



Pheasant Point 1
Homeowners Association (“PP1HOA”)

2021 Annual Meeting

Meeting Date: January 11th, 2022

Meeting Format: Parliamentary Procedure

Meeting Location: ZOOM (Due to pandemic)

Meeting Recording Link (Watch a recording of the 2022 annual HOA meeting):

<https://us02web.zoom.us/rec/share/gztGw95yK-GK0AWJWPRL5Kie8tfgwSi53zsHX23ptSf-StTsA70q6fgVeAfQRo32.rc8BWndNKh84hqG2>

Passcode: wAYt%5=5

Meeting Minutes

Board of Directors (“Directors”):

1. Craig J. (C.J.) Klaas
2. Melissa Thomley
3. Deneen Wellik

Officers:

1. President: Craig J. (C.J.) Klaas (Present for the meeting)
2. Vice-President: Vacant
3. Secretary: Deneen Wellik (Present for the meeting)
4. Treasurer: Melissa Thomley (Present for the meeting)

Committees:

1. **Architectural Control Committee (“ACC”)(Created in Article XIV of Bylaws)**
 - a. Dale Egeberg (Present for the meeting)
 - b. Mary Ozers (Present for meeting)
 - c. Sonali Hanson (Present for meeting)
2. **Parks Committee (“PC”)(Created by need and not as a requirement of the Bylaws)**
 - a. Mike Schubert (Present for the meeting)
3. **Mailbox Committee (“MC”)(Created by need and not as a requirement of the Bylaws)**
 - a. Mike Schubert (Present for the meeting)
 - b. Craig J. (C.J.) Klaas (Present for the meeting)
4. **Terms & Covenants Committee (“TCC”)(Created by need as a bi-product of the 2020 Annual PP1HOA meeting and not as a requirement of the Bylaws)**
 - a. Deneen Wellik (Present for the meeting)
 - b. Dale Steber (Present for the meeting)

- c. Dale Egeberg (Present for the meeting)
- d. Mary Ozers (Added in 2021 after annual HOA meeting) (Present for the meeting)
- e. Sonali Hanson (Added in 2021 after annual HOA meeting) (Present for the meeting)
- f. Chuck Anderson (Added in 2021 after annual HOA meeting) (Not present for the meeting)

1. Call Meeting to Order & President's Address

- a. Craig J. (C.J.) Klaas opened the meeting business with a President's address (6:35 p.m.). He discussed the purpose of the HOA, encouraged members to read the Covenants and Restrictions and be familiar with them. There has been several issues in the past year of homeowners "asking for forgiveness, not permission", and he encouraged people to work with the Architectural Control Committee when making changes outside their home and reminded them of electronic access to all core governance documents at:
 - i. bit.ly/pheasantpoint

2. Roll of Lot Owners (Secretary: Deneen Wellik)

- a. Deneen Wellik (Secretary) called roll.
 - i. Present for the ZOOM annual meeting (17 HOA members):**
 - 1. Hardy (lot 1)
 - 2. Klaas (lot 2)
 - 3. Steber (lot 7)
 - 4. Schubert (lot 4)
 - 5. Ozers/Warren (lot 8)
 - 6. Thomley (lot 19)
 - 7. DeSantes (lot 24)
 - 8. Howard (lot 26)
 - 9. Diaz (lot 32)
 - 10. Michael (lot 31)
 - 11. Lorge (lot 37)
 - 12. Egeberg (lot 39)
 - 13. Arndt (lot 40)
 - 14. Wellik (lot 43)
 - 15. Bailey (lot 50)
 - 16. Hanson/Ray (lot 52)
 - 17. Montatltto/Newville (lot 53)
 - ii. Proxy votes (14 HOA members):**
 - 1. Wildes (lot 5)(proxy assigned to Erik & Nicky Hardy of lot 1)
 - 2. Martin (lot 6) (proxy assigned to HOA Directors)
 - 3. Passini (lot 47) (proxy assigned to HOA Directors)
 - 4. Graf (lot 23) (proxy assigned to HOA Directors)
 - 5. Pugliese (lot 9) (proxy assigned to HOA Directors)
 - 6. Wisniewski (lot 15) (proxy assigned to HOA Directors)

7. Robins/Brandt (lot 16) (proxy assigned to HOA Directors)
 8. Stienonn (lot 17) (proxy assigned to HOA Directors)
 9. Alton/Miar (lot 25) (proxy assigned to HOA Directors)
 10. Madoch (lot 27) (proxy assigned to HOA Directors)
 11. McGrath (lot 28) (proxy assigned to HOA Directors)
 12. Dowell/Danielos (lot 41) (proxy assigned to Deneen & Jon Wellik of lot 43)
 13. Sengbusch (lot 49) (proxy assigned to HOA Directors)
 14. Anderson (lot 51) (proxy assigned to HOA Directors)
- b. Therefore, quorum (51% or more of HOA members/lot owners) was reached given that 31 out of 53 HOA members/lot owners were either present or voted by proxy. This equates to 58.5% of the HOA members/lot owners represented physically or by proxy).

