

100 River Place Suite 1, Madison WI 53716
www.valleyridgemadison.com

2024 Valley Ridge HOA Annual Meeting | June 18, 2024

HOA Board of Directors in attendance: Mike Longworth, Kevin Thompson, Paul Treige, Shandar Hoagland (DSI representative). Absent: Craig Forbes

Homeowners in attendance (less Board members): 18; **Guest speakers in attendance:** None

Call to order at 6:35 pm on June 18, 2024 via Microsoft Teams.

1. Welcome and introduction of DSI Real Estate Group by Shandar Hoagland (HOA Manager: shoagland@dsirealestate.com).
 - DSI is responsible for:
 - Collecting dues and managing the HOA's financials.
 - Communicating with homeowners.
 - Assisting with vendor selection and follow up with vendor issues.
 - Issuing purchase orders or work orders to vendors.
 - Current agreement with DSI is a 3-year term, currently renewed through June 2025.
2. Mike Longworth (President) reiterated that the HOA Board is comprised of volunteers and strives to uphold the following Mission Statement:
 - Preserve and protect the appearance and value of properties.
 - Maintain and enforce the neighborhood Covenants.
 - Maintain and improve the Association's common areas of our neighborhood.
 - Help develop and foster a healthy community environment.
 - Provide for an open and transparent communication of budgeting and spending of the Association's funds.
3. The meeting agenda was reviewed. Roll call was taken and introduction of Board members (led by Shandar Hoagland). In addition to the Board and speakers there were 18 homeowners in attendance. The meeting was captured via MS-Teams recording for notetaking.
 - Mike Longworth – President
 - Craig Forbes – Treasurer
 - Kevin Thompson – Secretary
 - Paul Treige – ACC
4. Alderwoman and neighbor Barbara Harrington-McKinney (district20@cityofmadison.com) and Alderman John W. Duncan (district1@cityofmadison.com) were unable to attend due to a conflict with City Council Meeting.

Our neighborhood was affected by redistricting last year. Those living on the east side of High Point Rd are represented by Barbara Harrington-McKinney, District 20; those on the west side are in District 1, represented by John W. Duncan.

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5. Reading of Minutes of Prior Meeting

Attendees were asked to review in advance of meeting from the [DSI Valley Ridge website](#). A motion to approve the minutes was raised by Mike Longworth and seconded by Paul Treige.

6. Reports of Officers and Employees

• 2023 Financial Report

Account	2023 Budget	2023 Year-End Actual	Comments	Account	2023 Budget	2023 Year-End Actual
Management Fees				Professional Fees & Taxes	750	
DSI Management Fee	15,000	14,508		Accounting		375
Postage & Misc	700	1,118		Taxes		17
Total Management	15,700	15,626		Total Professional	750	392
Landscaping				Utilities		
Maintenance Mowing	12,000	7,040		Electric	1,100	833
Fertilization and Weed Control	0	2,250		Water & Sewer	600	370
Other Landscape Maintenance	0	5908		Total Utilities	1,700	1,203
Landscaping Improvements	8,000	3,872	Tree Service			
Snow Removal	7,500	14,071	Includes \$2,250 payment to Dave Bosserman for 2023 Nov-Dec	Reserves		
Total for Landscaping	27,500	33,141		Misc. (reserve for current year)	4,000	0
Insurance	2,600	2,617		Total Reserves	15,500	11,500
Maintenance and Repair	2,500			Total	67,330	65,459
Mailbox Project - labor to install		1,155	Not budgeted			
Mailbox Project - purchase new posts and mailboxes		7,707	Not budgeted	Number of Homeowners	409	
Mailbox Project - credit from homeowners purchases		-9,240	Not budgeted	Homeowner Assessment	160	
Storage	1,080	1,358		Income from Dues	65,440	
Total M&R	3,580	980		Income from Late Fees	624	
				Income from Interest	1,292	
				Total Income	67,356	

2023 Financial Report

The 2023 financial report was displayed in the presentation as shown and summarized by President Mike Longworth.

