

# **Village at Autumn Lake Homeowners Association**

## **2024 Annual Meeting Minutes**

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

**Meeting Date:** February 29, 2024, at 6:30 pm

**Location:** Online Teams Meeting

**Meeting Called by:** Village at Autumn Lake HOA

**Type of Meeting:** Annual Association Meeting

**Note Taker & Timekeeper:** 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

#### **Guest Speaker: Sabrina Madison**

District 17 Alderperson

Email: [district17@cityofmadison.com](mailto:district17@cityofmadison.com)

#### **Topics Discussed:**

- Vacant Lot near Kwik Trip – to Sabrina’s knowledge has not been sold.
- Trash Clean Up near the Kwik Trip along Lien Road. Sabrina is working to get a long-term cleaning plan in place to keep this area free of trash.
- Neighborhood Break-In’s – Sabrina is going to organize a neighborhood walk/meet and greet so that owners can meet the neighborhood Officer Neal Crowder.
- City View Drive – when there are issues, please report them to Sabrina. She will take these concerns to the council to get issues remedied. Street concerns are based on a point system, the more owners that submit issues, the more attention will be allocated to this area in concern.
- Please email Sabrina with topics/projects that are a priority to the Village at Autumn Lake neighborhood, so that when the council meets regarding the budget deficit, she can advocate for the neighborhood.

#### **Neighborhood Officer:**

Officer Neal Crowder - [ncrowder@cityofmadison.com](mailto:ncrowder@cityofmadison.com)

## **B) Reading of Minutes of the Last Meeting**

- a. 2023 Minutes were posted on the DSI website:

<https://www.dsirealestate.com/hoa/village-at-autumn-lake/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.
- Email blast regarding the annual meeting was sent on January 26, 2024.
  - Letter was mailed out on February 15<sup>th</sup>, 2024.
  - Letter, Agenda, Financials, and PowerPoint Slides were also sent via email, the morning of the meeting.

## **D) Resignations & Elections**

- a. None at this time. These will take place after the neighborhood has been conveyed to the homeowners – this occurs once the neighborhood is 100% complete.
- b. The neighborhood is approximately 50% sold at this time.

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

- a. There are currently 40 homes that have yet to pay the 2024 assessment. Of those 40, 3 are outstanding from 2023 and have had liens filed.
- b. If you are unsure if your dues are paid, please reach out to [hoa@dsirealestate.com](mailto:hoa@dsirealestate.com) to verify.
- c. Late Fees are assessed in March. 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. The ACC can be contacted at: [acc@dsirealestate.com](mailto:acc@dsirealestate.com)
- c. If you are hoping to do projects this spring/summer, please submit your applications EARLY! The ACC has up to 30 days to review requests once all materials have been received, all applications are reviewed in the order they are received.

## G) Unfinished Business

**Pet Waste – please clean up after your pet and keep it leashed.**

### Dog Park Update

- Per Veridian Homes: “Improvement to the Dog Park area will start this year. We are finalizing the design; at this time, we cannot fully guarantee it will be fully completed this year.”

**Q: Where will the dog park be located?**

**A:**



### Snow Removal

- The HOA is not responsible for snow removal on the City Streets or Alleys within the Village of Autumn Lake neighborhood, unless noted on the snow removal map, the City of Madison is. If you have concerns about these areas, you can reach out to the City of Madison via their Report a Problem feature: <https://www.cityofmadison.com/reportaproblem/>, or by calling 608.246.4532.

## **Trash Removal**

- The trash removal contract for the alleys is a 5-year contract with Pellitteri. We will rebid this service with Pellitteri, Waste Management and GFL when the contract is set to expire.
- All owners essentially pay twice for trash removal; once to the City and once to the HOA; this is how the CCR's were written. Homes on alleyways cannot be expected to bring their trash receptacles through the snow/their yard to the front of the home for pick-up. The City of Madison will also not pick up on the alleys, so we have it contracted through Pellitteri.

## **H) Original Resolutions & New Business**

**Q: How is each service contracted; are services retained at the beginning of the season or are providers secured at the time of need?**

A: Each season we request bids for all services. Then obtain a season long contract.

