

# **Juniper Ridge Homeowners Association**

## **2024 Annual Meeting Minutes**

**Facilitator:** Shandar Hoagland, DSI Real Estate Group

**Meeting Date:** February 27th, 2024 at 7:30 pm

**Location:** Online Teams Meeting

**Meeting Called by:** Juniper Ridge HOA

**Type of Meeting:** Annual Association Meeting

**Note Taker & Time Keeper:** Shandar Hoagland

**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: [www.dsirealestate.com](http://www.dsirealestate.com), 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

#### **D) Reports of Officers & Employees**

- a. There are 194 homes in the neighborhood and currently 17 homes have yet to pay the 2024 assessment.
- b. Late fees for HOA dues will be applied on March 15<sup>th</sup>, along with a reminder letter. If dues have still not been satisfied by May, we will begin the lien filing process.

#### **E) Reports of Committees**

- a. The ACC can be contacted at : [JuniperRidgeACC@gmail.com](mailto:JuniperRidgeACC@gmail.com)

#### **F) Elections**

- a. Board Volunteers: Kathy Jameson, John Heitzman,
- b. ACC Volunteers: We need volunteers, please reach out if you are interested.

#### **G) Unfinished Business**

None at this time

#### **H) Adoption and approval of an Annual Budget**

The budget was approved by the Board of Directors and distributed in December.

It is also available on our website: <https://www.dsirealestate.com/hoa/juniper-ridge/documents/>

## 2023 Financial Report

	Budget	Actual	Difference
<b>Snow Removal/Salt</b>			
Sidewalk along Siggelkow	\$2,500.00		
Sidewalk along Holscher (lots 104, 106, 107 & 145)	\$1,500.00		
Around CBU's	\$1,500.00		
Sidewalk on Frost Aster Ct	\$1,500.00		
<b>Total</b>	<b>\$7,000.00</b>	<b>\$3,662.89</b>	<b>\$3,337.11</b>
<b>Mowing</b>			
Ol 1	\$0.00		
Ol 3	\$0.00		
Ol 5	\$0.00		
Buffer along Siggelkow & Frost Aster Ct	\$3,250.00		
<b>Total</b>	<b>\$3,250.00</b>	<b>\$4,246.39</b>	<b>-\$996.39</b>
<b>Landscape Maintenance (Bark, Weeds, Pruning)</b>			
Fertilizer & Weed Control	\$750.00	\$854.55	
Pruning & Weeding	\$1,000.00	\$0.00	
Topdress Bark Beds	\$2,000.00	\$844.00	
Spring Cleanup	\$1,000.00	\$158.25	
Fall Clean up	\$1,000.00	\$0.00	
<b>Total</b>	<b>\$5,750.00</b>	<b>\$1,856.80</b>	<b>\$3,893.20</b>
<b>Maintenance</b>	<b>\$500.00</b>	<b>\$285.86</b>	<b>\$214.14</b>
<b>Insurance</b>	<b>\$2,500.00</b>	<b>\$1,624.00</b>	<b>\$876.00</b>
<b>Misc.</b>			
Annual Report Filing		\$50.00	
Bank Service Charges		\$104.01	
Check Printing		\$0.00	
Postage		\$242.09	
Utilities		\$206.79	
Tax Preparation		\$375.00	
	<b>\$1,500.00</b>	<b>\$977.89</b>	<b>\$522.11</b>
Management Fee	<b>\$10,187.00</b>	<b>\$10,188.96</b>	<b>-\$1.96</b>
ACC Admin Fee	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$30,687.00</b>	<b>\$22,842.79</b>	<b>\$7,844.21</b>
<b>Projected Income</b>			
HOA Dues	\$30,628.00		
Late Fee Income	\$63.60		
	<b>\$30,691.60</b>		
Expenses	\$22,842.79		
Current Surplus	\$7,848.81		
<b>Additional landscaping invoice from 2022</b>	<b>\$1,511.29</b>		
<b>Corrected Balance of General Fund as of 12/31/2022</b>	<b>\$11,787.64</b>		
<b>2023 Surplus</b>	<b>\$7,848.81</b>		
<b>Balance of General Fund as of 12/31/2023</b>	<b>\$19,636.45</b>		