We came in slightly under budget by around \$1,800. Only significant cost that was unexpected was snow removal during the period of Jan. & Feb. 2023. We were paying per event with Olson-Toon, which increased our actual costs.

Landscaping was overspent. We were under spent on mowing but had additional expenditures for needed removal and replacement of plantings and trees along the common areas.

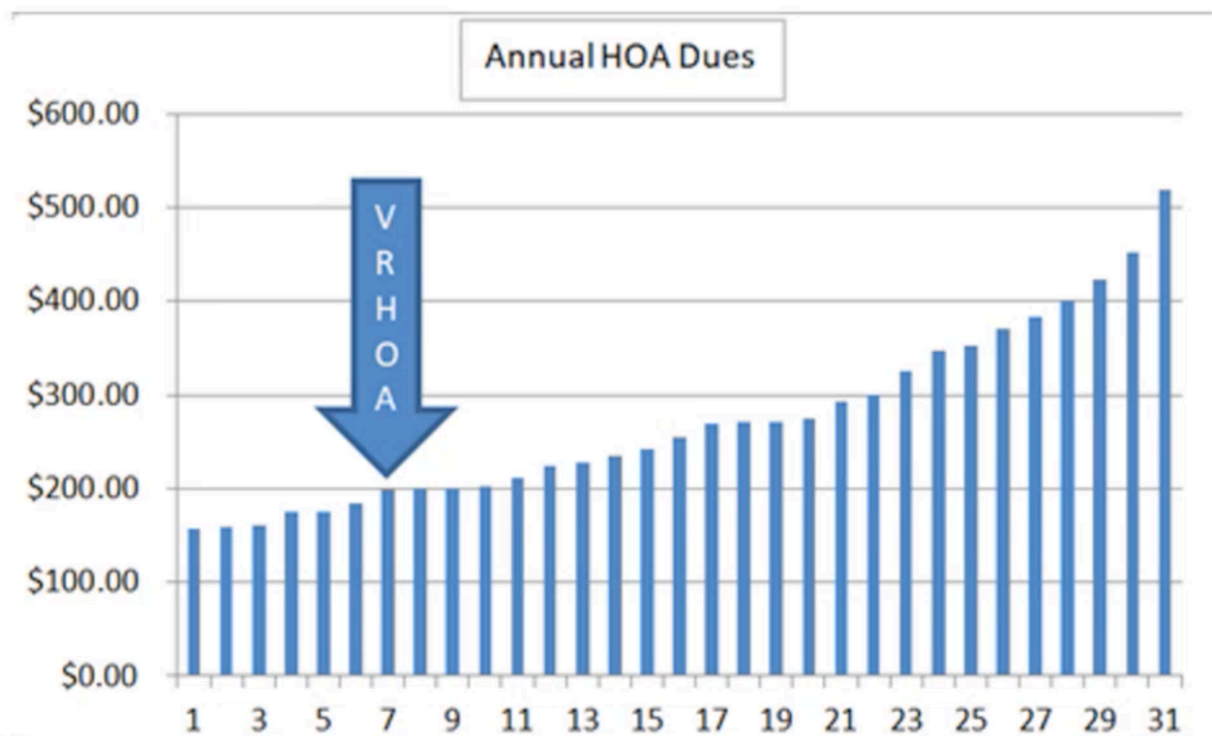
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Landscape improvements were underspent.

Mailbox posts are twenty years old and may need replacement. The Board worked with DSI to put together a program where DSI would take orders from owners, purchase and install new posts and mailboxes. The owners would be billed by DSI and reimburse DSI directly for this service. This was not a budgeted program but the cost and income were reported in our Profit and Loss statement. There was net no cost to the HOA. The mailbox improvement program will be handled in the same way for the 2024 season.

