

# Liberty Place Homeowners Association 2025 Annual Meeting Minutes

**Facilitator:** Shandar Hoagland, DSI Real Estate Group

**Meeting Date:** April 28<sup>th</sup>, 2025, 6:00PM

**Location:** McFarland Library & Virtual via Microsoft teams

**Meeting Called by:** Liberty Place HOA

**Type of Meeting:** Annual Association Meeting

**Note Taker & Timekeeper:** Shandar Hoagland & Sarina Kent

## **A. Roll Call:**

- Obtained sign in sheet.
- Virtual attendance reached via Teams Download
- Introduction of Shandar and Sarina with DSI Real Estate Group
- There were 14 attendees

## **B. Proof of Notice of Meeting:**

- Shandar presented the letter and was mailed out to all homeowners on March 27<sup>th</sup>, 2025.
- If you notice any errors or did not receive the letter, please let us know at [hoa@dsirealestate.com](mailto:hoa@dsirealestate.com).

## **C. Reading of Minutes of Prior Meeting:**

- Previous meeting minutes were posted to the DSI Real Estate Group website, for homeowners to review prior to the meeting
- There were no questions, and the minutes were approved.

## **D. Officers Reports:**

- Out of the 259 assessment units, there are currently 32 who have yet to pay. Late fees have been assessed. If payment was not made following the late letters being sent, we will move forward with the lien filing process. Once a lien is placed on the home, the homeowners will not be able to sell or refinance until the lien is satisfied.

## **E. Committee Reports:**

- Task force put together since 2024 annual meeting to further discuss potential desires for covenant adjustments

## **F. Elections:**

- The Board and ACC need volunteers.
- Typical monthly commitment is about an hour unless there is a large project or issues. Work is done mostly through email.
- Volunteers for Board positions were taken. If you are interested in joining the Board, please email [hoa@dsirealestate.com](mailto:hoa@dsirealestate.com)

### **Board of Directors Volunteers**

Ryan Palmer  
David Brynelson  
Jessica Moon

### **Architectural Control Committee Volunteers.**

Ryan Palmer

## **G. Unfinished Business:**

Walking Paths:

Addition of gravel

Carriage Lane/Alleyways:


Crack filling/repairs this year. Will need to potentially fully replace in 5 or so years

Q: Can we change the Covenants?

A: The Covenants can be amended with a quorum of homeowner approval 25 years after the Covenants were written. The first opportunity for a Covenant change is 2028.

**H. Adoption and Approval of Annual Budget:**

- Budget was approved by the Board and distributed to homeowners in December.



<b>Snow Removal</b>	
Alleys	
Sidewalks	
<b>Total</b>	<b>\$7,200.00</b>
<b>Mowing</b>	
<b>Total</b>	<b>\$6,000.00</b>
<b>Landscape Maintenance (Bark, Weeds, Pruning)</b>	
<b>Total</b>	<b>\$5,000.00</b>
<b>Maintenance</b>	
General	\$750.00
Addition of gravel to path entrances	\$2,500.00
Waste Removal- Alley (47 Homes)	\$9,000.00
<b>Total</b>	<b>\$12,250.00</b>
<b>Property Taxes</b>	<b>\$0.00</b>
<b>Utilities (Water and Electric)</b>	<b>\$3,600.00</b>
<b>Liability Insurance</b>	<b>\$1,225.00</b>
<b>Misc.</b>	<b>\$800.00</b>
<b>Reserve Fund</b>	<b>\$3,185.00</b>
<b>Management Fee</b>	<b>\$12,540.00</b>
<b>Grand Total</b>	<b>\$51,800.00</b>
<b>Divided by Total Units</b>	<b>259</b>
<b>Annual Cost per Home</b>	<b>\$200.00</b>

PROPERTY MANAGEMENT, DEVELOPMENT BROKERAGE SERVICES  
708 RIVER PLACE / MADISON, WI 53716 / P: 608.226.3060 / F: 608.223.0668 / WWW.DSIREALESTATE.COM