**Q: How are services billed; flat rate per event, per person hour, or some other model?**

A: It depends on the services; see bread down on previous slides.

**Q: How are incidents of incomplete services resolved; is DSI verifying services are complete before payment is rendered? If not what claw-back provisions exist in the contract, and how is DSI enforcing them.**

A: We work with the vendor until the issue is resolved.

**Q: When city enforcement actions are taken for failure to clear walks and approaches, how is DSI recouping the cost of the fines from the contracted service provider?**

A: The HOA has not received any fines for lack of snow removal.

**Q: Is the EC3 Group still responsible for snow removal at VAL, or has a new provider been selected?**

A: Yes, they are the contracted vendor.

**Q: I see we had a surplus of \$20k this year. If we had a \$20k surplus, why did we see 2024 dues increase? I understand the neighborhood is still growing/expanding, but I'd also expect that to mean more folks moving in/sharing in the expenditures, which would offset to a degree I'd think?**

A: We did not know there would be a surplus until year-end was completed. Budgeting for VAL is based on the neighborhood as a whole.

**Q: I see a budgeted \$46k for snow removal. What snow is the HOA responsible for removing? I know some folks in our area reached out because the carriage lanes weren't plowed in a timely manner this winter, and were told it was the city's responsibility. I guess I'm curious what areas the HOA is plowing then? Do you know, is the HOA responsible for the Autumn Lake Parkway sidewalks (between Phases), because if so, those are VERY slow to be cleared and often turn to ice before they've been touched.**

A: Please review the VAL Snow Removal Map within the slides, or on the DSI website for a visual of what areas the HOA is responsible for.

**Q: I see we set aside \$20k for lake maintenance, but only spent about a third of that. Curious as to why the budget is that high/what maintenance is required typically?**

A: Historically there has been an annual invoice of \$15,500 for weed harvesting in the lake. That was not done this year.

**Q: Are there going to be events at the amphitheater this year? What's the best way to be notified of those?**

A: Once the developer gives the go-ahead, we will find a committee of owners that will oversee this.

**Q: The cost of Seasonal Decor increased from \$2500 to \$2689.50. We would like to know who approved this spending and whether it is possible to find a cheaper alternative or not do it at all.**

A: This is requested annually by the developer.

**Q: The Utilities budget was \$5000, but \$9302.95 was spent. Please explain what this is for. We are curious if this is for the gym and pool. If so, we believe we have the right to use them.**

Q: It is for the aerators, fountains, entry sign lights and amphitheater.

This line item historically fluctuates quite a bit so it is challenging to get it right.

2017	2018	2019	2020	2021	2022	2023
\$12,943.07	\$4,448.01	\$8,216.16	\$7,456.55	\$4,118.11	\$4,367.37	\$9,302.95

**Q: Parking –**

A: Please be sure your vehicle is not blocking the sidewalk when parked in your driveway.

Driveway Parking Regulations per the CCR's:

8) **Section B-5.** Section B-5 is hereby deleted and replaced with the following: **“Vehicle and/or Equipment Storage.** No inoperable, dilapidated or junk vehicles of any nature may be kept upon any Lot except in a fully enclosed garage. The exterior storage of boats, trailers, travel trailers, campers, motorcycles, recreational vehicles, automobiles or trucks, portable moving and storage containers, mini storage or on-site storage containers (collectively, without limitation by reason of enumeration **“Equipment”**), of any nature is prohibited whether or not screened from public view. No Equipment shall be parked or stored on lawns. The temporary storage of vehicles in a drive area for the purpose of loading or unloading for a period not to exceed forty-eight (48) hours is permitted. No commercial vehicles, including trucks, vans, semi-trailers, trailers, may be stored or parked overnight on or in front of said Lots except in an enclosed garage.”

**Q: Can the Bruce Company plant items in the common areas that do not require maintenance? Are the plants the Bruce Company is planting in common areas and medians perennials or annuals?**

A: The developer works with the Bruce Company on what is planted. The HOA does not decide. They are typically annuals.

