

Cardinal Glenn Homeowners Association

2023 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: April 19th, 2023

Location: Microsoft Team Meeting

Meeting Called by: Cardinal Glenn HOA

Type of Meeting: Annual Association Meeting

Note Taker & Time Keeper: Shandar Hoagland

Attendees: Attendance taken via Teams

Agenda:

A) Roll Call

- a. Proof of attendance reached via downloaded attendance report from Microsoft Teams
- b. Introduction of Speakers
Shandar Hoagland with DSI Real Estate Group
Board of Directors
Austin Krueger-Secretary
Trent
James Gesbeck

B) Proof of Notice of the Meeting or Waiver of Notice

- a. Shandar presented the original letter that was mailed and emailed to all homeowners.

C) Reading of Minutes of the Prior Meeting

- a. Posted to DSI website: www.dsirealestate.com.
- b. Minutes were approved

D) Officers Reports

- a. 11 of the 194 homes have yet to pay their 2023 dues. If they do not pay, a lien will be filed so the HOA will get paid eventually.
Late fees are 10% and the funds will be paid to the HOA's operating account.

E) Committee Reports;

- a. None at this time

F) Elections

- a. Austin, James, and Treny have all agreed to stay on for another year.
Brian has agreed to stay on the ACC for another year.

G) Unfinished Business

-HOA does not do the snow removal on the carriage lanes or City streets. This is managed by the City of Madison.

H) Adoption and Approval of an Annual Budget;

A. The 2023 budget was approved by the Board in December.

Snow Removal - Green Space Sidewalks

Total	<u>\$3,000.00</u>
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Mowing

Entry Sign
Green Space OL 8
Green Space OL #7, 11, 12, 15 - City of Madison
Silicon Prairie Medians
Green Space OL #3

Total	<u>\$3,250.00</u>
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Landscape Maintenance

Weed Control and Fertilizer
Topdress Bark Beds
Spring Clean-up
Fall Clean-up
Pruning & Weeding

Total	<u>\$2,800.00</u>
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Maintenance

General	\$500.00
Waste Removal Alleys	\$20,000.00
Traffic Island City Permit	\$500.00

Total	<u>\$21,000.00</u>
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Utilities (Water and Electric)	<u>\$1,350.00</u>
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Insurance	<u>\$1,900.00</u>
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Misc.	<u>\$725.00</u>
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Management Fee	<u>\$10,228.00</u>
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Contingency Fund	<u>\$2,000.00</u>
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Grand Total	<u>\$46,253.00</u>
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Divided by Total Units	194
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Annual Cost per Home**	<u>\$238.42</u>
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B. 2022 Financial Report;

Snow Removal - Green Space Sidewalks			
Total	\$3,000	\$5,351.49	-\$2,351.49
Mowing (Base: 24 Season)			
Entry Sign			
Green Space OL 8			
Green Space OL #7, 11, 12, 15 - City of Madison			
Silicon Prairie Medians			
Green Space OL #3			
Total	\$3,250	\$4,082.87	-\$832.87
Landscape Maintenance (Bark, Weeds, Pruning)			
Weed Control and Fertilizer		\$427.29	
Topdress Bark Beds			
Spring Clean-up		\$1,955.97	
Fall Clean-up			
Pruning & Weeding			
Total	\$2,800	\$2,383.26	\$416.74
Maintenance			
General		\$325.14	
Waste Removal Alleys (117 Homes)		\$23,406.81	
Traffic Island City Permit			
Total	\$20,600	\$23,731.95	-\$3,131.95
Utilities (Water and Electric)	\$1,250	\$1,357.62	-\$107.62
Insurance	\$1,900	\$1,845.00	\$55.00
Misc.			
Annual Report Filing		\$25.00	
Bank Service Charges		\$117.40	
Postage		\$131.16	
Tax Preparation		\$350.00	
Legal Fees		\$96.72	
	\$725	\$720.28	\$4.72
Management Fee	\$10,228	\$10,228.56	-\$0.56
Contingency Fund	\$2,500	\$0.00	\$2,500.00
Grand Total	\$46,253	\$49,701.03	-\$3,448.03
Projected Income	\$46,432.30		
Late Fees	\$262.24		
Total	\$46,694.54		
	Expenses	\$49,701.03	
Balance		-\$3,006.49	
Balance of Previous Surpluses/Shortfalls		-\$1,798.24	

After all 2022 bills were paid, the HOA ended the year with a small shortfall of \$3,006.49
Snow Removal was over by \$2,351.49.

Mowing and landscaping were over by about \$832.87.

Maintenance/Trash Removal category was over budget by \$3,131.95.

Diesel Surcharge. \$2,810.40

I) New Business

Q: Has anyone reached out to the Alder person or City to help offset the costs for trash collection?

A: This conversation has been had and the answer is no. The City will not offset the cost.

J) Adjournment

a. Note Time of Adjournment; 7:01 pm

What DSI Does for Your HOA

- Follow requirements and procedures set out in the Bylaws.
- Hold annual meetings.
- Send/prepare all paperwork for the Association.
- Keep roster of current homeowners & incorporate all new sales.
- Prepare an Operating Budget annually.
- Accounts Receivable. (This includes offering online payment options. Also includes filing liens for unpaid dues as needed.)
- Maintain Accounts of Association Funds.
- Accounts Payable.
- Maintain Current Books and Records.
- Submit Annual Reports to WDFI.
- Available for any homeowner inquiry calls/concerns.
- Enter into contracts for utility maintenance, trash removal, etc..
- Solicit bids annually.
- Regularly inspect neighborhoods to determine any physical improvements and maintenance needed.
- Oversee the employ and performance of all sub-contractors required for neighborhood operation.
- Maintain/Obtain insurance.
- Provide neighborhood information on DSI website.

