

Smith's Crossing Homeowners Association

2024 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: April 23rd, 2024

Location: Online via Microsoft Teams

Meeting Called by: Smith's Crossing HOA

Type of Meeting: Annual Association Meeting

Note Taker & Timekeeper: Serena Pretti

Attendees: Attendance taken online

A) Roll Call

- a. Proof of attendance reached via Teams attendee download.
- b. Introduction of Shandar with DSI Real Estate Group

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

- a. Shandar presented the letter that was mailed to all owners.

C) Reading of Minutes of the Prior Meeting

- a. 2023 Minutes were posted on the DSI website: www.dsirealestate.com, owners were asked to read them prior to the meeting. This was done and the minutes were approved.

D) Officers Reports.

- a. Currently there are 40 homes that are past due for the year. Late Fees were assessed in March. 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.

E) Committees Reports.

- 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

F) Elections.

- a. Elections 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.

G) Unfinished Business

- a. Pet waste – please clean up after your pets!
- b. Snow Removal - Neighborhood snow removal map has been posted to the DSI Real Estate Group website and is available below.

H) Adoption and Approval of Annual Budget.

a. The 2024 annual budget was approved by the developer in December and distributed to all lots in the neighborhood.



**REAL ESTATE
GROUP, INC.**

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

Snow Removal/Salt		Landscape Maintenance (Bark, Weeds, Pruning)	
Alley OL #1 & #2	\$4,000	Topdress Bark Beds (Inc. O'Keeffe Medians)	\$13,000
Alley OL #4 & #5	\$4,000	Weeding/Pruning	\$12,500
Alley OL #6 & #11	\$4,000	24 Planters	\$8,500
Alley OL #12 & 13	\$4,000	Planting Beds	\$5,000
Alley OL #14 & 15	\$4,000	Weed Control of Beds	\$3,000
Alley OL # 16 & #23	\$4,000	Spring Clean Up/ Fall Clean Up	\$10,500
Alley OL # 80	\$3,000	Weed Control/Fertilizer	\$5,500
Alley OL # 50 & # 51	\$4,000		
Alley OL # 52 & #53 &59	\$4,000		
Alley OL 80 & 84	\$4,000	Total	\$58,000
Alley OL #91 & 92	\$5,000		
Total	\$44,000		
Snow Removal-Green Space Sidewalks		Maintenance	
Village Green Sidewalk OL #17	\$3,500	Village Green OL #17	\$2,500
Don Simon Medians	\$2,500	O'Keeffe OL #19/20, Medians	\$2,500
Green Space Sidewalk OL 3,7,19, 20,	\$12,500	Green Space OL #3	\$2,500
Sidewalk behind lots 499-506	\$2,500	Pet Waste Stations	\$2,000
Medians & Roundabouts O'Keeffe	\$3,500	Don Simon Drive	\$1,500
Bike Path	\$2,000	Aerators OL #19 (3)	\$2,000
Sidewalk on Sweet Sparrow Island	\$1,500	Aerator OL #9	\$1,000
OL 57	\$2,500	Carriage Lane Repairs	\$25,000
CBU Locations	\$3,000	Common Area Lights	\$1,000
OL 81	\$2,500	Total	\$40,000
Total	\$36,000		
Mowing		Utilities (Water and Electric)	
Village Green OL #17	\$2,000	Front Sign	\$500
O'Keeffe OL #19/20, Along O'Keeffe	\$2,000	Green Space OL #3 & #7	\$900
O'Keeffe Entrance	\$2,000	Green Space OL #9	\$950
Green Space OL #3	\$2,000	Green Space OL #19	\$1,790
Green Space OL#7	\$2,000	Village Green OL #17	\$800
Thoreau Median/Reiner Rd Buffer		Total	\$5,000
Green Space in front of 499-506	\$2,000		
Green Space OL #22	\$1,500	Liability Insurance	\$3,000
Green Space OL #24	\$1,500	Misc.	\$5,000
Green Space in Sweet Sparrow Place	\$1,000	Reserve Fund	\$60,000
Don Simon Drive	\$2,000	Management Fee	\$22,946
Bike Path & Gravel Path (Sides)	\$2,250	ACC Management Fee	\$13,767
O'Keeffe Medians & Roundabouts	\$3,500	Legal Fees	\$1,500
Green Space OL # 49	\$1,500		
OL 81 & Island on Butterfly Cir	\$2,250	Grand Total	\$317,713
Total	\$27,500		
Irrigation		Divided by Total Units	1,353
Entry Median	\$1,000	Annual Cost per Home **	\$234.82
Total	\$1,000		

c. Budget comparison by year:

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Snow Removal	\$35,330.00	\$43,030.00	\$40,200.00	\$40,200.00	\$42,800.00	\$60,250.00	\$54,000.00	\$75,000.00	\$80,000.00	\$80,000.00
Mowing	\$17,995.00	\$19,620.00	\$19,650.00	\$25,000.00	\$24,750.00	\$24,750.00	\$24,750.00	\$27,500.00	\$27,500.00	\$27,500.00
Landscape Maintenance	\$28,305.00	\$28,905.00	\$30,105.00	\$40,000.00	\$40,000.00	\$40,000.00	\$48,000.00	\$58,000.00	\$58,000.00	\$58,000.00
Irrigation	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$1,000.00	\$1,000.00
Maintenance	\$5,870.00	\$8,200.00	\$8,200.00	\$8,500.00	\$9,968.00	\$11,168.00	\$12,468.00	\$15,000.00	\$15,000.00	\$40,000.00
Utilities	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$4,650.00	\$4,650.00	\$5,000.00	\$5,000.00	\$5,000.00
Liability Insurance	\$2,625.00	\$2,890.00	\$2,915.00	\$2,750.00	\$2,750.00	\$2,750.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Misc	\$6,000.00	\$6,000.00	\$6,000.00	\$3,500.00	\$3,500.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,000.00	\$27,000.00	\$48,000.00	\$60,000.00	\$60,000.00
Management Fee	\$16,194.00	\$16,194.00	\$20,112.00	\$20,112.00	\$20,112.00	\$20,112.00	\$20,112.00	\$21,863.00	\$22,946.00	\$22,946.00
ACC Management Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,067.00	\$13,118.00	\$13,767.00	\$13,767.00
Legal Fees	\$0.00	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Total	\$118,139.00	\$133,159.00	\$135,502.00	\$147,382.00	\$151,200.00	\$195,500.00	\$210,867.00	\$273,301.00	\$292,713.00	\$317,713.00
	899	926	1080	1080	1086	1115	1189	1324	1353	1353
	\$131.41	\$143.80	\$125.46	\$136.46	\$139.23	\$175.34	\$177.35	\$206.42	\$216.34	\$234.82

C.	Budget Total went from \$118,139 To \$317,713	168.93%	\$199,574
	Assessment Units went from 899 to 1353	50.50%	454
	Per Unit Assessment went from \$131.41 to \$234.82	78.69%	\$84.93

2023 Financial Report:

	Budget	Expenses	Difference
Snow Removal	\$80,000.00	\$51,868.75	\$28,131.25
Mowing	\$27,500.00	\$27,513.58	-\$13.58
Landscape Maintenance	\$58,000.00	\$48,758.82	\$9,241.18
Irrigation	\$1,000.00	\$152.98	\$847.02
Maintenance			
Water Feature Maintenance		\$1,904.16	
Maintenance		\$4,996.15	
Carriage Lane Repairs		\$17,410.00	
	\$15,000.00	\$24,310.31	-\$9,310.31
Utilities	\$5,000.00	\$3,821.80	\$1,178.20
Liability Insurance	\$3,000.00	\$2,941.00	\$59.00
	Budget	Expenses	Difference
Misc			
Trash Removal		\$3,939.66	
Property Taxes		\$217.27	
Professional Fees		\$375.00	
Annual Report		\$50.00	
Bank Service Charges		\$428.83	
Check Printing		\$0.00	
Postage		\$823.21	
	\$5,000.00	\$5,833.97	-\$833.97
Reserve Fund	\$60,000.00	\$60,000.00	\$0.00
Management Fee	\$22,946.00	\$22,946.04	-\$0.04
ACC Fee	\$13,767.00	\$13,767.00	\$0.00
Legal Fees	\$1,500.00	\$0.00	\$1,500.00

HOA Dues	\$293,528.47
Late Fee	\$1,002.98
Interest Income	\$417.87
Total	\$294,949.32
Expenses	\$261,914.25
2023 Surplus	\$33,035.07

Balance of Reserve Account 12/31/2022	\$81,876.03
2023 Reserve Expense (Alley Replacement)	-\$35,996.00
2023 Reserve Contribution	\$60,000.00
Balance of Reserve Account 12/31/2023	\$105,880.03

23 Mowing Events			
27-Apr	\$1,095.00	\$60.23	\$1,155.23
2-May	\$1,095.00	\$60.23	\$1,155.23
10-May	\$1,095.00	\$60.23	\$1,155.23
16-May	\$1,095.00	\$60.23	\$1,155.23
23-May	\$1,095.00	\$60.23	\$1,155.23
30-May	\$1,095.00	\$60.23	\$1,155.23
7-Jun	\$1,095.00	\$60.23	\$1,155.23
13-Jun	\$1,095.00	\$60.23	\$1,155.23
20-Jun	\$1,095.00	\$60.23	\$1,155.23
5-Jul	\$1,095.00	\$60.23	\$1,155.23
11-Jul	\$1,095.00	\$60.23	\$1,155.23
18-Jul	\$1,095.00	\$60.23	\$1,155.23
25-Jul	\$1,095.00	\$60.23	\$1,155.23
2-Aug	\$1,095.00	\$60.23	\$1,155.23
8-Aug	\$1,095.00	\$60.23	\$1,155.23
15-Aug	\$1,095.00	\$60.23	\$1,155.23
22-Aug	\$1,095.00	\$60.23	\$1,155.23
29-Aug	\$1,095.00	\$60.23	\$1,155.23
19-Sep	\$1,095.00	\$60.23	\$1,155.23
27-Sep	\$1,095.00	\$60.23	\$1,155.23
3-Oct	\$1,095.00	\$60.23	\$1,155.23
17-Oct	\$1,095.00	\$60.23	\$1,155.23
31-Oct	\$1,095.00	\$60.23	\$1,155.23
Accounting Error(should be in Landscaping)			\$943.41
			\$27,513.59

