



Pheasant Point 1 Homeowners Association (“PP1HOA”) 2024 Annual Meeting Minutes

Meeting Date: January 17th, 2024

Meeting Format: Parliamentary Procedure

Meeting Location: Town of Middleton Building: 7555 West Old Sauk Road, Verona, WI 53593

Board of Directors (“Directors”):

1. Craig J. (C.J.) Klaas (Present for the meeting)
2. Melissa Thomley (Present for the meeting)
3. Deneen Wellik (Present for the meeting)

Officers:

1. **President:** Craig J. (C.J.) Klaas (Present for the meeting)
2. **Vice-President:** Deneen Wellik (Present for the meeting)
3. **Secretary:** Mary Whitcomb (Present for the meeting)
4. **Treasurer:** Deneen Wellik (Present for the meeting)

Committees:

1. **Architectural Control Committee (“ACC”) (Created in Article XIV of Bylaws)**
 - a. Dale Egeberg (Not present for the meeting)
 - b. Mary Ozers (Present for the meeting)
 - c. Sonali Hanson (Present for the meeting)
2. **Parks Committee (“PC”)(Created by need and not as a requirement of the Bylaws)**
 - a. Mike Schubert (Present for the meeting)
 - b. Brian Arndt (Present for the meeting)
3. **Mailbox Committee (“MC”)(Created by need and not as a requirement of the Bylaws)**
 - a. Craig J. (C.J.) Klaas (Present for the meeting)
 - b. Mike Schubert (Present for the meeting)

Meeting Minutes

1. Call Meeting to Order & President's Address

- a. Craig J. (C.J.) Klaas started recording and opened the meeting business with a President's address (6:30 p.m.). He discussed the purpose of the HOA, encouraged members to read the Covenants and Restrictions and be familiar with them. C.J. will work with website vendor to post the agenda, minutes after the meeting is complete. Mary Whitcomb will send out an email when this information is posted with a link to the contents.

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

- a. Mary Whitcomb (Secretary) attended to roll of lot owners.
- b. 51% needed (or at least 27 of the 53 lot owners present or voting by proxy) to reach quorum, for decisions to be binding. As the meeting began we were 1 short of 27 total votes, but during the meeting 1 more proxy came in via email which brought us up to 51% exactly to meet quorum which made all of our decisions binding.

i. Present for the annual meeting (13 HOA members):

1. Hardy (lot 1)
2. Klaas (lot 2)
3. Schubert (lot 4)
4. Wildes (lot 5)
5. Ozers (lot 8)
6. Villar (lot 13)
7. Anjum & Kausar (lot 14)
8. Thomley (lot 19)
9. Howard (lot 26)
10. Arndt (lot 40)
11. Wellik (lot 43)
12. Whitcomb (lot 51)
13. Hanson (lot 52)

ii. Proxy votes (14 HOA members):

1. Martin (lot 6) (proxy assigned to HOA Directors)
2. Wisniewski (lot 15) (proxy assigned to HOA Directors)
3. Robins & Brandt (lot 16)(proxy assigned to HOA Directors)
4. Graf (lot 23) (proxy assigned to HOA Directors)
5. DeSantes (lot 24)(proxy assigned to HOA Directors)
6. Alton/Miar (lot 25) (proxy assigned to HOA Directors)
7. McGrath (lot 28) (proxy assigned to HOA Directors)
8. Fose (lot 33) (proxy assigned to HOA Directors)
9. Egeberg (lot 39) (proxy assigned to Mary Ozers of lot 8)
10. Dowell & Danielos (lot 41) (proxy assigned to HOA Directors)
11. Musso (lot 42)(proxy assigned to Deneen Wellik of lot 43)

12. Palanki (lot 44)(proxy assigned to Deneen Wellik of lot 43)
13. Passini (lot 47) (proxy assigned to HOA Directors)
14. Sengbusch (lot 49)(proxy assigned to Mary Whitcomb of lot 51)

Therefore, quorum (51% or more of HOA members/lot owners) was reached given that 27 out of 53 HOA members/lot owners were either present or voted by proxy. This equates to 51% of the HOA members/lot owners represented physically or by proxy). The board encourages HOA members to make every effort to attend or to fill out a proxy for all annual meetings.