We came in around \$2,000 under budget for year-end actual total without accessing our operating reserve.

Annual dues were discussed and we are in the lower end of annual dues costs in comparison to other HOAs managed by DSI.



Our annual dues were increased this year to cover increased costs. DSI manages 32 neighborhoods and we are 7th (thus, lower quarter of HOA costs) at \$185 annually.

Paul Treige reiterated that we have 3,000 lineal feet of vinyl fencing with landscaping all along that fence, which requires substantial cost. Despite this, our costs remain comparatively remain low.

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- 2024 Budget vs. YTD Spending (Shandar)**

The YTD financial summary was displayed in the presentation and summarized by Shandar Hoagland (DSI) as of June 18, 2024.

We utilized a flat fee option for our snow removal for fall/spring 2023-24 for more predictable spending.

409 homeowners * \$185 per home. Dues income of \$75,800.

Account	2024 Budget	2024 Year to Date Expenses	Difference
Management Fees	\$15,000	\$4,836	\$10,164
DSI			
Postage & Misc	\$700	\$4	\$696
Landscaping			
Maintenance			
Mowing	\$13,600	\$881	\$12,719
Fertilization and			
Weed Control	\$2,500		
Other Landscape			
Maintenance	\$4,500		
Landscaping			
Improvements*	\$8,000	\$739	\$7,262
Snow Removal	\$6,000	\$2,250	\$3,750
Insurance	\$3,000	\$2,425	\$575
Maintenance and			
Repair*	\$2,500	\$124	\$2,376
Fence Repairs			
Storage of Spare			
Fence			
Components	\$1,650	\$424	\$1,226
Professional Fees	\$850		
Misc. Bank			
Charges, Annual			
Report, Tax Prep	\$300	\$297	\$3
Utilities			
Electric	\$1,100	\$291	\$809
Water & Sewer	\$600	\$170	\$430
Misc. (reserve for			
current year)	\$4,000		
Accrual for Fence			
Replacement	\$11,500	\$0	\$11,500
Total	\$75,800	\$12,440	\$63,360

Number of Homeowners	409
Homeowner Assessment	\$185.00
Dues Income	\$75,800

- Summary of Fence Reserve Update slide:**

\$11,500 is budgeted each year for our fence accrual for our fence reserve account at Lake Ridge Bank. \$75,000 of the reserve has been placed into 2 laddered CDs to earn additional interest. An additional amount may be added to the CDs for greater interest. Our current plan for the fence reserve remains unchanged. 2025 is our milestone year to evaluate the fence condition and the estimated cost of replacement.

The 2023 year-end balance was reported as \$118,718.

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Fence Reserve Update

The year end replacement fence accrual Lake Ridge Bank account balance is expected to look as follows:

2022 year-end balance	\$107,218
2023 year-end balance	\$118,718
Increase (decrease)	\$ 11,500

The current fence was installed in 2015 at a cost of \$186K. The fence has a 10-year warranty on labor and 30-year warranty on materials. The assumptions for accruing the cost of a replacement fence are:

- Replace the fence in twenty years from the date of installation.
- Based on a ballpark estimate of a 40% increase on the original \$186K, a replacement fence would cost about \$250k in the year 2035.
- Accrue at the rate of \$11,500 per year through the year 2035 in order to meet that objective. This amounts to about \$28 per year per homeowner.
- Review in the year 2025 (10-year anniversary of the install) for fence condition, estimated cost of a replacement fence and the accrual status.

Any fence maintenance not covered by warranty should be paid from the M&R account.

- **Delinquency Report**

17 (4%) are currently past due, representing \$4,606.84 in outstanding dues. Liens will be filed against homes for any outstanding non-payments by end of June. Lien would need to be satisfied for refinancing or selling one's home. If you are unsure if your dues are paid, please reach out to shoagland@dsirealestate.com. Late fees and liens are being filed sooner than previous years (October).

