

Cardinal Glenn Homeowners Association

2025 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: April 21st, 2025

Location: Microsoft Team Meeting

Meeting Called by: Cardinal Glenn HOA

Type of Meeting: Annual Association Meeting

Note Taker & Time Keeper: Shandar Hoagland & Sarina Kent

Attendees: Attendance taken via Teams

Agenda:

A) Roll Call

- a. Proof of attendance reached via downloaded attendance report from Microsoft Teams. 8 homes were in attendance.
- b. Introduction of Speakers
Shandar Hoagland and Sarina Kent with DSI Real Estate Group

B) Proof of Notice of the Meeting or Waiver of Notice

- a. Shandar presented the original letter that was mailed and emailed to all homeowners.

C) Reading of Minutes of the Prior Meeting

- a. Posted to DSI website: www.dsirealestate.com.
- b. Minutes were approved

D) Officers Reports

- a. 24 of the 194 homes have yet to pay their 2025 dues. If they do not pay, a lien will be filed so the HOA will get paid eventually.
Late fees are 10% and the funds will be paid to the HOA's operating account.

E) Committee Reports;

- a. None at this time
- b. General awareness of ACC and process

F) Elections

- a. Austin and James have agreed to stay on for another year.

G) Unfinished Business

- HOA does not do the snow removal on the carriage lanes or City streets. This is managed by the City of Madison, Please contact them directly 608-266-4681.
- Exploring vendors for trash removal - Cost breakdown for Pellitteri

H) Adoption and Approval of an Annual Budget;

- A. The 2025 budget was approved by the Board in December.

**Cardinal Glenn
Owner's Association
Common Area Maintenance Budget**

Snow Removal - Sidewalks	
Total	\$3,450.00
Mowing	
Entry Sign	
Green Space OL 8	
Silicon Prairie Medians	
Green Space OL #3	
Total	\$3,500.00
Landscape Maintenance	
Weed Control and Fertilizer	
Topdress Bark Beds	
Spring Clean-up	
Fall Clean-up	
Pruning & Weeding	
Total	\$4,000.00
Maintenance	
General	\$300.00
Waste Removal Alleys	\$19,500.00
Diesel Surcharge for Trash Removal	\$2,600.00
Pet Waste Collection	\$1,900.00
Total	\$24,300.00
Utilities (Water and Electric)	\$1,250.00
Insurance	\$1,800.00
Misc.	
Annual Report Filing	\$50.00
Bank Service Charges	\$150.00
Postage	\$325.00
Tax Prep	\$375.00
Total	\$900.00
Management Fee	\$10,228.00
Grand Total	\$49,428.00
Divided by Total Units	194
Annual Cost per Home**	\$254.78

B. 2024 Financial Report;

**Cardinal Glenn
Owner's Association
Common Area Maintenance Budget**

	Budget	Expenses	Difference
Snow Removal - Green Space Sidewalks			
Total	<u>\$3,200</u>	<u>\$3,294.25</u>	<u>-\$94.25</u>
Mowing (Base: 24 Season)			
Entry Sign			
Green Space OL 8			
Green Space OL #7, 11, 12, 15 - City of Madison			
Silicon Prairie Medians			
Green Space OL #3			
Total	<u>\$3,300</u>	<u>\$3,300.00</u>	<u>\$0.00</u>
Landscape Maintenance (Bark, Weeds, Pruning)			
Weed Control and Fertilizer		\$775.00	
Topdress Bark Beds			
Spring Clean-up		\$875.00	
Fall Clean-up			
Pruning & Weeding			
Total	<u>\$4,450</u>	<u>\$1,650.00</u>	<u>\$2,800.00</u>
Maintenance			
General		\$284.38	
Waste Removal Alleys (117 Homes)		\$23,711.10	
Traffic Island City Permit			
Total	<u>\$24,300</u>	<u>\$23,995.48</u>	<u>\$304.52</u>
Utilities (Water and Electric)	<u>\$1,250</u>	<u>\$2,100.10</u>	<u>-\$850.10</u>
Insurance	<u>\$1,800</u>	<u>\$1,766.00</u>	<u>\$34.00</u>
Misc.			
Annual Report Filing		\$25.00	
Bank Service Charges		\$127.43	
Postage		\$336.92	
Tax Preparation		\$375.00	
Total	<u>\$900</u>	<u>\$864.35</u>	<u>\$35.65</u>
Management Fee	<u>\$10,228</u>	<u>\$10,228.56</u>	<u>-\$0.56</u>
Grand Total	<u>\$49,428</u>	<u>\$47,198.74</u>	<u>\$2,229.26</u>

Projected Income	\$49,618.40
Late Fees	\$560.56
Total	\$50,178.96
	Expenses
	<u>\$47,198.74</u>
2024 Surplus	<u>\$2,980.22</u>
Balance of Previous Surpluses/Shortfalls	<u>\$468.40</u>

After 2024 bills were paid, the HOA ended the year with a surplus of \$2,980.22

I) New Business

Storm water costs increasing – why?

Entry sign lighting, is this a requirement? We are not aware of this being a requirement per developer.

Snow removal – some paths not done; vendor not paid for these jobs and will be exploring new vendor for 25-26 season.

J) Adjournment

a. Note Time of Adjournment; 6:34 pm

What DSI Does for Your HOA

- Follow requirements and procedures set out in the Bylaws.
- Hold annual meetings.
- Send/prepare all paperwork for the Association.
- Keep roster of current homeowners & incorporate all new sales.
- Prepare an Operating Budget annually.
- Accounts Receivable. (This includes offering online payment options. Also includes filing liens for unpaid dues as needed.)
- Maintain Accounts of Association Funds.
- Accounts Payable.
- Maintain Current Books and Records.
- Submit Annual Reports to WDFI.
- Available for any homeowner inquiry calls/concerns.
- Enter into contracts for utility maintenance, trash removal, etc..
- Solicit bids annually.
- Regularly inspect neighborhoods to determine any physical improvements and maintenance needed.
- Oversee the employ and performance of all sub-contractors required for neighborhood operation.
- Maintain/Obtain insurance.
- Provide neighborhood information on DSI website.

HOA Contact Information

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608-226-3060

<https://www.dsirealestate.com/hoa/cardinal-glenn/>