

Meadow Crossing Homeowners Association

2024 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: February 27, 2024 at 6:30 pm

Location: Online Teams Meeting

Meeting Called by: Meadow 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/meadow-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 February 16th, 2024
 - Letter, Agenda, Budget and Financials also sent via email the morning of the meeting.

D) Resignations & Elections

- a. There was not an election due to not having a quorum at the meeting.
- b. Current Board Members are:

Board of Directors:

Marine Bruno - President

Mitch Hayes - Secretary

Nic Teachout - Treasurer

Carron Schulz – Member

ACC:

Bryan Simons

Derek Petersen

Devan Barrett

Tiffany Neuman

BOD Email Address: bod@meadowcrossinghoa.com

ACC Email Address: acc@meadowcrossinghoa.com

E) Reports of Officers & Employees

- a. The HOA has 311 assessment units and currently there are 47 homes that have yet to pay the 2024 assessment.
- b. If you are unsure if your dues are paid, please reach out to hoa@dsirealestate.com to verify.
- c. Late Fees are on March 1st. 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.
- d. 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. If you are hoping to do projects this spring/summer, please get your applications submitted early. The ACC has up to 30 days to review requests once all materials are received. As the weather continues to get nicer, the number of project submittals increases tremendously.
- c. The ACC can be contacted at : acc@dsirealestate.com
- d. The neighborhood ACC board members can be contacted at acc@meadowcrossinghoa.com.

G) Unfinished Business

Pet Waste – please clean up after your pets.

H) Original Resolutions & New Business

Q: What is the plan to ensure we have lawn care service prior to the end of May this year?

A: We have requested bids from vendors already and will hopefully get them back timely so the Board can decide.

Q: What is the plan to ensure we have lawn care service performed more than once every 2-3 weeks this year?

A: The vendor is to be out to mow once a week, but this is dependent on weather conditions. The vendor last year did not provide services up to DSI's standards and will likely not be part of the bidding process this year.

Q: What is the plan to ensure that sprinkler systems for the association are turned on before the end of July this year? What is the plan to ensure the sprinkler systems are repaired in a timely manner if they were to break again this year?

A: Last year due to the drought, parts for repairs were delayed. Then vendor got to our irrigation system as soon as they could, they were at the expense of part delivery.

Q: Would you consider DSI's performance related to lawn care and maintenance in 2023 up to standard?

We contract with third party vendors for the maintenance needs of the neighborhood and do our best to ensure they do the work they agreed to. Last year, no, maintenance was not up to our expectations.

Q: How do you justify accounting for 40% of the association's budget between management fees and ACC management fees if this is the service level you are going to provide?

A: The Board hired DSI to manage the HOA and ACC. A management company is required to assist in management of the neighborhood, per the CCR's.

Q: Please outline the procedure for grass cutting and addressing landscape plantings. Is there a follow-up to the quality of the work? As most of the bushes and perennials were planted 15+ years ago, many areas need pruning and/or replacement. In a budget of \$8,000 for landscape maintenance, I don't see attention being given to most areas.

A: Please reach out to hoa@dsirealestate.com, with the areas you are referring to, and we will ensure the landscape bids include these areas for the upcoming season.

- Homeowners requested the park sign be addressed do to an invasive species
- Owner will be sending in images of an area on Grove Street that could use additional attention from the landscaping vendor.

Q: Weeding and landscape care was not completed prior to the end of the school year, at least by the sign near the bike path off Hawthorn. It was completely overgrown.

A: The vendor missed this sign bed at the beginning of the season, the HOA was not charged for maintenance of this area.

Q: Are there any immediate plans for expansion/development to the neighborhood?

A: The Meadow Crossing neighborhood is completed. Any additional construction surrounding the neighborhood is not part of the association.

I) Adjournment

- a. **Note Time of Adjournment; 6:57 pm**

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!





**Meadow Crossing Homeowner's Association
2024 Common Area Maintenance Budget**

Snow Removal		
Park & CBU's		\$8,000
	Total	\$6,000
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Mowing (Base: 24 Season)		
Entry Signs, Berm & Park		\$4,500
	Total	\$4,500
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Landscape Maintenance (Bark, Weeds, Pruning)		
Top-dress Bark Beds		\$2,200
Planting Replacements		\$500
Fertilizer/Weed Control- Landscaping Beds		\$1,250
Insect & Disease Control		\$750
Fertilizer/Weed Control Lawn		\$1,100
Pruning		\$1,000
Spring Clean-up		\$700
Fall Clean-up		\$500
	Total	\$8,000
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Irrigation		\$500
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Maintenance		\$500
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Utilities (Water and Electric)		\$600
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Seasonal Lights		\$0
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Liability Insurance		\$1,400
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Park Annuity Fund		\$3,110
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Reserve Fund		\$2,500
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Misc.		
Annual Report		\$50
Bank Service Charges		\$215
Postage		\$300
Tax Preparation		\$375
Misc.		\$560
	Total	\$1,500
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Management Fee		\$13,224
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ACC Administration Fee		\$7,934
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Legal Fees		\$500
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Grand Total		\$50,268
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	Divided by Total Units	311
	Annual Cost per Home	\$161.63
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2023 Financial Report

