

Gardens at Willowbrook Homeowners Association

2023 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: November 14th, 2023

Location: Online via Teams

Meeting Called by: Gardens at Willowbrook HOA

Type of Meeting: Annual Association Meeting

Note Taker & Time Keeper: Shandar Hoagland

Attendees: Attendance taken online

Agenda:

A) Roll Call;

- a. Welcome and Introduction of Board Members

B) Proof of Notice of Meeting;

- a. Letter that was sent to all owners was shown.

C) Introduction of Directors and Speakers;

- a. Jennifer Mueller- President
Paul Schulte- Secretary
Daniel Seeley- ACC Member
Shandar Hoagland-Association Manager
Steve Stocker-City of Sun Prairie Alderperson

D) Old Business: Reading of Minutes of Prior Meeting;

Minute are posted on the DSI website and were read prior to meeting.

There were no questions, the minutes were approved.

E) New Business;

- a. Update of Board actions in 2023
 1. Added irrigation to pond on the south side of Gaslight with timers.
 2. Replaced controller for pond water level
 3. Island North of the round about fixed irrigation
- b. Finances

	Budget	Expenses	Difference
Snow Removal-Alley	\$2,912.00	\$3,890.00	-\$978.00
Snow Removal-Sidewalks	\$1,170.00	\$980.00	\$190.00
Total Snow	\$4,082.00	\$4,870.00	-\$788.00
Mowing	\$2,090.00	\$2,278.80	-\$188.80

Landscape Maintenance	<u>\$9,870.00</u>	<u>\$7,508.45</u>	<u>\$2,361.55</u>
Irrigation-Roundabout	<u>\$510.00</u>	<u>\$1,708.43</u>	<u>-\$1,198.43</u>
Water Features	<u>\$1,015.00</u>	<u>\$1,126.80</u>	<u>-\$111.80</u>
Maintenance	<u>\$200.00</u>	<u>\$0.00</u>	<u>\$200.00</u>
Utilities	<u>\$1,500.00</u>	<u>\$1,512.15</u>	<u>-\$12.15</u>
Liability Insurance	<u>\$895.00</u>	<u>\$903.00</u>	<u>-\$8.00</u>
Real Estate Taxes	<u>\$95.00</u>	<u>\$58.87</u>	<u>\$36.13</u>
Reserve Fund	<u>\$5,000.00</u>	<u>\$5,000.00</u>	<u>\$0.00</u>
Misc.	<u>\$2,200.00</u>	<u>\$776.24</u>	<u>\$1,423.76</u>
Management Fee	<u>\$7,853.00</u>	<u>\$7,853.04</u>	<u>-\$0.04</u>
Grand Total	<u>\$35,310.00</u>	<u>\$33,595.78</u>	<u>\$1,714.22</u>

Projected Dues Income	\$35,310.17
Interest Income	\$95.64
Late Fee Income	\$292.05
<u>Total Projected Income</u>	<u>\$35,697.86</u>
<u>Total Expenses</u>	<u>\$33,595.78</u>
2023 Surplus	\$2,102.08

**Balance of Reserve
Fund \$32,009.32**

F) Presentation of the 2024 Budget

Please see last page of minutes.

G) Association members forum

- a. Steve Stocker addressed the association.
 - i. Proposed Leaf Collection at Curbside Terrace. A truck would come out and use a suction system to collect the leaves from the curb, rather than bagging and hiring a vendor to collect leaves.

Q: Has Habitat for Humanity sold any private lots?

A: Unknown at this time.

Q: Have there been any progress on speeding issues?

A: Yes, the police force is working to hire more officers as they are short staffed. They also ask that you call and report any issues you see.

Q: Was the original estimate on the library expansion 10 million?

A: It was 19 million and has been upped to 23 million due to inflation and labor costs.

Q: What is the square footage of the expansion

A: A little over third bigger than the current size.

Q: What is the cost estimate of the new public works campus?

A: Proposal will come out in a few years- earmarking 20 million.

Q: Any updates on the development of Town Hall crossing we need to know?

A: Progressing quicker than expected.

Q: How is the bus service system working out?

A: Haven't received a current update but do know it is being used.

H) Election of Directors (quorum)/Volunteers for Board Positions (no quorum)

Jennifer Mueller will continue as President

Paul Schulte will continue on as Secretary

Dan Seeley will continue as the ACC Representative.

Thomas Smith has volunteered to be the Treasurer

Garden Officer position is also currently open

1) Adjournment 8:06 pm.

**2024 Gardens at Willowbrook
Homeowner's Association Budget**

Snow Removal-Alley	
Alley OL #5	\$1,494.00
Alley OL #8	\$1,656.00
Total	<u>\$3,150.00</u>
Snow Removal-	
Bus Stop & Four Sidewalk Areas	\$1,314.00
Total	<u>\$1,314.00</u>
Mowing (Base: 22 Season)	
Entry Sign OL #39	
Green Space OL #3	
30' Public Accessway	
10' South of OL #5 & OL #8	
Total	<u>\$2,090.00</u>
Landscape Maintenance (Bark, Weeds, Pruning)	
Weed Spraying Treatments	\$130.00
Weed Control OL #3	
Spring/Fall Cleanup	\$2,500.00
Weeding/General Maintenance	\$4,250.00
Summer Annual & Mulch install	\$3,600.00
Total	<u>\$10,480.00</u>
Irrigation-Roundabout	
Spring Activation	\$180.00
Fall Winterization	\$180.00
General Maintenance (System Checks and Service)	\$180.00
Total	<u>\$540.00</u>
Water Features	
Spring Activation	
Fall Winterization	
General Maintenance (System Checks and Service)	
Total	<u>\$1,200.00</u>
Maintenance	
General	\$200.00
Total	<u>\$200.00</u>
Utilities (Water and Electric)	
Entry	\$1,000.00
Fountain	\$500.00
Total	<u>\$1,500.00</u>
Liability Insurance	<u>\$915.00</u>
Real Estate Taxes	<u>\$75.00</u>
Reserve Fund	<u>\$5,000.00</u>
Misc.	<u>\$2,200.00</u>
Management Fee	<u>\$7,853.00</u>
Grand Total	<u>\$36,517</u>
Divided by Total Units	133
Annual Cost per Home	\$274.56