### Breakdown of Snow Removal costs

2022-2023 Snow Season All Service Specialists							
		Walks					
		\$100.00	1-3 In Clearing				
		\$140.00	3.1-6 in Clearing				
			6.1-9 In Clearing				
		\$274.00	9.1-12 in Clearing				
		\$384.00	12+ Clearing				
		\$50.00	Per salting				
Jan-23		23-Feb		Mar-23		Apr-23	
Date		Date		Date		Date	
10-Dec	\$140.00	10-Feb	\$140.00	25-Mar	\$384.00	17-Apr	\$50.00
10-Dec	\$50.00	10-Feb	\$50.00	25-Mar	\$50.00		<b>\$50.00</b>
15-Dec	\$140.00	16-Feb	\$140.00		<b>\$434.00</b>		
15-Dec	\$50.00	16-Feb	\$50.00				
22-Dec	\$140.00	23-Feb	\$100.00				
22-Dec	\$50.00	23-Feb	\$50.00				
1-Jan	\$50.00	25-Feb	\$100.00				
4-Jan	\$50.00	25-Feb	\$50.00				
19-Jan	\$100.00		<b>\$680.00</b>				
19-Jan	\$50.00						
22-Jan	\$50.00						
25-Jan	\$100.00						
25-Jan	\$50.00						
27-Jan	\$100.00						
27-Jan	\$50.00						
29-Jan	\$50.00						
29-Jan	\$274.00						
	\$1,494.00						

2023-2024 Snow Season EC3			
	\$127.50	1-3 In Clearing	
	\$190.00	3.1-6 in Clearing	
	\$250.00	6.1-9 In Clearing	
	\$312.50	9.1+ in Clearing	
	\$65.00	Per salting	
Nov-23		Dec-23	
Date		Date	
26-Nov	\$190.00	1-Dec	\$127.50
	\$190.00	3-Dec	\$190.00
Tax	\$10.45	5-Dec	\$65.00
	<b>\$200.45</b>	28-Dec	\$190.00
		31-Dec	\$190.00
			\$762.50
		Tax	\$41.94
			<b>\$804.44</b>

## Breakdown of Mowing/Landscaping Costs

23 Mowing Events				Landscape Maintenance		
17-May	175	\$9.63	\$184.63	May	Spring Cleanup	\$150.00
24-May	175	\$9.63	\$184.63	May	Bark Install	\$800.00
31-May	175	\$9.63	\$184.63	May	Spring Fert	\$195.00
2-Jun	175	\$9.63	\$184.63	May	Pre Emergent	\$70.00
8-Jun	175	\$9.63	\$184.63	June	Pre Emergent	\$70.00
15-Jun	175	\$9.63	\$184.63	July	Post Emergent	\$70.00
27-Jun	175	\$9.63	\$184.63	August	Post Emergent	\$70.00
5-Jul	175	\$9.63	\$184.63	September	Fall Weed Control	\$195.00
12-Jul	175	\$9.63	\$184.63	September	Post Emergent	\$70.00
19-Jul	175	\$9.63	\$184.63	October	Post Emergent	\$70.00
26-Jul	175	\$9.63	\$184.63			\$1,760.00
3-Aug	175	\$9.63	\$184.63			\$96.80
10-Aug	175	\$9.63	\$184.63			<b><u>\$1,856.80</u></b>
17-Aug	175	\$9.63	\$184.63			
25-Aug	175	\$9.63	\$184.63			
1-Sep	175	\$9.63	\$184.63			
14-Sep	175	\$9.63	\$184.63			
21-Sep	175	\$9.63	\$184.63			
28-Sep	175	\$9.63	\$184.63			
4-Oct	175	\$9.63	\$184.63			
11-Oct	175	\$9.63	\$184.63			
19-Oct	175	\$9.63	\$184.63			
30-Oct	175	\$9.63	\$185.63			
			<b><u>\$4,247.39</u></b>			

### I) New Business

#### 1. Why was no maintenance such as weeding, top dressing bark beds, or fall or spring clean up performed? - what are the future maintenance plans?

These items were performed in 2023. And will be on the proposed contract annually.

- have the common areas fully been turned over to the village?

Yes.

- Was the road maintenance done with the loose gravel city controlled or HOA controlled?

It was done by the developer

- What do you actually do for us each year? Just coordinate mowing and snow removal?

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.

**2. There is much confusion on who residents are supposed to contact when issues arise concerning questions that need HOA direct attention and response. Who can we talk to that does not send us along to someone else, to someone else, to someone else and no one answers our questions?**

Please contact DSI for HOA maintenance issues [hoa@dsirealestate.com](mailto:hoa@dsirealestate.com)

Please contact the ACC for architectural Review items [JuniperRidgeACC@gmail.com](mailto:JuniperRidgeACC@gmail.com)

**3. How does a homeowner get involved in governance or management of the HOA? What is the difference between Board Volunteers and ACC Volunteers? And what are their roles and responsibilities?**

You can volunteer today.

**4. Who is responsible for maintaining a clear path to the mailboxes when we have a large amount of snow?**

The HOA contracts snow removal of the CBU plank and terrace area.

**5. Would the HOA consider planting more along Sigglekow (or allowing higher fences) as there have been instances of unwanted traffic and people coming into and through the neighborhood from this area.**

We can obtain bids for the plantings and provide them to the Board for approval. In regards to fencing, please contact the ACC directly.

**6. Is the path that runs through the development owned and maintained by the Village or are pieces maintained by the development? The newly painted crosswalk (thank you!) east of Holsher along Siggelkow sees A LOT of pedestrian and bike traffic - would like to see this "intersection" be more safe for our residents.**

This is a Village path.

