sidewalks	
OL 3	\$1,750
Entry Sign Sidewalk	\$1,250
OL 6	\$0
CBU's	\$5,000
OL 19 & 20	\$2,500
Sidewalk corners near lots 255/258/259	\$2,500
Total	\$13,000
Mowing (Base: 22 Season)	
Entry Signs	\$650
Green Space OL 3	\$850
Medians/Circles	\$2,000
OL # 6	\$0
Area behind lots 149-153	\$0
OL 19	\$1,500
Corners near lots 255/258/259	\$750
Buffer Behind lots 305-318	\$2,000
Total	\$7,750
Landscape Maintenance (Bark, Weeds, Pruning)	
Weed Control/ Fertilizer-Lawn	\$2,000
Weed Control/ Fertilizer-Beds	\$2,000
Top-dress Bark Beds	\$7,500
Spring Clean-up	\$2,500
Fall Clean-up	\$1,000
Total	\$15,000
Maintenance	
General	\$2,000
Trash Removal for Carriage Lane Homes	\$22,500
Total	\$24,500
Utilities (Water and Electric)	\$2,000
Insurance	\$3,350
Misc.	\$1,500
Legal Fees	\$850
Real Estate Taxes	\$500
Management Fee	\$15,264
ACC Administration Fee	\$9,159
Grand Total	\$92,873
Divided by Total Units	467
Annual Cost per Home**	\$198.87
Balance of General Fund	\$34,386.39
Balance of Park Annuity Fund	\$21,960.48

Submitted Budget Related Questions:

What is the 'check printing fee' and why is it so high?

This is to print checks for the HOA's checking account. It is for 250 checks.

What were legal fees used for?

An ACC issue regarding lights that were affecting a homeowner's lot.

Why is there a Management Fee and an ACC Management Fee?

Please see details on the next page.

Where is the General Fund held, and can it be utilized to reduce dues in the future?

It is held in the Associations checking account at Lake Ridge Bank. Potentially – yes it could.

Where is the Park Annuity Fund held and what is it used for? Was a portion of the cost paid for by the developer?

The funds are being held in an interest-bearing account at Lake Ridge Bank.

No, the developer did not contribute to this fund.

Why do we no longer pay into the Park Annuity Fund?

The Developer made the decision to no longer pay into this fund, so that it did not grow too large. These funds will be utilized in the future when play-ground equipment needs to be replaced. Having the funds available will allow equipment to be replaced quicker, without having to wait for the line item to be added to the City budget, when they see fit.

Can historical financial data be added to the website?

The financial reports presented will be added to the Meeting Minutes that are on the DSI website.

What does OL mean?

Out Lot

What does CBU mean?

Cluster Mailbox Unit

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.

Veridian Homes hired DSI to manage the ACC, they decided they would like to outsource the service. The ACC reviews all exterior and structural changes projects, all of which require approval prior to the project beginning. For example: fences, solar panels, decks, additions, basketball hoops, gardens etc.

- Allows for a single contact person for all ACC questions – whose main job focus is ACC related items
- Help homeowners determine what application to utilize, and what additional materials are required for review of their project.
- Communicate the requirements and guidelines to the homeowner and their contractor, to avoid the project getting denied and requiring them to revise plans to resubmit, and start the process all over again.
- Work with the City to ensure the project at hand also meets their requirements.
- We have cut down the turn-around time tremendous. Per the Covenants, the ACC has up to 30 days to review and respond to requests. Our current average turn around time is approximately 10 business days.
- Project inspection: making sure that what was approved in the approval packet is actually the project completed on the lot.
- Monthly neighborhood inspections, checking for violations and unapproved projects.
- Work closely with the HOA manager; to provide a well-rounded service for the neighborhood.
- Maintain an up-to-date database of all requests, approvals and denials
- Maintain an up-to-date website with all ACC information, CCR's, etc.

H) Original Resolutions & New Business

Q: The General Fund total is listed at \$34,386.39 in the 2024 Maintenance Budget; but listed as \$30,344.14 in EOY Financial statement (due to a \$1942.25 shortfall in 2023). What is the difference?

A: The Budget was sent out prior to Year end. Additional invoices came in.

Q: Is it possible to have the landscape company do extra clean up in the Spring, for the beds within the medians and round-a-about? They get damaged during the winter months, with plows going through.

A: Yes, they typically do the majority of the lawn maintenance in the spring.

Q: What is the timeline for completion of the new park in Birchwood South? Will there be mowed paths through the rough area?

A: Details on the park in Birchwood South, can be found on the City of Madison Parks website:

https://www.cityofmadison.com/parks/documents/Old%20Timber%20Park%20Dev%20Plan_Exhibits.pdf

Q: Who is the snow removal vendor?

A: Jenneke Lawn and Snow

Q: Who is the landscaping vendor?

A: The 2024 landscaping vendor has not been selected yet, we are still getting bids in.