	Budget	Actual	Difference
Snow Removal			
Park & CBU's	\$6,000		
Total	\$6,000	\$6,273.03	-\$273.03
Mowing			
Entry Signs, Berm & Park	\$6,550		
Total	\$6,550	\$4,476.93	\$2,073.07
Landscape Maintenance			
Total	\$8,000	\$4,743.47	\$3,256.53
Irrigation	\$500	\$318.00	\$182.00
Maintenance	\$500	\$423.94	\$76.06
Utilities (Water and Electric)	\$600	\$562.22	\$37.78
Seasonal Lights	\$1,250	\$246.96	\$1,003.04
Liability Insurance	\$1,400	\$1,389.00	\$11.00
Park Annuity Fund*	\$3,110	\$3,110.00	\$0.00
Reserve Fund	\$2,500.00	\$2,500.00	\$0.00
Misc.			
Annual Report	\$10	\$50.00	
Bank Service Charges	\$190	\$199.26	
Postage	\$200	\$476.88	
Tax Preparation	\$350	\$375.00	
Misc.	\$250		
Total	\$1,000	\$1,101.14	-\$101.14
Management Fee	\$13,224	\$13,224.00	-\$0.12
Acc Administration Fee	\$7,934	\$7,934.00	\$0.33
Legal Fees	\$500	\$451.36	\$48.64
Grand Total	\$53,068	\$46,754	\$6,314
Dues	\$53,069.04		
Interest income	\$62.64		
Late fee income	\$409.44		
Projected income	\$53,541.12		
Expenses	-\$46,754.05		
Surplus	\$6,787.07		
Balance of Reserve Account	\$4,400.00		
Balance of Park Annuity Fund	\$20,810		
Balance of General Fund	\$5,631		

Mowing Breakdown

23 Mowing Events			
15-May	\$160.00	\$8.80	\$168.80
22-May	\$160.00	\$8.80	\$168.80
29-May	\$160.00	\$8.80	\$168.80
5-Jun	\$160.00	\$8.80	\$168.80
12-Jun	\$160.00	\$8.80	\$168.80
26-Jun	\$160.00	\$8.80	\$168.80
3-Jul	\$160.00	\$8.80	\$168.80
10-Jul	\$160.00	\$8.80	\$168.80
17-Jul	\$160.00	\$8.80	\$168.80
24-Jul	\$160.00	\$8.80	\$168.80
31-Jul	\$160.00	\$8.80	\$168.80
7-Aug	\$160.00	\$8.80	\$168.80
14-Aug	\$165.00	\$9.08	\$174.08
21-Aug	\$165.00	\$9.08	\$174.08
28-Aug	\$165.00	\$9.08	\$174.08
4-Sep	\$160.00	\$8.80	\$168.80
11-Sep	\$160.00	\$8.80	\$168.80
18-Sep	\$160.00	\$8.80	\$168.80
25-Sep	\$160.00	\$8.80	\$168.80
2-Oct	\$160.00	\$8.80	\$168.80
9-Oct	\$160.00	\$8.80	\$168.80
16-Oct	\$160.00	\$8.80	\$168.80
23-Oct	\$160.00	\$8.80	\$168.80
30-Oct	\$160.00	\$8.80	\$168.80

Landscape Maintenance				
	Spring Cleanup	\$150.00	\$8.25	\$158.25
	Bark Install	\$1,500.00	\$82.50	\$1,582.50
May	Spring Fert	\$125.00	\$6.88	\$131.88
July	Pre Emergent	\$125.00	\$6.88	\$131.88
September	Pre Emergent	\$125.00	\$6.88	\$131.88
October	Post Emergent	\$125.00	\$6.88	\$131.88
	Fall Cleanup	\$250.00	\$13.75	\$263.75
	Pruning	\$200.00	\$11.00	\$211.00
	Ash Borer Treatment	\$720.00	\$39.60	\$759.60
May	Hand Weeding	\$150.00	\$8.25	\$158.25
June	Hand Weeding	\$400.00	\$22.00	\$422.00
July	Hand Weeding	\$300.00	\$16.50	\$316.50
August	Hand Weeding	\$150.00	\$8.25	\$158.25
September	Hand Weeding	\$150.00	\$8.25	\$158.25
October	Hand Weeding	\$250.00	\$13.75	\$263.75
November	Hand Weeding	\$250.00	\$13.75	\$263.75