

Crescent Crossing Homeowners Association

2024 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: February 7th, 2024 at 7:30 pm

Location: Online Teams Meeting

Meeting Called by: Crescent Crossing HOA

Type of Meeting: Annual Association Meeting

Note Taker & Time Keeper: 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. 2023 Minutes were posted on the DSI website:
<https://www.dsirealestate.com/hoa/crescent-crossing/documents/>, owners were asked to read them prior to the meeting. Minutes were approved.

C) Consideration of Communications

- a. **Shandar presented the original letter that was mailed to all homeowners**
 - Letter was mailed out on January 19th, 2024
 - Email Reminder sent out one-week prior to the meeting.
 - Agenda, Financials, Slides and Snow Removal Map were sent via email the morning of the meeting.

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. The Association has a total of 117 assessment units. Currently 17 have yet to pay. Late fees are accessed on March 1st, after late letters go out, if no payment

is received by May we will move forward with the lien filing process. Once a lien is filed, the homeowner is unable to sell or refinance without first paying the dues and satisfying the lien.

- b. Veridian Homes pays the dues on all vacant lots; so all 117 units are paying in each year.

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, both in your yard and when on a walk. Once the Dog Park is complete, we will install a couple pet waste stations in the park area.

H) Original Resolutions & New Business

Q: Why were areas not staked by the snow removal company this year?

A: The vendor is not required to stake the property. We recommend homeowners stake their own lots.

Q: What are the snow removal expectations of the hired vendor?

A: The snow removal contract states:

Contractor shall remove snow automatically and without need for any request: Salt all drive lanes, fire lanes, parking areas and sidewalks on the property to upon start of snow or ice accumulation. Rock salt shall be used in drive lanes, fire lanes and parking lots, and concrete sidewalks. Plow drive lanes, fire lanes and parking lots and plow or shovel sidewalks and paved courtyards after one inch of snow accumulation.

The vendor will come out to clear snow after 1" accumulation.

We request they come out before 7 am, and 5 pm to clear the alleys.

Sidewalks, they have 24 hours to clear.

Q: When will we have lighting by the mailboxes?

A: There is no electricity near the mailboxes, and solar lights do not provide enough light to be beneficial. We are looking into other options. If you have suggestions, please send them our way.

Q: Regarding snow removal, is it correct to assume that they should clear the sidewalk near the mailboxes AND slightly past the dog park entrance?

A: Correct. Please see the snow removal map below. If the vendor misses these areas, please reach out to hoa@dsirealestate.com.

Q: What is the maintenance budget line item for?

A: When DSI sends out our maintenance technicians to do small repairs in the neighborhood. This includes things like, de-icing locks, placing salt buckets and extra snow removal clean up.

Adjournment

- a. Note Time of Adjournment; 8:07pm

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!



**Crescent Crossing
2023 Year End Financial Report**

	Budget	Year to Date Expenses	Difference
Snow removal			
Shoveling/salting			
OL 7	\$1,000.00		
OL 11	\$750.00		
Plowing/Salting			
OL 1	\$3,500.00		
OL 8	\$3,000.00		
OL 9	\$1,000.00		
OL 10	\$3,000.00		
Total	\$12,250.00	\$16,100.00	(\$3,850.00)
Mowing			
OL 7	\$1,500.00		
OL 11	\$1,500.00		
Entry Median	\$3,000.00		
	\$1,000.00		
Total	\$7,000.00	\$11,250.00	(\$4,250.00)
Landscape Maintenance			
Bark and Hand Weeding	\$1,500.00		
Weed Control/Fertilizer turf	\$1,500.00		
Weed Control/Fertilizer beds	\$1,750.00		
Fall Clean up	\$500.00		
Spring Cleanup	\$500.00		
Tree/Shrub Pruning	\$1,000.00		
Total	\$8,750.00	\$3,900.00	\$2,850.00
Maintenance			
	\$750.00	\$0.00	\$750.00
Dog Park Cleanup			
	\$2,000.00	\$80.00	\$1,940.00
Insurance			
	\$1,800.00	\$1,583.00	\$207.00
Reserve Fee			
	\$8,400.00	\$8,400.00	\$0.00
Management Fee			
	\$8,000.00	\$8,000.00	\$0.00
ACC Administration Fee			
	\$3,800.00	\$3,800.00	\$0.00
Misc			
Annual Report filing WDFI	\$25.00	\$50.00	
Postage	\$100.00	\$56.66	
Check Printing	\$200.00	\$0.00	
Tax Preparation	\$375.00	\$375.00	
Real Estate Taxes	\$1,800.00	\$0.00	
Utilities		\$484.55	
Bank Service Charges	\$200.00	\$51.72	
Total	\$2,500.00	\$1,017.93	\$1,482.07
Legal Fees			
	\$500.00	\$0.00	\$500.00
Grand Total	\$61,550.00	\$61,820.93	(\$370.93)

2023	
HOA Dues	\$61,660.20
Late Fee Income	\$132.18
Interest Income	\$8.83
Projected Income	\$61,882.21
Total Expenses	\$61,820.93
2023 Tentative Shortfall	-\$228.72

Balance of Reserve Account	\$18,409.83
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Balance of General Fund	
Balance of General Fund 12/31/2022	\$18,478.44
2023 Tentative Shortfall	-\$228.72
Tentative Balance of General Fund as of 12/31/2023	\$18,249.72

2023 Snow Removal Occurrences/Charges									
January		February		March		November		December	
5-Jan	\$575.00	9-Feb	\$575.00	9-Mar	\$575.00	26-Nov	\$575.00	2-Dec	\$575.00
10-Jan	\$575.00	9-Feb	\$575.00	10-Mar	\$575.00			3-Dec	\$575.00
19-Jan	\$575.00	10-Feb	\$575.00	12-Mar	\$575.00			5-Dec	\$575.00
20-Jan	\$575.00	16-Feb	\$575.00	13-Mar	\$575.00			17-Dec	\$575.00
21-Jan	\$575.00	17-Feb	\$575.00	14-Mar	\$575.00			28-Dec	\$575.00
25-Jan	\$575.00	22-Feb	\$575.00	24-Mar	\$575.00			29-Dec	\$575.00
26-Jan	\$575.00	23-Feb	\$575.00	25-Mar	\$575.00			31-Dec	\$575.00
27-Jan	\$575.00	24-Feb	\$575.00		\$4,025.00				\$4,025.00
28-Jan	\$575.00	25-Feb	\$575.00						
29-Jan	\$575.00		\$5,175.00						
30-Jan	\$575.00								
	\$6,325.00								

2023 Mowing/Landscaping Expense Breakdown				
2022 Invoices paid in 2023		2023 Mowing/Landscaping Costs		Totals
Mowing	\$2,250.00	Mowing	\$9,000.00	\$11,250.00
Fert/Weed	\$354.00	Fert/Weed	\$1,416.00	\$1,770.00
Landscaping	\$426.00	Landscaping	\$1,704.00	\$2,130.00
	\$3,030.00		\$12,120.00	\$15,150.00

Actual Shortfall for 2023 **-\$4,253.72**

Balance of General Fund **\$15,224.72**

HOA Snow Removal
-Includes CBU's

City of Fitchburg
-Includes all City streets