- 2024 Expense Report



	2024 Budget	Expenses	Difference
<b>Snow Removal-Alley</b>			
Alleys	\$4,000.00		
Sidewalks	\$3,200.00		
<b>Total</b>	<b>\$7,200.00</b>	<b>\$7,152.92</b>	<b>\$47.08</b>
<b>Mowing (Base: 28 Season)</b>			
<b>Total</b>	<b>\$5,200.00</b>	<b>\$6,097.92</b>	<b>-\$897.92</b>
<b>Landscape Maintenance (Bark, Weeds, Pruning)</b>			
<b>Total</b>	<b>\$4,000.00</b>	<b>\$6,391.58</b>	<b>-\$2,391.58</b>
<b>Maintenance</b>			
General	\$500.00	\$917.50	
Addition of gravel to path entrances	\$2,500.00		
Waste Removal- Alley (47 Homes)	\$10,000.00	\$8,444.51	
<b>Total</b>	<b>\$13,000.00</b>	<b>\$9,362.01</b>	<b>\$3,637.99</b>
<b>Property Taxes</b>	<b>\$0.00</b>	<b>\$1.77</b>	<b>-\$1.77</b>
<b>Utilities (Water and Electric)</b>	<b>\$3,500.00</b>	<b>\$3,599.06</b>	<b>-\$99.06</b>
<b>Liability Insurance</b>	<b>\$1,200.00</b>	<b>\$1,210.00</b>	<b>-\$10.00</b>
<b>Misc.</b>			
Annual Report		\$25.00	
Bank Service Charges		\$157.36	
Postage		\$197.00	
Tax Preparation		\$375.00	
	<b>\$800.00</b>	<b>\$754.36</b>	<b>\$45.64</b>
<b>ACC Management</b>	<b>\$7,524.00</b>	<b>\$7,524.00</b>	<b>\$0.00</b>
<b>Management Fee</b>	<b>\$12,540.00</b>	<b>\$12,540.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$54,964.00</b>	<b>\$54,633.62</b>	<b>\$330.38</b>

Dues Income	\$54,540.54
Late Fees	\$657.85
NSF Fees	\$50.00
Total Projected Income	<u>\$55,248.39</u>
Expenses	\$54,633.62
2024 Surplus	\$614.77
<b>Balance of General Fund as of 12/31/2024</b>	<b>\$9,307.93</b>

After all the 2024 bills were paid, the HOA ended the year with a surplus of \$614.77.

### I. New Business

- Tree brush removal on path
- Mailboxes need to be tended too via painting or replacement.

Mailbox Replacement Information:

New Posts:

Auburn Ridge  
825 Hubbell Street Marshall, WI 53559  
866-473-4925

New Mailbox:

Farm & Fleet or Menards  
Brand: Gibraltar Elite Premium Steel Mailbox  
Product code: E1100G00 Standard Size (8 3/4" H x 6 3/4" W x 19" D)  
Color: Hartford Green

Post Paint: Diamond Vogel Paint (608) 222-7722

Latex Stain BT-1504  
Color MTM Beige 255 VZ 2039

What are reserve funds for?

Saved to be used in the future to avoid special assessments. To be used for maintenance of alleyways, etc.



(Colors on lots do not mean anything as this is an old marketing map)

**J. Adjournment:**

- Meeting adjourned at 6:58 pm

**Board of Directors/ACC Members:**

[libertyplaceacc@gmail.com](mailto:libertyplaceacc@gmail.com)  
[libertyplaceboard@gmail.com](mailto:libertyplaceboard@gmail.com)

Jessica Moon  
Ryan Palmer  
David Brynelson

**City of Madison Issues;** <https://www.cityofmadison.com/reportaproblem/>

City of Madison snow removal issues; [Snow Removal | Winter | City of Madison, WI](#)

District 16 Alderperson <https://www.cityofmadison.com/council/district16>

**Alder Sean O'Brien,**

Phone: (608) 572-7560

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