Snow Removal Seasonal Rates	
All Service Specialists	2022-23
Jan	\$13,333.33
Feb	\$13,333.33
Mar	\$13,333.33
	\$39,999.99
EC3	2023-24
50 % payment	\$11,250.00
Tax	\$618.75
	\$11,868.75

Landscaping	
Gardens By Ann Flower Maintenance	\$8,793.44
Fert/Weed Control	\$7,543.25
Spring Cleanup	\$2,622.50
Mulch Install	\$14,502.12
Hand Weeding (69 Hours)	\$5,776.13
Shrub Pruning	\$2,110.00
Additional landscaping work	\$7,015.75
Extra Trimming of shrubs near Creekside	\$395.63
	\$48,758.82

I) New Business:

Q: Are RVs now allowed to be parked in the neighborhood? Is parking allowed in grass and yards? Seen a lot of that going on. What is going to be done about it if not allowed?

A: no, they are not. Please let us know when you see these issues and we will follow up with the owners.

Q: Is the bike path snow removal done by the HOA?

A: NO, that is done by the City of Sun Prairie

Q: RE: carriage lane replacements: can you tell us if there are particular ones likely to be on the schedule this year?

A: We will be doing the carriage lanes in the early phases of the neighborhood.

Q: Are half dead lawns allowed? There's been lots of them since the drought two years ago. No new grass is being grown.

A: no, they are not. Please let us know when you see these issues and we will follow up with the owners.

Q: Is Veridian creating more homes with more carriage lanes? There are continually not enough people to plow you stated for the companies, but we are paying for it to be done and it is not working.

A: We have made Veridian aware of these concerns.

Q: Who enforces covenants? Example: there is an increasing number of rentals that are not in compliance with covenants?

A: We do. If we see homes that are not in compliance, we will follow up with the owner to get the issues resolved.

Q: How do we get the city to repair the main roads.. the road to Y and the Road to Walmart needs repair.

A Please contact the City Council as they are responsible for the City streets.

Q: There are more homes with garbage dumpsters in the driveway or yard. Who enforces this covenant?

A: The Covenants do not require owners to store their receptacles out of sight. We send notices asking owners to store them out of sight, but we are unable to enforce it if they do not oblige.

Q: Veridian's cement trucks and dump trucks ruin the alley roads. Shouldn't they have to repair the alleys?

A: Veridian has been paying in to the budget every year to cover their share of expenses.

Q: When will they start cutting grass this year for the haven?

A: The vendor will be onsite on Tuesday.

Q: What does trash removal all entail with a cost of \$3,939.66.

A: This is the cost to empty the pet waste stations and refill the bags at all stations weekly.

Q: Why was the landscaping budget reduced by over \$9,000 in 2023?

A: The budgeted amount was not reduced; We did spend about \$9,000 less than the amount budgeted. Overall hand weeding/pruning was underbudget.

Q: Carriage lane repairs seem to be the most expensive item in our neighborhood's budget. How often are these repaired or replaced? Do you bid out these repairs to several different companies?

A: Repairs are done yearly and full replacement when needed (roughly 10-15 years after install).

Yes, we like to get 3 bids.

Q: Is it possible to install additional dog disposable poop containers in the neighborhood. I feel that these are lacking in the neighborhood, especially along the bike paths.

A: The waste stations need to be placed where they can easily be maintained. If you have ideas as to where to place an additional station, please let us know.

Q: Snow removal service this year was extremely poor. Will we be switching to a new vendor next year? If not, what will be done to make sure we don't have repeated issues next year?

A: We agree, service was not up to par. Services are bid out every year, a snow vendor for next snow season has not been selected yet.

Q: What determines when the plowing is necessary?

A: We set a 1 in trigger for snow removal.

Q: Does the contract with the plow company have parameters as to how soon the snow has to be removed?

A: Yes, we request that snow be removed from alleys and CBU's before 7 am and 5 pm. Sidewalks within 24 hours.



Occupied Single Family Homes	632
Occupied Multi-Family Units	553
<u>Vacant Lots owned by Developer</u>	<u>168</u>
Total Lots	1353

J) Adjournment.

- a. There were no more questions, the meeting adjourned at 6:46 pm.

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.

