

Woods at Cathedral Point Homeowners Association

2024 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: February 21st, 2024 at 6:30 pm

Location: Online Teams Meeting

Meeting Called by: Woods at Cathedral Point 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/the-woods-at-cathedral-point/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 12th, 2024.

The morning of the meeting owners were sent the Invite, Agenda, Financials, Budget and Slides.

D) Resignations & Elections

- a. We began taking volunteer to be on the Board of Directors and ACC.
- b. If you are interested in joining the Board or ACC, please send an email to hoa@dsirealestate.com.
- c. Conveyance Next Steps
 - We will reach out to all volunteers directly; and provide information on positions within the Boards.
 - Find a management firm to assist in the management of the neighborhood
 - Veridian Homes will review the contract
 - Create an HOA Board email address – provide to hoa@dsirealestate.com
 - Create an ACC Board email address – provide to hoa@dsirealestate.com

This is where ACC applications will be submitted, once conveyance is complete. We recommend using GMAIL addresses.

E) Reports of Officers & Employees

- a. The Association has 179 total assessment units. Of those 179, there are 17 homes that have yet to pay the 2024 assessment, of those 17, one is outstanding from 2023 and has had a lien filed.
- 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.

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!

Lighting at the CBU on Ice Age Trail

There are no utilities in this area, so we cannot install a light. We have not had success with solar lights and are looking into other options. We will also be reaching out to the Ice Age Trail Association to see if they can assist with this issue, we will update owners when we hear back from them.

H) Original Resolutions & New Business

Q: Can a notice please be sent to all residents about dogs being off leash in Wild Willow Park? This is against city ordinances and is becoming a recurring issue. Is it possible to have signage added to the park to this effect?

A: We can add a notice to the minutes, but since this is a City park, please contact them about signage.

Q: What is being done about the cluster box unit at the intersection of Wild Willow Way and Westminster Way consistently not being cleared of snow?

A: We continue to make it clear to the vendor that it is important to have this cleared by 5pm after a snow fall.

Q: Can you confirm that the replacement bushes for the neighborhood signage at the intersection of Range Trail and M have not been charged to the HOA? These were not maintained or watered after they were planted, and the resulting death and replacement of the plants should not be the financial responsibility of the homeowners.

A: The HOA did NOT pay to have these replaced. This was likely a warranty replacement and handled by the developer and their vendor.

Q: Will the company responsible for mowing the common areas and Wild Willow Park be weed whacking around the cluster box units, fire hydrants, and utility boxes in the future? This did not happen during the 2023 season.

A: The HOA does NOT manage the mowing/landscaping of the park, this is done by the City.

Q: Who will be responsible for any landscape damage resulting from the snow clearing in the common areas and Wild Willow Park? The plows cleared the grass area instead of the sidewalk on multiple occasions this season which may result in damage to the grass.

A: Please email pictures of the areas you are referring to. Repairs will be done by the vendor that caused the damage.

Q: Can you explain why there is such an increase in budget for the Management Fee and ACC Administration Fee? That increase is almost 17% over 2023's costs, which seems very high. Should homeowners expect that budget line to continue to increase at such a steep curve, and if so, what can we do to mitigate that cost?

A: These fees are based on the number of units in the neighborhood. The current price is based on all lots.

Q: What areas are being hand weeded?

A: The neighborhood signs and mulch beds/rock wall along range trail.

Q: Is it a requirement to mow every 7 days?

A: Per the CCR's:

B-4) Dwellings and Landscaping. The landscaping to be installed on all Lots must meet or exceed the minimum number of points for foundation planting and cumulative total landscaping points, including foundation planting points as set forth hereafter as described in Exhibit "C", attached hereto and incorporated herein by reference. The number of points attributable to various elements of the landscaping to be installed shall be determined by reference to Exhibit "D", attached hereto and incorporated herein by reference. The structure and the minimum landscaping requirements shall be completed within nine (9) months after issuance of a building permit. **Please Note:** Landscape installed by the Declarant may or may not meet the minimum number of required points. All driveways shall be of concrete and shall be installed within nine (9) months after substantial completion of the structure. No outbuilding or accessory building of any nature shall be erected on any Lot with the exception of detached garages approved by the Committee in advance of construction. No above-ground swimming pools shall be permitted. All Lot areas not used as a building site, or under cultivation as a family garden, shall be planted with grass seed or shall be sod shall be installed, and shall be maintained on a regular seasonal basis, including **mowing** of a frequency of not less than once every fourteen (14) days during the lawn growing season. Maintenance of all improvements on a Lot shall be performed by the Owner. Maintenance shall include, but not be limited to, watering, pruning and routine fertilizing and mulching of all plantings and plant beds, replacement of dead, dying and/or diseased trees and shrubs, prompt removal of weeds, trash and debris from plant beds and areas adjacent to shrubs and trees so as to keep said landscaping in a healthy, attractive, neat condition and contained within the Property.