I) Adjournment

a. Note Time of Adjournment; 7:09pm

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!

Facebook Page: Birchwood Point and Birchwood Point South Subdivision -

<https://www.facebook.com/groups/1167926976884355>

	Budget	Expenses	Difference
Snow Removal - Green Space Sidewalks	\$8,400.00	\$11,899.15	-\$3,499.15
Mowing	\$7,750.00	\$7,428.20	\$321.80
Landscape Maintenance	\$10,500.00	\$12,173.71	-\$1,673.71
Maintenance			
General	\$2,000.00	\$836.83	
Trash Removal Carriage Lanes	\$22,500.00	\$21,606.52	
Total	\$24,500.00	\$22,443.35	\$2,056.65
Utilities (Water and Electric)	\$2,000.00	\$1,888.66	\$111.34
Insurance	\$3,300.00	\$3,306.00	-\$6.00
Misc.			
Annual Report		\$50.00	
Bank Service Charges		\$299.87	
Postage		\$406.28	
Check Printing		\$225.19	
Income Tax		\$2.00	
Tax Preparation		\$375.00	
Total	\$1,335.00	\$1,358.34	-\$23.34
Legal Fees	\$850.00	\$1,407.12	-\$557.12
Real Estate Taxes	\$1,000.00	\$1.82	\$998.18
Management Fee	\$15,264.00	\$15,264.00	\$0.00
ACC Administration Fee	\$9,159.00	\$9,159.00	\$0.00
Grand Total	\$84,058.00	\$86,329.35	-\$2,271.35

Projected Income	
HOA Dues	\$84,060.00
Interest	\$75.10
Late Fees	\$252.00
Total income	\$84,387.10
Expenses	-\$86,329.35
Tentative 2023 Shortfall	-\$1,942.25
Balance of General Fund (including the 2023 shortfall)	\$30,344.14
Balance of Park Annuity Fund	\$21,960.48

2023 Mowing/Landscaping Per Event Cost

26 Mows			
28-Apr	\$320.00	\$17.60	\$337.60
6-May	\$320.00	\$17.60	\$337.60
18-May	\$320.00	\$17.60	\$337.60
26-May	\$320.00	\$17.60	\$337.60
2-Jun	\$320.00	\$17.60	\$337.60
12-Jun	\$320.00	\$17.60	\$337.60
30-Jun	\$320.00	\$17.60	\$337.60
7-Jul	\$320.00	\$17.60	\$337.60
14-Jul	\$320.00	\$17.60	\$337.60
21-Jul	\$320.00	\$17.60	\$337.60
28-Jul	\$320.00	\$17.60	\$337.60
4-Aug	\$320.00	\$17.60	\$337.60
11-Aug	\$320.00	\$17.60	\$337.60
21-Aug	\$320.00	\$17.60	\$337.60
28-Aug	\$320.00	\$17.60	\$337.60
5-Sep	\$320.00	\$17.60	\$337.60
15-Sep	\$320.00	\$17.60	\$337.60
22-Sep	\$320.00	\$17.60	\$337.60
29-Sep	\$320.00	\$17.60	\$337.60
6-Oct	\$320.00	\$17.60	\$337.60
13-Oct	\$320.00	\$17.60	\$337.60
20-Oct	\$320.00	\$17.60	\$337.60
31-Oct	\$320.00	\$17.60	\$337.60
7-Nov	\$320.00	\$17.60	\$337.60
			\$8,102.40

Landscape Maintenance			
April	<u>Pre Emergent</u>	\$250.00	
May	Weed Control/ Fert	\$580.00	
June	Weed Control	\$250.00	8 Weed Control/Fertilizer Applications
July	Weed Control	\$250.00	
August	Weed Control	\$250.00	
September	Weed Control	\$250.00	
October	Weed Control	\$250.00	
June	Hand Weeding	\$750.00	36 Hours of Hand Weeding
July	Hand Weeding	\$600.00	
August	Hand Weeding	\$600.00	
September	Hand Weeding	\$450.00	
October	Hand Weeding	\$300.00	
May	Spring Cleanup	\$475.00	
May	Pruning	\$675.00	
May	Bark Install	\$4,000.00	
November	Fall Cleanup	\$650.00	
November	Mulch Touch up	\$320.00	
		Total	\$10,900.00
		Tax	\$599.50
		Total	\$11,499.50

Snow Removal Maps







Welcome to the Birchwood-Oaks Community!

We are so excited to have you!
Scan the QR Codes with your phones camera
for more information about getting involved,
neighborhood events and community
announcements.



Neighborhood
Association
Facebook Page



Neighborhood
Association
Newsletter
Sign-up Form

Your NA Board & Committee Members

Ali Reinhard - President
Jeffrey Thorn - Vice President
Heather Reinke - Treasurer
Kayla Julius - Secretary

Annual Meeting in May!