**7. We have observed snow not being cleared around the CBU (cluster box unit) on N Peninsula Way in the Juniper Ridge neighborhood this winter. This is unacceptable. Clearing snow around the CBUs is the responsibility of the association, and by extension, DSI. How can we avoid this happening in the future? It is not our responsibility as the homeowners whose property the CBU is located on, to have to contact DSI every time snow falls, or a plow comes through.**

If the CBU plank and or the terrace plank are missed, it needs to be reported to the HOA. The vendors are provided a map and are contracted to do the work. Unfortunately, sometimes things get missed. Once we receive information on this, it will be shared via email to owners.

**What is a better solution to ensure these are accessible?**

We can ask the vendor to make these a priority and have them cleared more frequently. This can be done if the association wants to pay more.

Our maintenance techs do go around to CBU's after large snow falls to see if additional clearing is needed.

**8. I'm wondering if we can get the village to do something about the mess they created on East Red Oak Trail and some other streets last year. In some kind of effort to "resurface" the streets, we are now left with loose gravel everywhere. After the snow melted, all the grass along the street was filled with this gravel. Additionally, it gets pulled into driveways and is pitting the concrete.**

I have shared your concerns with the developer as this was a project they were performing.

**9. Can you confirm that the dog waste removal cost does not flow through the HOA?**

Correct, the pet waste stations are maintained by the Village.

**10. Would it be possible to send out the HOA meeting notice by email as well? That way we would know you had our email on file.**

Yes, we can do that moving forward.

**11. Can the surplus be refunded to homeowners?**

Yes, if the board would like to refund the 2023 surplus to homeowners, we can assist.

**12. Is this amount of a surplus common? And how do you handle the surplus?**

It really depends on the neighborhoods needs. I would recommend using the funds to add plants to the buffer on Siggelkow, and or refunding the 2023 surplus.

## **Board and ACC Role Descriptions –**

### **The President**

The president shall be Chairman of and shall preside at all meetings of the Members and Directors, shall have general and active management authority over the business of the Association, except that which is delegated, shall see that all orders and resolutions of the Board are carried into effect and shall execute bonds, mortgages and other contracts of the Association. The President shall supervise and direct all other officers of the Association and shall see that their duties are performed properly. The President shall be an ex officio member of all committees and shall have the general powers and duties of supervision and management usually vested in the office of the President of a corporation.

### **The Secretary**

The Secretary shall keep the minutes of meetings of the Members and of the Board of Directors in one or more books provided for that purpose. The Secretary shall count votes at all meetings of the Members and Directors. The Secretary shall see that all notices are duly given in accordance with the provisions of these Bi-Laws or as otherwise required by law. The Secretary shall act in the place and stead of the President in the event of the Presidents absence, inability or refusal to act. The Secretary shall be custodian of the corporate records and of the seal, if any, of the association. The Secretary shall keep a register of the Post Office address of each member and their respective mortgagees (including land contract vendors), if any, which shall be furnished to the Secretary by such member. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

### **The Treasurer**

The Treasurer shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association, and shall deposit all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Association as ordered by the Board, taking proper vouchers for such disbursements, and shall render to the President and Directors, at each meeting of the Board, or whenever they may require it, an account of all his or her transactions as Treasurer and of the financial condition of the Association. The Treasurer shall keep detailed, accurate records in chronological order, of receipts and expenditures affecting the common property, specifying and itemizing the maintenance and repair expenses of the common property and any other expenses incurred. Such records and the vouchers authorizing payments shall be available for examination by the Members at convenient hours of week days. The Treasurer may be required by the Board to give the Association a bond in a

sum and with one or more sureties satisfactory to the Board, for the faithful performance of the duties of his or her office, and the restoration to the Association in case of his or her death, resignation or removal from office, all books, papers, vouchers, money or other property of whatever kind in his or her possession belonging to the Association.

**Architectural Control Committee (ACC)**

The ACC reviews all applications for any structure, whether residence, accessory building, tennis court, swimming pool, antenna (whether located on a structure or on a lot), flag pole, wall, landscaping or other improvements, including exterior colors and materials to be applied to said improvements, shall be constructed, maintained or performed upon any lot and no alteration or repainting of the exterior of a structure shall be made unless complete Architectural Review Application has been approved.

The Committee shall review all applications, plans and specifications as to quality of workmanship and materials, harmony of external design with existing or proposed structures and as to location with respect to topography and finish grade elevation. Homes in the development will be subject to a comprehensive, written set of design guidelines as set forth in the HOA Declaration. The Committee shall use the guidelines set forth in this Declaration as an aid in exercising its architectural control responsibilities and may grant variances as defined in the Declaration Section C-3.

**Adjournment Note Time of Adjournment; 8:03 pm**