A mailing and emails will be sent out when dues are due. Auto-pay can be set up in the [DSI portal](#) to make payment easy to avoid added fees.

- **Reports of Committees: Architectural Control Report**

- Snow removal used a new vendor, Dayflower Dave, opting for a flat fee service agreement. We will be in communication Dave Bosserman soon to confirm our plan for the upcoming snow season and to confirm expectations and scope of work.
- Landscaping contracted with Olson Toon had some issues with weed control in the previous year but are on a good path now.
- We identified 25 plantings that need removal and replacement in the season ahead. A few large trees (Maples and Oaks) will need pruning from a certified arborist. Landscaping is an important element of our neighborhood that creates value for homeowners. Some

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additional tree plantings are planned for a couple of areas on the south that are currently lacking.

- **Mailbox post program:** Auburn Ridge is the developer of the mail posts and we have worked out a volume discount: \$320 for the post itself + mailbox + delivery and installation for a total replacement cost of ~\$400 with all components included. June 30th will be the final cutoff date for those interested. We had 22 homes participate in the program in 2023; a slightly larger number have expressed interest for 2024. Contact Shandar Hoagland if interested. \$431.75 total cost for 2024 (for post, mailbox, and labor). DSI Maintenance will handle replacement and disposal. Repair services also available for an hourly cost.

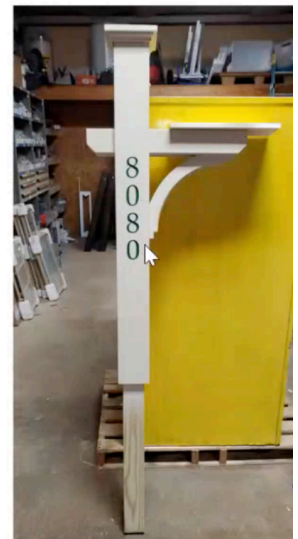
Mailbox Replacement Program

We are offering the mailbox replacement program again this year for anyone that would like to participate.

We will coordinate the purchase of your post (composite sleeve over a wood dowel, and cedar shelf) through Auburn Ridge, then we will handle the removal, disposal and install of the new post/mailbox.

A breakdown of the estimated costs are listed below.

Post Cost	\$325.00
Labor Cost	\$55.00
Total cost for only post replacement	\$380.00
Post Cost	\$325.00
Mailbox	\$24.25
Labor Cost	\$82.50
Total cost for post and mailbox replacement	\$431.75



- **Review of the ACC Postcard program:**
We continue to use a simple post-card mailing to notify homeowners of common landscaping and home maintenance issues. Homeowners are asked to remedy issues if you receive one.
- If you notice a problematic issue with a property, please contact us and we will send a postcard on your behalf, if warranted.

The Valley Ridge Architectural Control Committee is requesting the following improvements be made to your property.

Landscaping Maintenance:

☐ Grass not mowed and trimmed

☐ Weeds in the lawn, landscape beds, and / or driveway

☐ Dead plantings or trees

Home Maintenance:

☐ Deteriorated mailbox and / or post condition

☐ Algae and / or mildew on house siding

☐ Wood trim in need of repair and / or paint

☐ Front door and / or garage door in need of repair or paint

Please arrange to remedy the checked items as soon as possible so as to be in compliance with the relevant Covenants and Restrictions.