**Q: Any updates on the dog park and community gardens? Any thoughts on how those might impact the HOA fees in the future?**

A: The Dog park was discussed in an earlier slide. To my knowledge there is not a community garden in the development plan. We cannot predict the actual cost impact, but the ongoing maintenance will definitely impact the budget.

**Q: What activities are included in the lake maintenance line item? Are those the aerators, weed cutting efforts, potential dredging, etc.? I know a fair amount of sand washed into the lake this past construction season (I walk a dog and observe a lot), is that our responsibility or the construction folks?**

A: Currently it is the maintenance of the aerators and fountains, and historically weed harvesting.

**Q: Are there any plans to install safety railings along the rims of the large culverts running under Waterfall, Autumn Lake Parkway, and Golden Dusk? (Felland and City View also have those culverts but have safety railings). I worry some young children will fall, ride a bike/scooter over the edge, etc. It's about an 8-foot drop to concrete, enough to cause serious injuries.**

A: This is something the developer would need to handle. We have forwarded your request to the Land Department.

**Q: What is included in the waste removal line item? That is running roughly \$2,000 monthly, that's a substantial amount.**

A: The waste removal line item covers the trash collection on the alleys. There are currently 198 homes at \$14.00 per month. This cost will increase as alley homes are built.

**Q: We are interested to know more about the \$7500 cost associated with the Amphitheater. What kind of events, shows or activities will be hosted there?**

A: The developer asked for this line item to be added so a committee of owners can start holding events in the amphitheater for all HOA members.

**Q: We noticed that \$1129.53 was spent on the neighborhood event. Does this refer to the block party that was held?**

A: Yes.

**Q: We would like to understand the purpose of the reserve funds, which amounted to \$27000. What expenses will be funded by these reserves in the future?**

A: The HOA has a reserve fund for future maintenance of the following capital expenditures –Paving of Alleys 66/67/unforeseen lake maintenance/Amphitheater replacement costs/Future Fishing Platform/Monument signs /Playground Equipment

**Q: I believe not everyone would have attended the block party for various reasons. Are they also expected to bear the cost? We should look at cutting down this expense.**

This is an item that helps build a sense of community that Veridian neighborhoods are known for. It is a requirement that any HOA sponsored event needs to be available for all owners. Each lot owners' portion of that cost was \$1.76. Veridian paid \$564 of the overall cost (49.92%)

**Q: Is there any information on Felland Park? It's still on the parks page but there is no info regarding timing. If Alder Madison joins perhaps, she has some info to share. Likewise, if a police officer joins perhaps, they can explain the process for obtaining some traffic enforcement. The speeds on Lein and City View are ridiculous, especially the 25 mph zones where based on my experience the average speeds are more like 50 mph. I've watched motorcycles go up the east end hill of Lien doing wheelies at probably 75. One other item would be folks turning into Autumn Lake Parkway from Lien. I've seen multiple vehicles go down the wrong side of the median - I assume their GPS aren't real accurate so they miss on the turn. Maybe some sort of a keep right arrow on the median could help there.**

A: Felland Park – This is a great question for the Alderperson.  
Please call the Madison Police Department when you notice people speeding.

Madison Traffic and Engineering would be the departments that would install traffic signs. These are things the HOA cannot assist with.

**Q: What times are the colored lights set to run? Are they still running over the entire night? Who determines the schedule for the colored lights and/or any other utilities on the amphitheater?**

A: The installer set the current run schedule. The HOA was provided with information on how to adjust this schedule. If you have suggestions, please reach out to [hoa@dsirealestate.com](mailto:hoa@dsirealestate.com).

**Q: How much are the utility costs for the colored lights? I'd like to know what was actually spent vs budgeted for 2023 and what the budget is for 2024.**

A: We are not able to split the utilities to determine this.

**Q: Next year, can the meeting link be sent out prior to the day of the meeting?**

A: Yes, this is great feedback. Next year we will include the meeting link in the reminder email as well.