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!



**Woods at Cathedral Point Homeowner's Association
2024 Common Area Maintenance Budget**

Snow Removal - Green Space Sidewalks	
OL 3	\$750
OL 4	\$2,500
OL 5	\$2,750
OL 7	\$2,250
Sidewalk along Range Trail	\$2,250
CBU's	\$750
Total	<u>\$11,250</u>
Mowing (Base: 22 Season)	
OL 3	\$1,500
Buffer along Range Trail	\$3,500
OL 6	\$1,250
Medians	\$1,000
Total	<u>\$7,250</u>
Landscape Maintenance (Bark, Weeds, Pruning)	
Spring Clean Up/Fall Clean Up	\$1,000
TruGreen- Lawn	\$750
TruGreen- Ornamental Bed	\$750
Pruning/Weeding	\$1,500
Top-dress Mulch Beds	\$1,750
Rock Wall Maintenance	\$1,500
Total	<u>\$7,250</u>
General Maintenance	<u>\$200</u>
Utilities (Water and Electric)	<u>\$0</u>
Liability Insurance	<u>\$1,100</u>
Reserve	<u>\$7,500</u>
Misc.	<u>\$750</u>
Property Taxes	<u>\$500</u>
Management Fee	<u>\$7,207</u>
ACC Administration Fee	<u>\$4,324</u>
Legal Fees	<u>\$750</u>
Grand Total	<u>\$48,081</u>
Divided by Total Units	179
Annual Cost per Home**	<u>\$268.61</u>

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

2023 Financials

	Budget	2023 Actual	Difference
Snow Removal	\$9,500.00	\$10,251.98	-\$751.98
Mowing	\$6,000.00	\$7,770.08	-\$1,770.08
Landscape Maintenance	\$5,750.00	\$7,121.25	-\$1,371.25
General Maintenance	\$200.00	\$220.00	-\$20.00
Utilities	\$250.00	-\$4.78	\$254.78
Liability Insurance	\$1,050.00	\$1,025.00	\$25.00
Reserve	\$7,300.00	\$7,300.00	\$0.00
Misc.			
Annual report Filing		\$50.00	
Bank Service Charges		\$84.64	
Check Printing		\$0.00	
Tax Preparation		\$375.00	
Postage		\$155.29	
Total	\$750.00	\$664.93	\$85.07
Property Taxes	\$500.00	\$0.00	\$0.00
Management Fee	\$6,000.00	\$6,000.00	\$0.00
ACC Administration Fee	\$3,600.00	\$3,600.00	\$0.00
Legal Fees	\$750.00	\$0.00	\$750.00
Grand Total	\$41,650.00	\$43,948.46	-\$2,298.46

Projected Income

Dues Income	\$41,184.36
Late Fee Income	\$69.81
Total Projected Income	\$41,254.17
Expenses	-\$43,948.46
Net Income	-\$2,694.29

Balance of General Fund
(including 2023 shortfall)

\$2,839.70

Balance of Reserve Fund
(including 2023)

\$10,050.00

Snow Removal Breakdown

2022-2023 Snow Season EC3				2023-2024 Snow Season EC3			
\$123.96	Cleanup	5	\$619.81	\$266.39	1-3 In Clearing	1	\$266.39
\$247.93	1-3 In Clearing	10	\$2,479.25	\$400.90	3.1-6 in Clearing	4	\$1,603.60
\$370.40	3.1-6 in Clearing	3	\$1,111.21	\$538.05	6.1-9 In Clearing	0	
\$495.85	6.1-9 In Clearing	3	\$1,487.55	\$672.56	9.1-12 in Clearing	0	
	9.1-12 in Clearing						
\$110.78	Per salting	23	\$2,547.83	\$160.06	Per salting	1	\$160.06
			\$8,245.65				\$2,030.05