3. Approval of Minutes From 2021 Meeting

- a. The minutes from the 2021 meeting were reviewed.
- b. A main motion for approval of the 2021 meeting minutes was brought forth by Dale Egeberg (lot 39) and was 2nd by Deneen Wellik (lot 43).
- c. The motion was carried unanimously without any nays.

4. Treasurer's Report and Finances (Melissa Thomley)

- a. Balance of Accounts (As of 1/1/2022):
 - i. Pond Account: \$11,700
 - ii. General Account: \$13,129.98
- b. Melissa noted the HOA spent almost \$1,000 less than the approved budget for 2021. She discussed the long-term pond fund, and announced that dues will be raised to \$240 per year next year (the first increase since 2018)

5. Secretary's Report (Deneen Wellik)

- a. Deneen Wellik offered the Secretary report, reminding lot owners to update phone numbers and emails as needed to keep our neighborhood roster accurate. She asked for any suggested updates and information that members would like to have announced in the annual Newsletter, and reminded HOA members of the NextDoor app, and again reminded everyone of the availability of HOA documents on our webpage: bit.ly/pheasantpoint.

6. Parks Committee ("PC") Report (Mike Schubert)

- a. The Parks Committee report was presented by Mike Schubert. 2 trees were replaced at the south monument off Summerfield and Timber Lane entrance this past year. More trees will require replacement in upcoming years but we are trying to maintain them as long as possible by spraying them. The committee discussed continuing treatment/spraying of some diseased pine

trees as this is much cheaper than replacing all, but noted that replacement of many (due to disease and age) will likely continue in upcoming years. Additionally, some work will be required on the monuments (stones, wood fences, black edging, tree pruning, etc.) and volunteers to work on this were requested. The following individuals volunteered (More are welcome. If you're interested in participating, please contact Mike Schubert at mikeschubert4@gmail.com or Craig J. (C.J.) Klaas at pheasantpoint1hoa@gmail.com):

- i. Chris Hansen (lot 52)
- ii. Dale Steber (lot 7)
- iii. Adam Bailey (lot 50)
- iv. Jon Wellik (lot 43)
- v. Brian Arndt (lot 40)

7. Architectural Control Committee (“ACC”) Report (Dale Egeberg, Mary Ozers, Sonali Hanson)

- a. Dale Egeberg from the Architectural Control Committee (“ACC”) reminded homeowners of the ACC process, discussed issues arising this past year on temporary (i.e. tent or volleyball net for a party/gathering) versus permanent (i.e. playset, garden). Any new permanent structures should be presented to ACC prior to beginning – the role of this committee is to contact neighbors and to ensure any planned new structure does not violate the Covenants and Restrictions. The purpose of the committee is not to police, but to help maintain a beautiful neighborhood and to facilitate continued neighborly communication. It was noted that several lots appear to be out of compliance with Landscaping Points (tree number, etc). All homeowners are encouraged to reach out to the ACC if they need help assessing their landscaping points. They can reach out to Dale Egeberg at mdegeberg@gmail.com
- b. Dale Egeberg and the rest of the ACC pulled together suggested guidance for how to handle some of the more “temporary structures” based upon the length of time it’s expected to remain in place. This guidance is not part of the Covenants and Restrictions but is intended to provide additional guidance for HOA members/Lot owners.
 - i. *For soccer goals, volleyball nets, trampolines, camping tents, canopy tents (for outdoor events), and etc, there would be no restrictions for placement within your lot for these temporary setups for short term use, e.g., a day or a weekend. If longer term use is expected, placement should exclude the front yard and any areas outside the building envelope. If these setups and activities are going to be ongoing the ACC would encourage the owner to plant screening from neighbors and the street, as appropriate. Exceptions to this placement rule would be any tasteful Christmas adornments*