**Q: Is the cost for seasonal décor bid out and compared each year?**

A: Yes.

**Q: Who can we contact if we have questions, and what is the response timeframe?**

A: Please email [hoa@dsirealestate.com](mailto:hoa@dsirealestate.com). Serena and Shandar both have access to this email inbox, and you should receive a response within 3 business days.

**Q: What is covered for the mowing charge?**

A: Please review the Landscaping and Mowing map below for areas the HOA maintains.

**I) Adjournment**

**a. Note Time of Adjournment; 7:27 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!

**Neighborhood Facebook Page: The Village at Autumn Lake (Madison, WI)**



**Village @ Autumn Lake Homeowner's Association  
2024 Common Area Maintenance Budget**

**Snow Removal**

Along Lien Road	\$3,500
Sidewalks along OL 42,45	\$3,000
Walking Paths	\$5,000
2 Alleys	\$7,500
Around CBU's	\$2,500
9 Unit Sidewalk	\$2,500
OL 73 Sidewalk/path	\$1,500
OL 47/48 walking path	\$4,000
City View Sidewalk	\$2,500
Felland Rd Sidewalk	\$5,000
Snow Contingency Fund	\$5,000
OL 55 & 70	\$4,000

**Total**           **\$46,000**

**Mowing**

Traffic Islands	\$2,500
OL 42	\$2,000
OL 45	\$1,500
OL 49	\$1,250
OL 50,52,54,55	\$11,000
OL 60 & 61	\$2,000
OL 70 & 73	\$1,500
Buffer on Felland Rd	\$5,000
Traffic Circle on Felland	\$2,500

**Total**           **\$29,250**

**Landscape Maintenance**

Mulch	\$7,500
Weeding/Pruning	\$3,500
Weed Control- Mulch Beds	\$1,000
Weed Control- Lawn	\$1,000
Spring Cleanup	\$1,500
Fall Cleanup	\$1,500

**Total**           **\$16,000**

**Maintenance**

General Maintenance	\$7,500
Waste Removal	\$25,000
Pet Waste Removal	\$3,500
Lake Maintenance	\$20,000
Seasonal Décor	\$2,500