3. Approval of Minutes From 2023 Meeting

- a. The minutes from the 2023 meeting were reviewed.
- b. A main motion for approval of the 2023 meeting minutes was brought forth by David Wildes (lot 5) and was 2nd by Deneen Wellik (lot 43).
- c. The motion was carried unanimously without any nays.

4. Treasurer's Report and Finances (Deneen Wellik)

- a. A thank you was issued to Melissa Thomley for her service of about 19 years as the PP1HOA Treasurer as Deneen Wellik has now assumed this role.
- b. Balance of Accounts (As of 1/1/2024):
 - i. Pond Account: \$15,895.42 (Was \$13,800 1 year ago)(\$15k in 4 Month CD)
 - ii. General Account: \$14,480.61 (Was \$14,273.76 1 year ago).
- c. Dues of \$240 were collected per lot owner in 2023 for a total of \$12,720. Expenditures were \$13,121. We spent \$748 less than we had approved in our 2023 budget. However, we still overspent our annual HOA dues income by \$402 which means we pulled from our excess reserves to meet our expenses for the year. This was planned.
- d. Deneen explained the purpose of our Long-Term Pond Fund. No one had any questions.
- e. Deneen explained how our 2024 budget is targeted to be slightly higher for 2024, than in 2023, but dues will remain at \$240 for 2024. 2025 dues will likely increase by at least \$20 to handle increased lawn care costs and tax prep services and optional other landscaping options depending upon future budget approvals.
 - i. Furthermore, Deneen explained how we may end up simply adding a standard inflation adjustment to our future dues based upon an index to keep up our purchasing power with rising costs of services for the PP1HOA.
- f. Deneen explained how dues can now be paid by Zelle or Venmo. These will both be options on the 2024 dues invoice when they are sent to lot owners in the coming weeks.

5. Secretary's Report (Mary Whitcomb)

- a. The printed directories for both Pheasant Point neighborhoods are now available. Physical copies were handed out by Mary to those present at the meeting.

- b. There was a request made by Anthony Villar (lot 13) to make the PDF or excel spreadsheet of this contact information available by email after the meeting. We agreed to NOT post this information to our Facebook page since we want to maintain privacy for homeowners, but we will attempt to make the information available in electronic format to all lot owners of the PP1HOA after the meeting.
- c. Mary let everyone know that the Pheasant Point (for both neighborhoods) Facebook page is up and running. If someone is a lot owner in one of the Pheasant Point neighborhoods, but is not a member of the Facebook page, you can simply search for Pheasant Point Verona on Facebook and follow the prompts to be added.
- d. The annual newsletter for 2023 was not completed (apologies given by C.J. Klaas since that was typically something he created). In lieu of an annual printed newsletters, Mary will be creating the newsletter moving forward and emailing them to all PP1HOA members and posting it to the Facebook page.
- e. If a lot owner is interested in helping Mary to create, print, and distribute the physical newsletters, she is not opposed to doing this but no one in the meeting volunteered.
- f. Mary reminded everyone of everything that is available on our PP1HOA webpage and encouraged all HOA members to visit the page at: bit.ly/pheasantpoint

6. Parks Committee Report (Mike Schubert)

- a. **Monuments:** Mike explained how the Parks Committee helps the HOA manage the vendors who maintain the landscaping around our 3 monuments areas and our 1 outlot.
- b. **Tree Problems:** Mike explained how we have had some problems with the HOA owned and managed spruce trees at our various monuments dying as they get older and then being hard to replace since they struggle to survive in certain conditions and soil types. The Parks Committee has met with an Arborist to get insights into what types of pine trees thrive in our climate and soil conditions, along with what pine trees to avoid. If anyone ever wants help choosing trees for their lot they can reach out to the Parks Committee for a list of species that are less prone to disease.
- c. **Landscape Edging at Monuments:** Mike explained what the Parks Committee decided to do in 2023 as it relates to our 3 monument areas and the landscaping around them. The Parks Committee rented an edger and cut a new edge around all the monuments and then filled over the black edging with mulch since it was very old and starting to look bad. Mike said that the Parks Committee may suggest concrete curbing in the future to make maintenance easier and to make the landscaping more visually appealing with a permanent solution. The estimate for installing concrete edging around all the landscaping at all the monuments is around \$7,500-\$11,000. Therefore, in a future annual HOA meeting there may be 2 budgets proposed for HOA members to decide between...one that includes a one-time spike in dues to cover the per lot cost of adding concrete edging and one that continues to maintain the edging around the landscaping at the monuments the best we can without adding new edging.
- d. **Other Updates:** Mike also explained how there were some new plants

