

Juniper Ridge Homeowners Association

2025 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: February 26th, 2025 at 6:30 pm

Location: Online Teams Meeting

Meeting Called by: Juniper Ridge HOA

Type of Meeting: Annual Association Meeting

Note Taker & Time Keeper: Shandar Hoagland

Attendees: Attendance taken online through Teams

Agenda:

A) Roll Call

- a. Proof of attendance reached via Teams Attendance Download
- b. Introduction of Shandar and Serena with DSI Real Estate Group

B) Proof of Notice of Meeting

- a. Shandar presented the original letter that was mailed to all homeowners
 - Letter was mailed out on February 16th, 2025

C) Reading of Minutes of the last Meeting

- a. 2024 Minutes were posted on the DSI website: www.dsirealestate.com, owners were asked to read them prior to the meeting. Minutes were approved.

D) Officers Reports

- a. There are 194 homes in the neighborhood and currently 19 homes have yet to pay the 2025 assessment. There are 2 homes that are still outstanding from 2024.
- b. Late fees for HOA dues will be applied on March 1st, along with a reminder letter. If dues have still not been satisfied by May, we will begin the lien filing process.

E) Reports of Committees

- a. The ACC can be contacted at : JuniperRidgeACC@gmail.com

F) Elections

- a. Board Volunteers: John Heitzman
- b. ACC Volunteers: Mary Beth Roberts, Tom Sweet
We need volunteers, please reach out if you are interested.

G) Unfinished Business

- a. Pet Waste
Please clean up after your pets!
- b. Snow Removal Responsibilities
The contracted vendor has 24 hours from when the snow stops accumulating to clear the snow from sidewalks.

H) Adoption and approval of an Annual Budget

The budget was approved by the Board of Directors and distributed in December.

It is also available on our website: <https://www.dsirealestate.com/hoa/juniper-ridge/documents/>



Juniper Ridge Homeowner's Association 2025 Common Area Maintenance Budget

Snow Removal/Salt	
OL 1, 3 & 5 Walking Path	
Sidewalk along Siggelkow	\$2,000.00
Sidewalk along Holscher (lots 104, 106, 107 & 145)	\$1,000.00
Around CBU's	\$1,500.00
Sidewalk on Frost Aster Ct	\$1,500.00
Total	\$6,000.00
Mowing	
Ol 1	
OL 3	
OL 5	
Buffer along Siggelkow & Frost Aster Ct	
Total	\$4,250.00
Landscape Maintenance (Bark, Weeds, Pruning)	
Fertilizer & Weed Control	
Pruning & Weeding	
Topdress Bark Beds	
Spring Cleanup	
Fall Clean up	
Total	\$5,750.00
Maintenance	\$500.00
Insurance	\$2,500.00
Misc.	
Annual Report Filing	
Bank Service Charges	
Postage	
Utilities	
Printing	
Tax Preparation	
Total	\$1,500.00
Management Fee	\$10,187.00
ACC Admin Fee	\$0.00
Projected Income	\$30,687.00
Surplus Funds to Offset Budget	-\$15,000.00
Balance of Budget to be Collected	\$15,687.00
Number of Homes in HOA	193
Assessment per Home	\$81.28

2024 Financial Report

	Budget	Actual	Difference
Snow Removal/Salt			
Sidewalk along Siggelkow	\$2,500.00		
Sidewalk along Holscher (lots 104, 106, 107 & 145)	\$1,500.00		
Around CBU's	\$1,500.00		
Sidewalk on Frost Aster Ct	\$1,500.00		
Total	\$7,000.00	\$4,146.16	\$2,853.84
Mowing			
Ol 1	\$0.00		
Ol 3	\$0.00		
Ol 5	\$0.00		
Buffer along Siggelkow & Frost Aster Ct	\$3,250.00		
Total	\$3,250.00	\$3,600.00	-\$350.00
Landscape Maintenance (Bark, Weeds, Pruning)			
Fertilizer & Weed Control	\$750.00		
Pruning & Weeding	\$1,000.00		
Topdress Bark Beds	\$2,000.00		
Spring Cleanup	\$1,000.00		
Fall Clean up	\$1,000.00		
Total	\$5,750.00	\$5,520.50	\$229.50
Maintenance	\$500.00	\$302.50	\$197.50
Insurance	\$2,500.00	\$1,598.00	\$902.00
Misc.			
Annual Report Filing		\$25.00	
Bank Service Charges		\$131.78	
Check Printing		\$0.00	
Postage		\$278.61	
Utilities		\$241.05	
Tax Preparation		\$375.00	
	\$1,500.00	\$1,051.44	\$448.56
Management Fee	\$10,187.00	\$10,188.96	-\$1.96
ACC Admin Fee	\$0.00	\$0.00	\$0.00
Grand Total	\$30,687.00	\$26,407.56	\$4,279.44

Projected Income	
HOA Dues	\$30,687.00
NSF Income	\$50.00
Late Fee Income	\$206.19
	\$30,943.19
Expenses	\$26,407.56
Current Surplus	\$4,535.63
Balance of General Fund as of 12/31/2024	\$20,858.90

I) New Business

Q) What is the threshold for the vendors coming out for snow removal?

A) 1 inch of accumulation.

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.

4. Who is responsible for maintaining a clear path to the mailboxes when we have a large amount of snow?

The HOA contracts snow removal of the CBU plank and terrace area.

Board and ACC Role Descriptions –

The President

The president shall be Chairman of and shall preside at all meetings of the Members and Directors, shall have general and active management authority over the business of the Association, except that which is delegated, shall see that all orders and resolutions of the

Board are carried into effect and shall execute bonds, mortgages and other contracts of the Association. The President shall supervise and direct all other officers of the Association and shall see that their duties are performed properly. The President shall be an ex officio member of all committees and shall have the general powers and duties of supervision and management usually vested in the office of the President of a corporation.

The Secretary

The Secretary shall keep the minutes of meetings of the Members and of the Board of Directors in one or more books provided for that purpose. The Secretary shall count votes at all meetings of the Members and Directors. The Secretary shall see that all notices are duly given in accordance with the provisions of these Bi-Laws or as otherwise required by law. The Secretary shall act in the place and stead of the President in the event of the Presidents absence, inability or refusal to act. The Secretary shall be custodian of the corporate records and of the seal, if any, of the association. The Secretary shall keep a register of the Post Office address of each member and their respective mortgagees (including land contract vendors), if any, which shall be furnished to the Secretary by such member. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

The Treasurer

The Treasurer shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association, and shall deposit all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Association as ordered by the Board, taking proper vouchers for such disbursements, and shall render to the President and Directors, at each meeting of the Board, or whenever they may require it, an account of all his or her transactions as Treasurer and of the financial condition of the Association. The Treasurer shall keep detailed, accurate records in chronological order, of receipts and expenditures affecting the common property, specifying and itemizing the maintenance and repair expenses of the common property and any other expenses incurred. Such records and the vouchers authorizing payments shall be available for examination by the Members at convenient hours of week days. The Treasurer may be required by the Board to give the Association a bond in a sum and with one or more sureties satisfactory to the Board, for the faithful performance of the duties of his or her office, and the restoration to the Association in case of his or her death, resignation or removal from office, all books, papers, vouchers, money or other property of whatever kind in his or her possession belonging to the Association.