8. Mailbox Committee (“MC”) Report (Mike Schubert & Craig J. (C.J.) Klaas)

- a. Craig J. (C.J.) Klaas and Mike Schubert both presented and reminded everyone that the Pheasant Point 1 HOA Covenants and Restrictions require everyone to have continuity of color, design, size, etc. of mailboxes. For more information about this you can review the Covenants and Restrictions on page 2 under the section titled “Mailboxes and Yard Lights”. You can find this information here:
 - i. <https://chatmandesign.com/pheasantpoint/documents/core-governance/Covenants%20and%20Restrictions%20Plat%20of%20Pheasant%20Point%201%20Including%20Exhibit%20A-Lots%201%20Through%2053-PRIMARY.pdf>
- b. Many mailboxes require attention in the neighborhood. The mailboxes are required for each lot and are quite expensive. Mike has acquired all the necessary parts to repair and refurbish them, so homeowners do not necessarily need to re-purchase everything, and Mike and C.J. (and some family helpers) have offered to repair these on an as needed basis. Please contact Craig J. Klaas or Mike Schubert if you would like them to assess refurbishing your mailbox for a nominal fee.
- c. Contact Mike Schubert at mikeschubert4@gmail.com or Craig J. (C.J.) Klaas at pheasantpoint1hoa@gmail.com:

9. Terms & Covenants Committee (“TCC”) Report (Deneen Wellik, Dale Egeberg, Dale Steber, Mary Ozers, Chuck Anderson)

- a. Deneen Wellik reported: Last year (2021 HOA Meeting), the point was raised that our existing Terms and Covenants had expired in November of 2020. While legally this document remains active and binding until or unless it is replaced, the suggestion was made to request legal advice in 2021 towards its replacement. In response to discussion, the homeowners decided to call a Special Committee to further investigate the advantages, disadvantages and need for taking next steps to update these documents. A special committee that included: Deneen Wellik, Mary Ozers, Chuck Anderson, Sonali Hanson, Dale Egeberg and Dale Steber. After much discussion, the committee recommended leaving the existing Covenants and Restrictions in place, and to continue working through committees to gain alignment and compliance on existing issues that arise. There was some discussion from homeowners that updating these in the future might be a benefit, but no motion was raised to do so this year.

10. Unfinished Business

- a. None

11. New Business (outside of what has already been addressed above)

- a. **2022 Budget Approval:**
 - i. Melissa Thomley reviewed the proposed 2022 Budget.
 - ii. A main motion for approval of the 2021 meeting minutes was brought forth and was 2nd.
 - iii. The motion was carried unanimously without any nays.
- b. **Addition and/or subtraction of Directors, Officers or Committee Members**

i. HOA Needs:

1. Parks Committee members

- a. Brian Arndt (lot 40) offered to join the Parks Committee.

2. Vice President

- a. C.J. Klaas requested that people reach out after the meeting if they are interested in volunteering for an Officer role with the HOA.

3. Volunteers for annual work day in summers.

- a. Some work will be required on the monuments (stones, wood fences, black edging, tree pruning, etc.) and volunteers to work on this were requested. The following individuals volunteered (and more are welcome. If you're interested in participating, please contact Mike Schubert at mikeschubert4@gmail.com or Craig J. (C.J.) Klaas at pheasantpoint1hoa@gmail.com):
- i. Chris Hansen (lot 52)
 - ii. Dale Steber (lot 7)
 - iii. Adam Bailey (lot 50)
 - iv. Jon Wellik (lot 43)
 - v. Brian Arndt (lot 40)

c. Covenants and Restrictions Lack of Clarity & Interpretations

- i. Matt Howard (lot 26) brought forth a concern about the lack of clarity in some areas of the existing Covenants & Restrictions, along with concerns about the HOA trying to interpret words or meanings in new or expanded ways via the newsletter or any written notices. The topic was discussed and generally agreed that the attempt to interpret words and provide additional guidance is not to overstep the intent of the original Covenants and Restrictions, but rather to provide additional clarity as defined by the HOA Officers and/or Committees in order to help maintain the neighborhood and keep everyone from getting upset with a neighbor.

d. Mowing Lawns Late Into the Evening

- i. Pat Lorge (lot 37) brought forth a request to suggest lot owners don't mow lawns after 6pm. This was discussed and it was suggested the Town of Middleton might already have a noise ordinance that prohibits mowing after certain times of the day. C.J. Klaas mentioned that this was not specifically addressed in the PP1HOA Covenants and Restrictions. Therefore, we concluded that this topic may be added as a request from the HOA Officers via the annual newsletter that gets distributed each summer. The exact guidance will be reviewed by the Officers and then communicated via the annual newsletter to all Lot Owners/HOA members.

12. Adjourn

- a. C.J. Klaas adjourned the meeting at 7:09pm.