purchased and installed in the landscaping near the monuments at the corner of Summerfield and Timber Lane since a large portion of the landscaping has died over the past few years. Furthermore, the Parks committee had a workday in 2023 whereby a bunch of dead tree limbs were cut down and the landscaping was spruced up around all the monuments.

- e. **Parks Committee Workday:** It was highlighted that the Parks Committee hosted a “work day” with other HOA members in 2023 and plans to do this again in 2024. The 2024 HOA workdays is scheduled for May 4th, with a backup day in case of bad weather on May 11th. Please mark your calendars if you’re interested in attending. For more information and to reserve your spot at the work days, please contact Mike Schubert at mikeschubert4@gmail.com or Craig J. (C.J.) Klaas at pheasantpoint1hoa@gmail.com). The following lot owners indicated their interest in potentially participating in the workday during our annual meeting.
 - i. Jon Wellik (lot 43)
 - ii. Eric Hardy (lot 1)
 - iii. Anthony Villare (lot 13)
 - iv. Scott Whitcomb (lot 51)
 - v. Matthew Howard (lot 26)

7. Architectural Control Committee Report (Sonali Hanson)

- a. Sonali Hanson from the Architectural Control Committee (“ACC”) reminded homeowners of the ACC process – the role of this committee is mainly to contact neighbors and to ensure any planned new structure does not violate the Covenants and Restrictions. Sonali reminded everyone that the purpose of the committee is less about policing and more about helping maintain a beautiful neighborhood and facilitating continued neighborly communication. Sonali asked that neighbors reach out to someone on the ACC prior to beginning any home projects that are visible to their neighbors or the neighborhood to ensure a smooth process and adherence to the Covenants and Restrictions.
- b. Sonali let everyone know about a few projects they approved in 2023 as an example of the volume of work they do and as an example of how they work with neighbors to get projects approved.
- c. Finally, Sonali reminded everyone of the spreadsheet that was created to help everyone add up their landscaping points on their lots to make sure they adhere with the Covenants and Restrictions. The neighborhood is old enough that a lot of landscaping and trees are starting to die which is leaving lot owners with less landscaping than was originally intended or approved. The ACC suggested that all lot owners reach out to a member of the ACC to obtain a copy of the spreadsheet to add up their landscaping points and work with the ACC and Parks committee on adding additional landscaping if they are below the required points as outlined in the Covenants and Restrictions. Lot owners can reach the ACC members with the contact information below.

Dale Egeberg: mdegeberg@gmail.com
Mary Ozers: mozers@proteovista.com
Sonali Hanson: sonaliray2@gmail.com

8. Mailbox Committee Report (Mike Schubert)

- a. Mike Schubert 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”.
- b. Mike also created a PDF that provides all the details for the PP1HOA approved mailbox design, colors and installation requirements. You can find this information here:
https://chatmandesign.com/pheasantpoint/documents/Mailbox_Information_Pheasant_Point_HOA-Updated_2-2021.PDF
- c. Mike let everyone know that he stocks replacement parts for all the mailboxes and encouraged everyone to reach out if they need anything. There were some questions about the costs of the material which Mike summarized, but he reminded everyone that he is offering those replacement parts “at cost” and suggests everyone goes through him for sourcing replacement parts. Reach out to Mike for more details.
Mike Schubert: Mikeschubert4@gmail.com
- d. Many mailboxes require attention in the neighborhood. Mike has acquired all the necessary parts to repair and refurbish them, so homeowners do not necessarily need to re-purchase everything. Mike and C.J. (and their kids) have offered to repair these on an as needed basis. Notices of “mailbox refurbishing services and costs” should be provided to all lot owners around June 2024, but lot owners can proactively contact Craig J. Klaas or Mike Schubert if you would like them to assess refurbishing your mailbox for a nominal fee.
Contact Mike Schubert at mikeschubert4@gmail.com or Craig J. (C.J.) Klaas at pheasantpoint1hoa@gmail.com for more information.
- e. Mike also let everyone know that the original wooden street signs around the neighborhood are starting to deteriorate. Furthermore, the town of Middleton has added redundant reflective street signs at all the street corners since they are now a requirement. Therefore, as the original wooden street signs deteriorate to a point of looking bad, they will be removed without any intent to replace.

