



# PHEASANT POINT I HOMEOWNERS ASSOCIATION (“PP1HOA”)

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Annual Meeting

A G E N D A

Tuesday, January 21st, 2025 @ 6:30 p.m.  
Town of Middleton Hall

## **Board of Directors (“Directors” or “Board”):**

- a. Craig J. Klaas
- b. Deneen Wellik
- c. Melissa Thomley

## **Officers**

- a. **President:** Craig J. (C.J.) Klaas
- b. **Vice-President:** Deneen Wellik
- c. **Secretary:** Mary Whitcomb
- d. **Treasurer:** Deneen Wellik

## **Committees**

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

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## **1. Call meeting to order**

## **2. President’s address**

**As outlined in Bylaws & Covenants & Restrictions...**

- Purpose of HOA
- Number of lots/members
- Definition of “quorum” (51%) for transaction of business
- Powers & duties of directors elected by members
- Powers & duties of officers elected by directors
- Importance of annual budget and inability of board to spend more than \$1,000 in excess of budget without member approval
- Amendment of Bylaws requires 67% agreement of the current lots

- Plat map & outlot 2 photos.
- PLEASE READ the Covenants & Restrictions available on our website: [bit.ly/pheasantpoint](http://bit.ly/pheasantpoint)
- Electronic access to core PP1HOA documents and information (ex: Covenants and Restrictions, Bylaws, Amendments, Meeting minutes, Newsletters, Mailboxes, etc.) ([bit.ly/pheasantpoint](http://bit.ly/pheasantpoint))
- We live in an AMAZING neighborhood and we hope the PP1HOA can play a small part in keeping it that way.
- The PP1HOA Directors and Officers follow a “Parliamentary Procedure” for running our annual meetings, which are then governed by “Robert’s Rules of Order” which include “Main Motions” requiring a 2nd, with a vote thereafter.

### 3. Roll of Lot Owners

Certify Proxies

Verify Quorum

### 4. Approval of Minutes From 2024 Meeting.

### 5. Treasurer’s Report (Deneen Welik)

- Balance of Accounts (As of 1/1/2025):
  - **Pond Account:** \$17,348.61 (Was \$15,895 1 year ago)(\$15k in CD since 12/1/23)(\$1,500 added 8/1/24)
  - **General Account:** \$15,124.43 (Was \$14,480.61 1 year ago).
- We spent about \$41 more than we collected in dues in 2024 and about \$1,050 less than was approved in the budget for 2024.
- Explain Long-Term Pond Fund
- Dues were \$240 per lot in 2024. We may raise the dues per lot due to a general rise in the cost of services for the HOA and/or depending upon the budget that gets approved. However, according to our Bylaws, only the budget needs to be approved by lot owners annually and not the dues. Dues are levied by the Officers and Board resulting from the approved budget and any reserves or lack thereof.
- This year’s dues can be paid by check, Zelle, or Venmo. Information will be communicated on these payment options with the dues statement.

### 6. Secretary’s Report (Mary Whitcomb)

- We will attempt to create a new/updated directory again in 2026.
- Looking for an editor for the annual newsletter. Anyone interested?
- We have 61 members of the Facebook group for the Pheasant Point Homeowners Association (the original Pheasant Point HOA) and the Pheasant Point 1 Homeowners Association (the 2nd Pheasant Point HOA)
  - Contact me (Mary Whitcomb) if you are interested in joining the Facebook group.
- Reminder: Electronic access to core PP1HOA documents and information (ex: Covenants and Restrictions, Bylaws, Amendments, Meeting minutes, Newsletters, Mailboxes, etc.) ([bit.ly/pheasantpoint](http://bit.ly/pheasantpoint))

### 7. Committee Reports

#### a. Parks Committee (“PC”) Report (Mike Schubert & Brian Arndt)

- HOA workday took place on May 2024
  - Plastic edging removed
  - Weeds pulled from plant beds
  - Bed edges redefined using bed trencher
- 2025 considerations and updates

- Replace one dusk to dawn light at Timber Lane monument as it is starting to fail
- Discuss concrete curb edging to replace or add to plantings in beds (\$11k)
- Possibly add a few plantings to replace or add to plantings in beds
- Potential volunteer workday based on condition of beds in Spring 2025. Who is interested?

**b. Architectural Control Committee (“ACC”) Report (Dale Egeberg, Mary Ozers, & Sonali Ray)**

- The ACC is here to help neighbors be aware of our covenants and work with them to get their projects approved.
  - The ACC works in conjunction with the HOA Board.
- Handled 2 requests in 2024:
  - detached garage
  - Sunroom addition.
- Friendly reminders:
  - Need to have a front light post (or comparable) to keep our neighborhood safe.
  - Evergreens and disease. The ACC can help advise, based on local landscaper recommendations, on trees that are more resistant to disease.
- The ACC offers an easy-to-use spreadsheet to help you calculate your landscaping points, if you want to make sure you have enough. Simply plug in your answers, and your points are calculated based on our covenants.

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

- Mailboxes and street signs were refurbished in the Summer of 2024.
- Mailbox refurbishing services are generally offered annually in the Summer for about \$50.
- Condition of Mailboxes
  - Mailboxes and wooden parts must be kept in good condition with the same components and colors determined by the PP1HOA.
    - Observations by mailbox committee
  - Mailbox Parts Price Estimates (supplied by Mike Schubert):
    - \$240: Mailbox and copper covering
    - \$140: Newspaper slot
    - \$260: Post
    - \$160: Address plate
    - Installation not offered by HOA.
- Mailbox details and parts (requirements, measurements, paint colors, etc.) on PP1HOA website.

**8. Unfinished Business**

- None

**9. New Business**

- Review and approve 2025 budget
- Reminders about important aspects of the Covenants and Restrictions.
  - Light posts
  - Mailboxes

- Notice: Problems with emailing phishing scams due to email addresses being publicly available on the webpage.
- Multiple proposals for modifications to our Covenants and Restrictions which requires a 67% majority vote of our current HOA members including (but not limited to):
  - Language clarity around “single family residences” and allowance for homes to be long term rentals (at least 1 year).
  - Allowance for installation of a chicken coop on a lot.
  - Language clarity as it relates to pools and fences.
  - Language clarity as it relates to the installation of solar panels.
- A short-term committee met in the Summer of 2024 for the 2nd time in the last 4 years to evaluate the potential for attempting to obtain the 67% approval of all lot owners to modify the covenants and restrictions. For the 2nd time in the past 4 years, it was determined that we should NOT attempt to modify the documents.
- Is there an interest in a summer picnic and/or an annual Santa visit?
  - Notice: Summer 2024 PP1HOA and PPHOA Picnic was cancelled due to inclement weather.
- Questions?

## 10. Adjourn