

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

2025 Valley Ridge HOA Annual Meeting | June 26, 2025

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

Homeowners in attendance (less Board members and DSI): 18

Call to order at 6:31 pm on June 26, 2025 via Microsoft Teams.

- 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 2028.
- 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.
 - Mike took a couple of minutes to go off-script and circle back to the first mission statement bullet point. He indicated the need for both the Board of Directors as well as ALL homeowner's to take measures to improve property values across the neighborhood. This can be done through relatively straightforward and simple efforts to maintain lawns, plantings and trees. Reduce the number of weeds including those notable weeds at corner lot sidewalks. Also painting of peeling paint on trim and storage of trash cans either in the garage (preferred) or alongside of the garage. Owners may have neighbors who do have the knowledge or capability to resolve issues. This is an opportunity to offer some assistance and get to better know your neighbors.
- The meeting agenda was reviewed. Roll call was taken via Teams. Board members were introduced, led by Shandar Hoagland. In addition to the Board there were 18 homeowners in attendance. The meeting was captured via a MS-Teams recording for notetaking.
 - Mike Longworth – President
 - Craig Forbes – Treasurer
 - Kevin Thompson – Secretary
 - Paul Treige – ACC
 - Matt Leonardo – At Large

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- Reading of Minutes of Prior Meeting
 Attendees were asked to review in advance of meeting from the [DSI Valley Ridge website](#). There were no questions and a motion to approve the minutes was raised by Mike Longworth and seconded by Paul Treige.
- Reports of Officers and Employees

2024 Financial Report

The 2024 financial report was displayed in the presentation as shown and summarized by President Mike Longworth.

Acc. No.	Account	2024 Budget	2024 Actual	Over (-/Under)	Comments
5100	Management Fees	15,000			
	DSI		14,508	-492	
	Postage & Misc	700	500	-200	
5250	Landscape Maintenance				Maintenance costs (the next three lines) were \$2,917 under budget.
	Maintenance Mowing	13,600	7,976	-5,624	Draught conditions lessened need for mowing
	Fertilization and Weed Control	2,500	2,854	354	
	Other Landscape Maintenance	4,500	6,853	2,353	Tree damage from storms. Removal and replacement of dead plants.
	Landscape Improvements	8,000	4,167	-3,833	Planted two maple and two oak trees
	Snow Removal	6,000	2,650	-3,350	Very little snow in January - March
5300	Insurance	3,000	2,425	-575	
5450	Maintenance and Repair	2,500	210	-2,290	There were no extraordinary maintenance costs incurred.
	Storage of Spare Fence Components	1,650	1,595	-55	

Acc. No.	Account	2024 Budget	2024 Actual	Over (-/Under)	Comments
5500	Professional Fees	850	375	-475	
	Misc. Bank Charges, Annual Report, Tax	300	815	515	
5800	Utilities			0	
	Electric	1,100	996	-104	
	Water & Sewer	600	339	-261	
	Misc. (reserve for current year)	4,000	0	-4,000	
6006	Accrual for Fence Replacement	11,500	11,500	0	
	Total	75,800	57,762	-18,038	

From a financial perspective, we ended 2024 in an \$18,000 positive position due to several favorable factors. These included:

- Mowing costs were down as a result of drought conditions, requiring fewer mowing visits.
- Other landscape maintenance was actually overspent due to tree damage caused by severe storms.
- We spent less money than planned on Landscape Improvements but were able to plant four trees (two oak and two maple) along the south end of the High Point Road fence line.
- Snow removal costs were minimal for the season due to limited snowfall. There were virtually no additional costs for maintenance and repair.
- We had no other extraordinary expenses and as a result did not need the Maintenance & repair or Miscellaneous Reserve funds.

The Mailbox Post Replacement Program is not budgeted but the income and expenses must be accounted for. Income from the program was \$19,286 which was offset by the same amount in expenses. The expenses included \$16,312 for materials and \$2,974 for installation labor.

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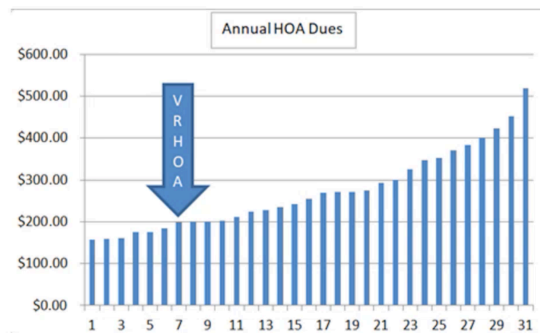
2025 Budget vs. Year-to-Date Expenses

The YTD financial summary (as of June 25, 2025) was displayed in the presentation and summarized by Shandar Hoagland (DSI). So far this year there have been no extraordinary expenses.

