# Gardens at Willowbrook Homeowners Association
# 2025 Annual Meeting Minutes

**Facilitator: Shandar Hoagland, DSI Real Estate Group**
**Meeting Date: November 20th, 2025**
**Location: Online via Teams**
**Meeting Called by: Gardens at Willowbrook HOA**
**Type of Meeting: Annual Association Meeting**
**Attendees: See Microsoft Teams Attendee Download**

**Agenda:**

A) Roll Call;
   a. Welcome and Introduction of Board Members
   b. Roll Call is obtained via download attendees' tool on Microsoft Teams

B) Proof of Notice of Meeting;
   a. Letter that was mailed to all owners, October 22nd, 2025 was presented.

C) Introduction of Directors and Speakers;
   a. Jennifer Mueller - President
      Paul Schulte - Secretary
      Thomas Smith - Treasurer
      Shandar Hoagland - Association Manager

D) Old Business: Reading of Minutes of Prior Meeting;

   Minutes are posted on the DSI website and were read prior to meeting.

   There were no questions, the minutes were approved.

E) New Business;
   a. Update of Board actions in 2025
   b. Finances
      i. Review of 2025 budget and expenses

| | Budget | Year to Date Actual | Difference |
|---|---|---|---|
| Snow Removal-Alley | | | |
| Alley OL #5 | $1,584.00 | | |
| Alley OL #6 | $1,940.00 | | |
| | | | |
| Total | $3,524.00 | $0.00 | $3,524.00 |
| | | | |
| Snow Removal- | | | |
| Bus Stop & Four Sidewalk Areas | $1,168.00 | $292.00 | |
| | | | |
| Total | $1,168.00 | $292.00 | $876.00 |
| | | | |
| Mowing (Base: 22 Season) | | | |
| Entry Sign OL #39 | | | |
| Green Space OL #3 | | | |
| 30' Public Accessway | | | |
| 10' South of OL #5 & OL #6 | | | |
| Total | $2,090.00 | $2,305.19 | -$215.19 |
| | | | |
| Landscape Maintenance | | | |
| Weed Spraying Treatments | $135.00 | $134.58 | |
| Weed Control OL #3 | | | |
| Spring/Fall Cleanup | | | |
| Weeding/General Maintenance | $8,341.10 | $9,756.22 | |
| Summer Annual & Mulch install | | | |
| Tree Care | | $685.75 | |
| | | | |
| Total | $8,476.10 | $10,576.55 | -$2,100.45 |
| | | | |
| Irrigation-Roundabout | $730.00 | $641.77 | $88.23 |

| | Budget | Year to Date Actual | Difference |
|---|---|---|---|
| **Water Features** | **$1,180.00** | **$938.00** | **$242.00** |
| | | | |
| **Maintenance** | **$200.00** | **$257.10** | **-$57.10** |
| | | | |
| **Utilties (Water and Electric)** | | | |
| **Entry** | **$1,000.00** | **$1,435.25** | |
| **Fountain** | **$800.00** | **$838.90** | |
| | | | |
| **Total** | **$1,800.00** | **$2,274.15** | **-$474.15** |
| | | | |
| **Liability Insurance** | **$1,100.00** | **$1,575.00** | **-$475.00** |
| | | | |
| **Real Estate Taxes** | **$75.00** | **$0.00** | **$75.00** |
| | | | |
| **Reserve Fund** | **$5,000.00** | **$4,583.37** | **$416.63** |
| | | | |
| **Misc.** | **$2,200.00** | **$808.90** | **$1,391.10** |
| | | | |
| **Management Fee** | **$7,853.00** | **$7,198.62** | **$654.38** |
| | | | |
| **Grand Total** | **$35,396** | **$31,450.65** | **$3,945.45** |

F) Presentation of the 2025 Budget
Please see last 2 pages of minutes.

G) Association members forum

a. Homeowners Q & A

Q: Anything we can do about homes that have neglected their yards?

A: Yes, we can send out violation letters to anyone who is not in compliance.

i. Carriage Lane salting

Q: Can we limit the amount of salt used on the carriage lanes?

A: We can definitely mention it to the vendors, but each driver is different.

H) Election of Directors (quorum)

Jennifer Mueller will continue as President

Paul Schulte will continue on as Secretary

Thomas Smith has volunteered to be the Treasurer

Garden Officer position is also currently open

I) Adjournment 7:50 pm.

## 2026 Gardens at Willowbrook
## Homeowner's Association Budget

| | |
|---|---|
| **Snow Removal-Alley** | |
| Alley OL #5 | $1,700.00 |
| Alley OL #6 | $2,040.00 |
| **Total** | **$3,740.00** |
| **Snow Removal-** | |
| Bus Stop & Four Sidewalk Areas | $1,168.00 |
| **Total** | **$1,168.00** |
| **Mowing (Base: 22 Season)** | |
| Entry Sign OL #39 | |
| Green Space OL #3 | |
| 30' Public Accessway | |
| 10' South of OL #5 & OL #6 | |
| **Total** | **$2,090.00** |
| **Landscape Maintenance (Bark, Weeds, Pruning)** | |
| Weed Spraying Treatments | $139.80 |
| Weed Control OL #3 | |
| Spring/Fall Cleanup | |
| Weeding/General Maintenance | $7,906.25 |
| Summer Annual & Mulch install | |
| **Total** | **$8,046.05** |
| **Irrigation-Roundabout** | |
| Spring Activation | $190.00 |
| Fall Winterization | $190.00 |
| General Maintenance (System Checks and Service) | $190.00 |
| **Total** | **$570.00** |

| | |
|---|---|
| **Water Features** | |
| Spring Activation | |
| Fall Winterization | |
| General Maintenance (System Checks and Service) | |
| **Total** | **$985.00** |
| **Maintenance** | |
| General | $200.00 |
| **Total** | **$200.00** |
| **Utilties (Water and Electric)** | |
| Entry | $1,000.00 |
| Fountain | $800.00 |
| **Total** | **$1,800.00** |
| **Liability Insurance** | **$1,100.00** |
| **Real Estate Taxes** | **$75.00** |
| **Reserve Fund** | **$5,000.00** |
| **Misc.** | **$2,200.00** |
| **Management Fee** | **$8,864.28** |
| **Grand Total** | **$35,838** |
| Divided by Total Units | 133 |
| Annual Cost per Home | **$269.46** |