**Total**           **\$58,500**

**Utilities (Water and Electric)**

          **\$7,000**

**Insurance**

          **\$7,000**

**Costs Associated with the Ampitheater**

          **\$7,500**

**Misc.**

          **\$2,000**

**Management Fee**

          **\$18,324**

**ACC Administration Fee**

          **\$10,994**

**Reserve Funds**

          **\$27,000**

**Grand Total**           **\$229,568**

Divided by Total Units

706

**Annual Cost Per Home**           **\$325.17**

# HOA Snow Removal

— HOA Snow Removal  
-Includes all CBU's and entry signs

— City of Madison Snow Removal  
-Includes City streets & Carriage Lanes



# HOA Landscaping

## HOA Landscaping/Mowing Responsibilities:

### Entry Signs

Mowing/Weeding of all medians

OL 45: mow 1 pass along each side of the path

OL 42: mow entire outlot

OL 47: mow 2 passes on each side of the path

-mow green space between lots 675-676

OL 48: mow between lots 704-705

-mow between rear property lines & path

OL 49: maintain traffic island; mowing/weed control

OL 70 - mow entire outlot

OL 55 - Lake

Landscape Buffer behind lots 1120-1129

Autumn Lake Parkway between lots 682 & 683

-mow up to the tree line

Walking Path around the lake - HOA to maintain/mow

Landscape Buffer along Felland - HOA to mow 2x/year

Retaining Wall in front of lots 1116-1119

OL 73: mow one pass along each side of the path

Green Space behind lots 805 & 806 - HOA to mow

Green Space SW of lot 1194 - HOA to mow

Traffic Circle on Felland - HOA to maintain



## 2023 Financials

	Budget	Expenses	Difference
<b>Snow Removal</b>	<b>\$46,000.00</b>	<b>\$32,758.75</b>	<b>\$13,241.25</b>
<b>Mowing</b>	<b>\$29,250.00</b>	<b>\$20,889.00</b>	<b>\$8,361.00</b>
<b>Landscape Maintenance</b>			
Mulch	\$7,500.00		
Weeding/Pruning	\$2,500.00		
TruGreen Mulch Beds	\$1,000.00		
TruGreen Lawn	\$1,000.00		
Spring Cleanup	\$1,250.00		
Fall Cleanup	\$1,250.00		
<b>Total</b>	<b>\$14,500.00</b>	<b>\$15,336.83</b>	<b>-\$836.83</b>
<b>Maintenance</b>			
General Maintenance	\$2,500.00	\$4,339.51	
Waste Removal	\$20,000.00	\$26,807.90	
Diesel Surcharges		\$3,652.59	
Pet Waste Stations		\$3,854.76	
Lake Maintenance	\$20,000.00	\$7,539.00	
Seasonal Décor	\$2,500.00	\$2,689.50	
<b>Total</b>	<b>\$45,000.00</b>	<b>\$48,883.26</b>	<b>-\$3,883.26</b>
<b>Utilities (Water and Electric)</b>	<b>\$5,000.00</b>	<b>\$9,302.95</b>	<b>-\$4,302.95</b>
<b>Costs Associated with Ampitheater</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$7,500.00</b>
<b>Insurance</b>	<b>\$6,750.00</b>	<b>\$6,909.94</b>	<b>-\$159.94</b>
<b>Misc.</b>			
Annual Report Filing		\$50.00	
Bank Service Charges		\$195.67	
Postage		\$438.82	
Neighborhood Events		\$1,129.53	
Tax Preparation		\$375.00	
	<b>\$2,000.00</b>	<b>\$2,189.02</b>	<b>-\$189.02</b>
<b>Management Fee</b>	<b>\$14,531.88</b>	<b>\$14,532.00</b>	<b>-\$0.12</b>
<b>ACC Administration Fee</b>	<b>\$8,719.13</b>	<b>\$8,718.96</b>	<b>\$0.17</b>
<b>Reserve Funds</b>	<b>\$27,000.00</b>	<b>\$27,000.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$206,251.01</b>	<b>\$186,520.71</b>	<b>\$19,730.30</b>

<b>Projected Income</b>	
HOA Dues	\$206,251.00
Late Fee Income	\$554.99
NFS Fee Income	\$0.00
Interest Income	\$92.92
	\$206,898.91
<b>Expenses</b>	<b>-186,520.71</b>
<b>2023 Surplus</b>	\$20,378.20
<b>Balance of Reserve Account</b>	<b>\$36,599.28</b>
<b>Balance of General Fund</b>	<b>\$25,553.41</b>

**Expenses By Vendor:**

<b><i>Snow Removal</i></b>		
All Service Specialists	\$23,000.00	
EC3 Environmental Consultants	\$9,758.75	
	<b>\$32,758.75</b>	
<b><i>Mowing</i></b>		
Olson Toon Landscaping, Inc.	\$949.50	Mowing in April
22 Mows at \$949.50	\$4,747.50	Mowing in May
	\$2,848.50	Mowing in June
	\$3,798.00	Mowing in July
	\$4,747.50	Mowing in August
	\$949.50	Mowing in September
	\$2,848.50	Mowing in October
	<b>\$20,889.00</b>	
<b><i>Fert/Weed Control</i></b>		
<b><i>Landscaping Maintenance</i></b>		
Olson Toon	\$527.50	Aeration/Overseed OL 42/45
	\$960.05	May Fert/Weed Control Lawns
	\$960.05	August Fert/Weed Control Lawns
	\$960.05	September Fert/Weed Control Lawns
Schonheit Gardens	\$1,120.81	Spring Clean up: Clean garden beds, cut back perennials & install pre emergent
	\$3,965.46	Mulching: install double shredded hardwood bark mulch to beds
	\$5,385.78	Maintenance: once monthly occurrence Jun-Sept: Weed, deadhead, light pruning
	\$1,108.98	Fall Cleanup: Cut back perennials, light pruning, raking out beds
Gardens By Ann	\$474.75	Paid in error-will be reimbursed
	-\$126.60	Reimbursement for an error on invoicing.
	<b>\$15,336.83</b>	