Account	2025 Budget	2025 Year to Date Expenses	Difference
Management Fees	\$16,000	\$7,254.00	\$8,746
<i>DSI</i>			
Postage & Misc	\$500	\$4.14	\$496
Landscaping			
Maintenance Mowing	\$11,500	\$590.80	\$10,909
Fertilization and Weed Control	\$3,000	\$864.83	\$2,135
Other Landscape Maintenance	\$7,000	\$738.78	\$6,261
Landscaping Improvements*	\$4,000	\$1,318.75	\$2,681
Snow Removal	\$6,000	\$2,000.00	\$4,000
Insurance	\$3,000	\$2,513.00	\$487
Maintenance and Repair*	\$2,500	\$211.20	\$2,289
Fence Repairs	\$2,000		
Storage of Spare Fence Components	\$1,750	\$850.00	\$900
Professional Fees	\$1,300	\$332.90	\$967
Misc. Bank Charges, Annual Report, Tax Prep			
Utilities			
Electric	\$1,100	\$384.87	\$715
Water & Sewer	\$600	\$102.73	\$497
Misc. (reserve for current year)	\$0	\$0.00	\$0
Accrual for Fence Replacement	\$11,500	\$5,749.98	\$5,750
Total	\$71,750	\$22,915.98	\$46,834

Number of Homeowners	409
Homeowner Assessment	\$175.43
Dues Income	\$71,750

- We utilized a per-visit fee structure for snow removal during the fall and spring of 2024–2025, which proved favorable due to low snowfall totals.
- Dues income totaled \$71,750, based on 409 homeowners at \$175.43 per home.
- We reduced mailing costs by using electronic communications this year.
- We are still awaiting invoices for some year-to-date services.
- Most other HOAs carry liability-only insurance policies. Our HOA is somewhat unique in that we also insure approximately 3,000 linear feet of vinyl fencing.
- Our annual Fees dues decreased slightly to \$175.43 per homeowner this year due to the prior year’s favorable financial position.
- DSI manages 32 neighborhoods. Based on 2024 data, our homeowners dues are the 7th lowest as shown in the 2024 data below.



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Fence Reserve

The following is the analysis carried over year-to-year and the balance updated accordingly.

Fence Reserve Update

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

2023 year-end balance	\$118,718
2024 year-end balance	\$130,218
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.

- The \$250,000 replacement cost was a ballpark estimate used by the Board four to five years ago to develop the reserve plan. This year marks the 10-year anniversary of the original fence installation and the stated objective is to update both the life expectancy and replacement costs yet this year. Fence suppliers are reluctant to estimate costs looking out so far in the future so in all probability the Board will again need to come up with a best estimate.
- An additional \$40,000 of fence accrual funds was invested in a certificate of deposit (CD) to earn modest interest. This was actually done in 2025. We now have three CD investment vehicles totally over \$120,000. The balance of the reserve funds are in savings at Lake Ridge Bank.
- **Delinquency (Past Due) Report**
Currently, 5.6% of homeowners (23 properties) are past due, representing a total of \$7,136.96. Certified lien letters will be sent in approximately two weeks. A 1.5% compounded late fee applies to overdue balances. The timeline for filing liens has been accelerated this year, with filings occurring in June/July rather than October, as in previous years.
 - If you are unsure whether your dues have been paid, please contact shoagland@dsirealestate.com
 - A mailing and email reminder will be sent when dues are due. Homeowners are encouraged to set up auto-pay through the DSI portal to simplify payment and avoid late fees.

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Reports of Committees:

- **Architectural Control (ACC) Report**

- **Mailbox Post Replacement Program**

We are running the Mailbox Post Replacement Program again this year. Labor costs increased for 2025. Installation will likely be in the fall, after each post is constructed. Maintenance staff will remove the old post, dispose, and install the new post.

In 2023 we replaced 23 mailbox posts and in 2024 replaced another 44 mailbox posts. For 2025 DSI is again offering the mailbox replacement program as a service to our HOA. DSI will coordinate the purchase of your post (composite sleeve over a wood post, and cedar shelf) through Auburn Ridge. DSI will handle the removal, disposal and installation of the new post and mailbox.