Jan-23		23-Feb		Mar-23		Nov-23		Dec-23	
Date		Date		Date		Date		Date	
19-Jan	\$235.00	9-Feb	\$470.00	10-Mar	\$352.50	26-Nov	\$380.00	1-Dec	\$252.50
19-Jan	\$105.00	9-Feb	\$105.00	10-Mar	\$105.00	Tax	\$20.90	3-Dec	\$380.00
20-Jan	\$117.50	9-Feb	\$352.50	12-Mar	\$235.00		\$400.90	5-Dec	\$125.00
22-Jan	\$235.00	9-Feb	\$105.00	12-Mar	\$105.00			28-Dec	\$380.00
22-Jan	\$105.00	10-Feb	\$117.50	13-Mar	\$0.00			31-Dec	\$380.00
25-Jan	\$117.50	10-Feb	\$105.00	23-Mar	\$105.00				\$1,517.50
26-Jan	\$235.00	11-Feb	\$105.00	25-Mar	\$470.00			Tax	\$83.46
26-Jan	\$105.00	16-Feb	\$235.00	25-Mar	\$105.00				\$1,600.96
27-Jan	\$105.00	16-Feb	\$105.00	26-Mar	\$235.00				
28-Jan	\$235.00	17-Feb	\$105.00	26-Mar	\$105.00				
28-Jan	\$105.00	21-Feb	\$105.00		\$1,817.50				
29-Jan	\$470.00	22-Feb	\$235.00	Tax	\$99.96				
29-Jan	\$105.00	23-Feb	\$235.00		\$1,917.46				
29-Jan	\$352.50	23-Feb	\$105.00						
29-Jan	\$105.00	24-Feb	\$117.50						
30-Jan	\$117.50	24-Feb	\$105.00						
30-Jan	\$105.00	25-Feb	\$235.00						
	\$2,955.000	25-Feb	\$105.00						
Tax	\$162.525		\$3,047.50						
	\$3,117.53	Tax	\$167.61						
			\$3,215.11						

Mowing Breakdown

27 Mowing Events			
24-Apr	\$195.00	\$10.73	\$205.73
1-May	\$195.00	\$10.73	\$205.73
8-May	\$195.00	\$10.73	\$205.73
15-May	\$195.00	\$10.73	\$205.73
22-May	\$195.00	\$10.73	\$205.73
29-May	\$195.00	\$10.73	\$205.73
5-Jun	\$195.00	\$10.73	\$205.73
12-Jun	\$260.00	\$14.30	\$274.30
Extra Mowing arc	\$100.00	\$5.50	\$105.50
26-Jun	\$260.00	\$14.30	\$274.30
3-Jul	\$260.00	\$14.30	\$274.30
10-Jul	\$260.00	\$14.30	\$274.30
17-Jul	\$260.00	\$14.30	\$274.30
24-Jul	\$260.00	\$14.30	\$274.30
31-Jul	\$260.00	\$14.30	\$274.30
7-Aug	\$260.00	\$14.30	\$274.30
14-Aug	\$260.00	\$14.30	\$274.30
21-Aug	\$260.00	\$14.30	\$274.30
28-Aug	\$260.00	\$14.30	\$274.30
4-Sep	\$260.00	\$14.30	\$274.30
11-Sep	\$260.00	\$14.30	\$274.30
18-Sep	\$260.00	\$14.30	\$274.30
25-Sep	\$260.00	\$14.30	\$274.30
2-Oct	\$260.00	\$14.30	\$274.30
9-Oct	\$260.00	\$14.30	\$274.30
16-Oct	\$260.00	\$14.30	\$274.30
23-Oct	\$260.00	\$14.30	\$274.30
30-Oct	\$260.00	\$14.30	\$274.30
	\$250.00	\$13.75	\$263.75
Miscategorized	\$150.00	\$8.25	\$158.25
	\$300.00	\$16.50	\$316.50
			\$7,770.08

Landscape Maintenance				
April	Pre Emergent	\$300.00	\$16.50	\$316.50
July	Weed Control	\$300.00	\$5.50	\$305.50
September	Weed Control	\$300.00	\$16.50	\$316.50
October	Weed Control	\$300.00	\$16.50	\$316.50
			Weed Control/Fert Total	\$1,255.00
May	Hand Weeding	\$500.00	\$27.50	\$527.50
June	Hand Weeding	\$350.00	\$19.25	\$369.25
July	Hand Weeding	\$650.00	\$46.75	\$696.75
August	Hand Weeding	\$650.00	\$35.75	\$685.75
September	Hand Weeding	\$450.00	\$24.75	\$474.75
October	Hand Weeding	\$450.00	\$24.75	\$474.75
			Hand Weeding Total	\$3,228.75
May	Spring Cleanup	\$150.00	\$8.25	\$158.25
May	Pruning	\$150.00	\$8.25	\$158.25
May	Bark Install	\$2,200.00	\$121.00	\$2,321.00
			Cleanup/Mulch Total	\$2,637.50

HOA Snow Removal

- Snow removal on occupied lots is the responsibility of the homeowner.
- Snow removal on vacant lots is done by the Developer (Veridian Homes).
- Snow removal on carriage lanes/alleys, and around the CBU's, is done by the HOA.
- Areas not marked as HOA, or noted above, are the responsibility of the City of Verona.

HOA Landscaping/Mowing

- 30' Landscape Buffer along Range Trail
- Neighborhood Signs
- Medians



These and landscaping may vary.
 Trails/paths and park detail subject to change without notice.