**Expenses by Vendor Cont.:**

<b>Maintenance</b>		
DSI Real Estate Group	\$1,647.47	33.5 Maintenance Hours (transport/build pet waste stations, picnic table, trash receptacle. Place/collect salt buckets at CBU's
Uline	\$2,692.04	Supplies
The Bruce Company	\$1,608.00	Reinstall and start up of 3 fountains
	\$4,323.00	Repairs to areation compressor and lighting system. Reset timers on system
	\$1,608.00	Shutdown and removal of fountains
Badgerland Irrigation	\$2,689.50	Seasoal Décor: Fresh Lit garland along entry monuments; included all power cords, clips and installation accessories & storage.
Pelitterri	\$26,807.90	Trash/Recycling 192 Homes
	\$3,652.59	Diesel Surcharges
Scoops Pet Waste Removal	\$3,854.76	Pet waste receptacle maintenance/removal
	<b>\$48,883.26</b>	
<b>Utilities</b>		
MG&E	<b>\$9,302.95</b>	Electricity; neighborhood signs and fountains/aerators
<b>Insurance</b>		
Auto Owners Insurance	<b>\$6,909.94</b>	Liability insurance for HOA and coverage for 9 unit (cost offset by owners of 9 units)
<b>Misc.</b>		
Wisc Dept of Financial Institutions	\$50.00	Annual Report Filing
Paylease	\$195.67	Bank Service Charges
USPS	\$438.82	Postage
Homeowner coordinated events	\$1,129.53	Neighborhood Events
Baker Tily	\$375.00	Tax Preparation
	<b>\$2,189.02</b>	
<b>Management Fees</b>		
DSI Real Estate Group	\$14,532.00	HOA Management
DSI Real Estate Group	\$8,718.96	ACC Management Cost
<b>Reserve</b>		
	<b>\$27,000.00</b>	Funds to be used in future for capital expenditures
<b>Total</b>	<b>\$186,520.71</b>	

**Snow Removal, Mowing and Landscaping Breakdown:**

22 Mowing Events			
27-Apr	\$900.00	\$49.50	\$949.50
2-May	\$900.00	\$49.50	\$949.50
10-May	\$900.00	\$49.50	\$949.50
17-May	\$900.00	\$49.50	\$949.50
24-May	\$900.00	\$49.50	\$949.50
31-May	\$900.00	\$49.50	\$949.50
7-Jun	\$900.00	\$49.50	\$949.50
14-Jun	\$900.00	\$49.50	\$949.50
28-Jun	\$900.00	\$49.50	\$949.50
5-Jul	\$900.00	\$49.50	\$949.50
12-Jul	\$900.00	\$49.50	\$949.50
19-Jul	\$900.00	\$49.50	\$949.50
27-Jul	\$900.00	\$49.50	\$949.50
2-Aug	\$900.00	\$49.50	\$949.50
9-Aug	\$900.00	\$49.50	\$949.50
16-Aug	\$900.00	\$49.50	\$949.50
23-Aug	\$900.00	\$49.50	\$949.50
30-Aug	\$900.00	\$49.50	\$949.50
20-Sep	\$900.00	\$49.50	\$949.50
5-Oct	\$900.00	\$49.50	\$949.50
18-Oct	\$900.00	\$49.50	\$949.50
31-Oct	\$900.00	\$49.50	\$949.50
			\$20,889.00

Schoneit Gardens	
Spring Cleanup	\$1,120.81
Mulch Install	\$3,965.46
Garden Maintenance	\$5,385.78
Fall Cleanup	\$1,108.98
	\$11,581.03

Snow Removal Seasonal Rates	
All Service Specialists	2022-23
Jan	\$7,666.67
Feb	\$7,666.67
Mar	\$7,666.67
	\$23,000.01
EC3	2023-24
50 % paymnet	\$9,250.00
Tax	\$508.75
	\$9,758.75