9. Unfinished Business

- a. None

10. New Business

- a. **2024 Budget:** There was a discussion about the overall budget and the purpose for the pond sinking fund given that the HOA is responsible for maintaining the ponds

on lot 1 and lot 2 in the Bylaws given that they are required runoff areas. Every once in a while there is a need to replace one of the liners in the 2 ponds and/or replace the pump for the separate well that serves the needs of the 2nd ponds if they get low and need extra water. The 2024 budget was proposed which outlined an estimated \$13,820 of expenditures and \$12,720 of dues, which would mean about \$1,100 of surplus spending. However, with the current excess reserves the Directors and Officers thought this was acceptable. It was mentioned that in future years the Directors and Officers anticipate increases in dues to keep up with inflationary pressures for the services hired and to cover some of the possible 1 time costs associated with various expenses like edging and tree replacement at the monuments depending upon what HOA members decide in future annual meetings.

- i. A main motion to pass the proposed 2024 budget was brought forth by Jon Wellik of lot 43 and was 2nd by Scott Whitcomb of lot 51. The motion then passed unanimously.
- b. **Requested Modifications to Covenants and Restrictions:** C.J. notified everyone that our Covenants and Restrictions are over 20 years old and we have had multiple requests to modify them over the years for things like 1-addressing solar panels, 2-clarifying the ability to rent or not rent a home in the neighborhood and over what timeframe, 3-allowing for chicken coops within certain restrictions, etc. C.J. notified everyone that a committee had been pulled together a few years ago, led by Deneen Wellik of lot 43, for the very purpose of assessing the costs and benefits of possibly restating our Covenants and Restrictions. At that time, the committee determined that the costs outweigh the potential benefits of modifying the Covenants and Restrictions which is why they remain in their original form.
 - i. However, this discussion led to a renewed interest in pulling together another committee to evaluate modifying the Covenants and Restrictions once again since there are some homeowners wanting new provisions added or modified, along with other homeowners who are interested in removing certain sections.
 - ii. Matthew Howard of lot 26 indicated that he believes we are overcomplicating the issue and that changing the Covenants and Restrictions could be more economical than was originally discussed.
 - iii. Eric Hardy of lot 1 suggested that we at least create a structure or mechanism for submitting proposed modifications that could be assessed by the Directors and Officers over time.
 - iv. Matthew Howard indicated an interest in forming another committee to reevaluate modifying the Covenants and Restrictions again, but there was concern about making sure the new committee had a clear objective or purpose so that changes didn't suddenly happen without all HOA members getting clarity on the new provisions. C.J. reminded everyone that updating any portion of our Covenants and Restrictions or Bylaws requires a 67% majority vote from all of the current HOA members.
 - v. After a vibrant discussion on the topic, C.J. agreed to work with Matthew Howard and other HOA members on pulling together another committee to re-evaluate this topic once again. C.J. will work to create a very clear objective/purpose for a new committee along with offering all lot owners the ability to participate in the new committee as they have interest and time. There was no specific timeline identified for forming this new committee. C.J. will get the ball rolling over the 2024 calendar year.
- c. **2024 Summer Picnic:** 2023 was the first year in a long time where the PP1HOA hosted a summer picnic at Scott and Mary Whitcomb's residence at lot 51. The picnic was very well attended and received by the neighborhood. THANK YOU, Scott & Mary! Given the great

response in 2023, the Officers and Directors have decided to host another summer picnic in 2024 which will be held at Jon and Deneen Wellik's home at lot 43 on Thursday, July 25th. More details to come in the months ahead.

11. Meeting Adjourned: 7:45 p.m.