

Enclave South Homeowners Association

2024 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: February 19, 2024 at 6:30 pm

Location: Online Teams Meeting

Meeting Called by: Enclave South 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. The 2023 Minutes were posted on the DSI website:
<https://www.dsirealestate.com/hoa/enclave-at-mequon-preserve-south/documents/>, owners were asked to read them prior to the meeting. This was done and the minutes were approved.

C) Consideration of Communications

Meeting Notice letter sent to homeowners on February 9th, 2024. Homeowners were emailed the meeting invite, along with the Agenda, Financials, HOA Maintenance Map, Fire Pit Instructions, 2024 Budget, and Slides, the morning of the meeting.

D) Resignations & Elections

- a. None at this time. Elections and conveyance will occur once the neighborhood is 100% complete; currently the neighborhood is 27% complete. More information regarding elections will be presented as the neighborhood is closer to completion.

E) Reports of Officers & Employees

- a. The Association has a total of 86 assessment units, all homes have paid the 2024 dues assessment.
- b. Late fees are assessed in March, and after late letters go out, if no payment is received by May we will move forward with the lien filing process.
- c. Once a lien is filed, the homeowner is unable to sell or refinance without first paying the dues and satisfying the lien.
- d. Veridian Homes pays the dues on all vacant lots; so all 86 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!

Path Connection between Enclave South and Enclave

The path will not connect until construction reaches that portion of the neighborhood. We are still a few phases away.

Q: Is there an estimated completion date of the larger park in the neighborhood?

A: There is not an estimated completion date at this time. When we meet with the Veridian Land department in the coming months, we will discuss this topic with them and can provide an update at that time.

H) Original Resolutions & New Business

Q: Will the traffic median and park on Coneflower Court be regraded?

A: Yes, we will have our landscape vendor re-grade and add seed to these areas. We have to wait for construction to be done to do so.

I) Adjournment

- a. Note Time of Adjournment; 6:45pm

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!

2023 Financial Report

	Budget	Expenses	Difference
Snow Removal	\$7,000	\$6,758.71	\$241
Mowing	\$9,000	\$10,710.04	-\$1,710.04
Landscape Maintenance	\$5,000		\$5,000.00
Maintenance	\$200	\$0.00	\$200.00
Utilities	\$500	\$0.00	\$500.00
Insurance	\$1,100	\$1,196.00	-\$96.00
Misc.			
Annual Report Filing		\$50.00	
Bank Service Charges		\$40.00	
Tax Preparation		\$375.00	
Postage		\$30.21	
Total	\$500	\$495.21	\$4.79
Reserve Fund	\$1,200	\$1,200.00	\$0.00
Pond Certifications	\$1,200	\$1,200.00	\$0.00
Management Fee	\$5,624	\$5,624.40	-\$0.40
ACC Administration Fee	\$3,375	\$3,374.64	\$0.36
Grand Total	\$34,699.00	\$30,559.00	\$4,140.00

HOA Dues	\$34,699.28
Late Fees	\$0.00
Interest Income	\$1.28
Total	\$34,700.56

Expenses	\$30,559.00
	\$4,141.56

Balance of General fund 12/31/2021	\$447.60
2022 Shortfall	-\$2,126.75
Balance of General Fund as of 12/31/2022	-\$1,679.15
Credit from Mowing overpayment in 2022	\$3,226.66
Updated Balance of the General Fund	\$1,547.51
2023 Tentative Surplus	\$4,141.56
Tentative balance of General Fund as of 12/31/2023	\$5,689.07
Balance of Reserve Fund	\$2,400.00
Balance of Pond Certification Fund	\$2,400.00



**Enclave at Mequon Preserve South
Homeowner's Association
2024 Common Area Maintenance Budget**

Snow Removal -	
Walking Path	\$5,500
Greenspace sidewalks	\$3,500
Total	<u>\$9,000</u>
Mowing	
Entry Sign (OL15) & Median (OL 14)	\$4,500
Green Space (OL 16)	\$1,250
Green Space (OL 17)	\$1,250
Green Space (OL 18)	\$4,000
Total	<u>\$11,000</u>
Landscape Maintenance (Bark, Weeds, Pruning)	
Fertilizer & Weed Control	
Pruning & Weeding	
Spring Clean Up	
Fall Clean Up	
Topdress Bark Beds	
Total	<u>\$5,000</u>
Maintenance	<u>\$200</u>
Utilities	<u>\$500</u>
Insurance	<u>\$1,350</u>
Misc.	<u>\$500</u>
Reserve Fund	<u>\$1,200</u>
Pond Certification	<u>\$1,200</u>
Management Fee	<u>\$5,624</u>
ACC Administration Fee	<u>\$3,375</u>
Grand Total	\$38,949
Divided by Total Units	86
Annual Cost per Home**	<u>\$452.90</u>

**Association dues will increase as additional infrastructure
is completed and common area maintenance requirements increase.

HOA Maintenance Map



— HOA Snow Removal

City Snow Removal - All City Streets

HOA Mowing

OL 14, OL 15, OL 16, OL 17, OL 18

Fire Pit Instructions

TURN ON FIRE PIT

Gas Key is located next to meter on back of column.

- 1) Remove lid from firepit



- 2) Use gas key to turn on gas



- 3) Set time on auto shut off past 20min, make sure red knob (emergency stop) is popped out. Turn knob ¼ to pop out



- 4) Use push button ignition to light



SHUT DOWN FIRE PIT

- 1) Turn off gas with key



- 2) Run timer down to expire. DO NOT SPIN DIAL TO OFF, THIS WILL WEAR DOWN SPRING GEARS – if want to stop early push in emergency stop.



- 3) Place lid on fire pit



- 4) Rehang key on back of column



Emergency shut off, located on timer push in to shut off

This will need to be pulled back out to reignite.

PLEASE KEEP THE FIRE PIT COVERED WHEN NOT IN USE.

If the Ignition button is not clicking to ignite, unscrew button and replace battery.