☐ 1st Request ☐ 2nd Request ☐ 3rd Request

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- Paul Treige summarized the items that need ACC approval (see [documents section](#) of website):
 - Additions
 - Fences
 - Decks
 - Ramps
- An estimated 30% of all homes in the neighborhood are in need of some sort of exterior maintenance or update. We all have the responsibility to maintain the upkeep and appearance of home exterior. The postcard program will continue to be used to notify of problem areas.
- Question from Doreen Forslund: Is it because these homes are being rented out? (Answer: No.)
- Question from Chad Scasny: How do we deal with a home that has been abandoned? (Answer: Reach out to us. You can contact Shandar Hoagland as first step, but ultimately, the City of Madison will likely need to be involved. Any required work would be added to the property tax bill for the affected property. The more people who report the problem the better.
 - Report a problem via the City of Madison:
<https://www.cityofmadison.com/reportaproblem/>
 - Large item pickup:
<https://www.cityofmadison.com/streets/refuse/largeitems.cfm>

How the Application Process Works:



7. Unfinished Business

Last year the Board indicated a concern about the fence reserve given the increases in building materials and labor costs. DSI reached out to Simmons Fence who declined to provide such an estimate. They explained the level of inaccuracy that would come from an estimate so far in advance. They will of course provide firm pricing when we are close to replacement.

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Question: Will there be a request for bid (RFB) process when a new fence is needed? (Answer: Yes. We would use a bidding and presentation process, like last time.)

Question: Is there a guarantee to Simmons that they would get the business for future fence replacement? (Answer: Absolutely not.)

Question: The fence on the south-side of Valley Ridge, adjacent to the Hickory Hill school (7865 Twinflower) is decrepit and fallen apart. Who is responsible for this fence? (Answer: That fence is the responsibility of the homeowner and they will be contacted.)

Question: Part of the fence between the schools is at the dead end part of Dayflower -- is that a homeowner issue? (Answer: This segment of fence is in "No man's land." It was originally built by Don Simon Builders. The City concluded that this segment of fence at the end of the Dayflower dead end shouldn't be there and suggested that it be removed. The other fences along the Hickory Hill parking lot are the responsibility of the homeowners.)

8. Resignations & Elections

Summary of possibilities for new Board positions. Differences were summarized between the focus areas of a Home Owner Association (HOA) and a Neighborhood Association.

Current Board members are willing to continue to serve. We currently do not have representation from the west side of the neighborhood.

Matt Leonardo expressed an interest in volunteering and will reach out via email.

Please submit your interest to Shandar Hoagland (shoagland@dsirealestate.com) at DSI and include your area of interest and any relevant experience.

9. Original Resolutions & New Business

As previously announced, we have stopped sending general mail and other notices via US Mail and switch to email. Log into [Tenant Web Access](https://dsirealestate.com) (dsirealestate.com) to update your contact information, or contact Shandar Hoagland to provide your contact information.

10. Open Forum for Q&A

QUESTION: Is there much known about the new community development being built at Midtown and High Point this fall? I'm curious if High Point will be under construction to make it 2 lanes all the way from Watts to Midtown?

A: The Marty farm has been purchased and Veridian has plans for development. Approx. 40 acres will be donated by Veridian as an extension of Elver Park. [Map of the development](#) from the City was displayed.

QUESTION: Was the construction for the home (Hope & a Future) just north of Valley Ridge approved?

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A: The rezoning request was approved by the City. There is a lot of fundraising, funding, and bonding that will be required to continue moving the project forward. The Board was active in the discussions about the development of the property.

QUESTION: Who is responsible for snow removal of streets and sidewalks? (Answer: The City is responsible for the streets and homeowners for sidewalks. The VRHOA is only responsible for snow removal of the sidewalk along High Point Road.

QUESTION: Will we be required to install larger mailboxes than our current standard size. (Answer: No. They've been approved in other Veridian neighborhoods. We will investigate and follow up.)

Survey will be sent by DSI to participants for feedback.

Please do not hesitate to reach out if you need anything!

Board of Directors bod@valleyridgemadison.com

Architectural Control Committee (ACC) arb@valleyridgemadison.com

Shandar Hoagland shoagland@dsirealestate.com

DSI Real Estate Group Website <https://www.dsirealestate.com>

Phone Number 608.226.3060

Mike moved to adjourn the meeting at 7:54. Seconded by Paul Treige.

Adjournment at 7:54 PM. 16 online by end.