Orders are typically taken in the early Summer with installation in the Fall.

A breakdown of the estimated costs are listed below.

Post Cost	\$352.00
Labor Cost	\$65.00
Total cost for only post replacement	\$417.00
Post Cost	\$352.00
Mailbox	\$31.00
Labor Cost	\$97.50
Total cost for post and mailbox replacement	\$480.50



- **ACC Postcard Program**

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

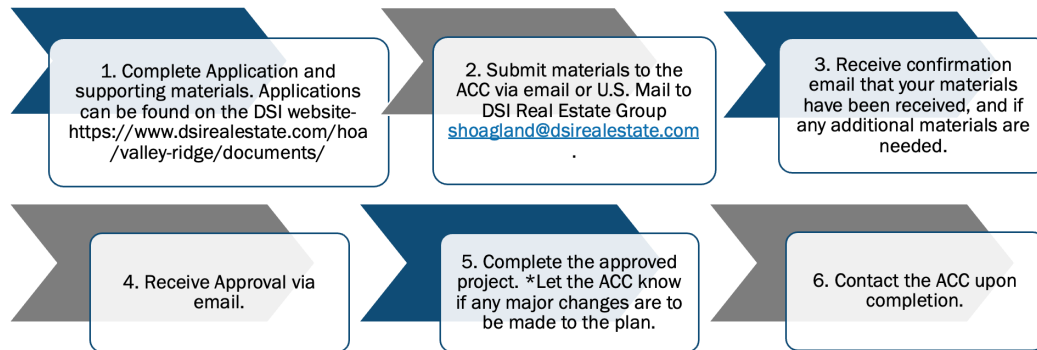
ACC Postcard

- Paul Treige summarized the items that need ACC approval (see [documents section](#) of website):

- Additions
- Fences
- Decks
- Ramps

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How the ACC Application Process Works:



- Paul provided an overview of the role of the Architectural Control Committee (ACC), emphasizing that the appearance of a home contributes to its perceived value.
- He noted the ACC's use of the postcard program to address concerns. Issues such as weeds, especially when growing near a home's foundation, can lead to more serious problems if not addressed.
- The committee aims to maintain standards without being heavy-handed, though many properties are currently overgrown.
- Paul encouraged a spirit of community—neighbors helping neighbors—while reminding everyone that, although property owners have rights, we also have a shared responsibility to follow the Covenants for the neighborhood.
- Homeowners are encouraged to reach out to DSI or the ACC with questions or concerns, acknowledging that navigating these situations can be challenging.

Unfinished Business:

Q: Will Tian: Question about the higher volume and fast traffic on Starr Grass at certain times of day. What can be done? *Answer: City of Madison would need to address traffic calming devices.*

Q: Cathy O'Donnel: The silt fence installed for the large development project west of High Point Road failed during recent heavy rains, resulting in significant mud runoff into the retention pond. There is concern that, if not properly addressed, the condition of the retention pond could lead to further issues. Additionally, the long-term success or failure of the development project may impact nearby home values.

Answer: Board members emphasized the importance of maintaining open communication. Cathy has been in contact with City engineers Jojo O'Brien and Greg Fries, representatives from Veridian, Alder Duncan, and others regarding the situation. Homeowners were encouraged to voice their concerns and stay engaged. There is strength in numbers when advocating for responsible development and timely remedies.

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New Business:

Increase in landscape maintenance costs for the remainder of the year, as previously summarized.

- Based on a late May review of all common area landscaping by Mike and Kevin, a two-page list of landscape areas in need of work was developed. The needed work includes:
 - Removal of roughly 40 dead or dying plantings.
 - Removal of one dead crabapple tree at one of the traffic circle medians.
 - Removal and replacement of several sections of damaged plastic edging.
 - Develop a plan to refurbish a number of 25 year old grassy sections which are beaten down and totally unattractive.

- In speaking to arborist and nursery personnel there were significant losses reported due to the lack of snow cover to protect plantings. The Board is looking to engage Olson-Toon for this work, and working to schedule a meeting with their lead representative to obtain a quote for this work. As a result, we anticipate that 2025 will be a more substantial year for landscape maintenance spending, especially following the low-snow 2024-2025 season.

Resignations & Elections

Current Board member volunteers are willing to continue to serve for another year.

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

Shandar moved to adjourn the meeting at 7:16 pm. Seconded by Mike Longworth.
