



Pheasant Point 1 Homeowners Association (“PP1HOA”) 2025 Annual Meeting Minutes

Meeting Date: January 21st, 2025

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 the website vendor to post the meeting agenda and meeting minutes after the meeting is complete. Mary Whitcomb will send out an email when this information is posted with a link to the contents.
- b. CJ reminded everyone of the following items:
 - i. The primary purpose of the HOA is to enforce the covenants and restrictions and to manage and maintain the 4 monuments, landscaping, trees, and lawns along with an outlot and 2 ponds on lots 1 and 2.
 - ii. There are 53 lots as part of the PPIHOA which means every lot/homeowner gets a vote.
 - iii. C.J. educated everyone on the difference between Pheasant Point and Pheasant Point 1...Pheasant Point was built BEFORE Pheasant Point 1 and they (Pheasant Point) are part of a separate HOA.
 - iv. The definition of "quorum" for purposes of the annual meeting and the decisions made being enforceable, is having at least 51% of the voting lots/homeowners present for the annual meeting or by proxy.
 - v. C.J. discussed the powers and duties of the directors elected by members and the powers and duties of officers elected by the directors.
 - vi. C.J. reminded everyone the importance of the annual budget that gets passed by PPIHOA members/lot owners each year at the annual meeting, and how the officers and board members cannot spend more than \$1,000 in excess of the approved annual budget each year.
 - vii. C.J. reminded the group about the importance of our covenants and restrictions and how they cannot be amended without 67% approval by all current members/lot owners.
 - viii. C.J. reminded everything that our covenants and restrictions, bylaws, plat map, amendments, prior meeting minutes and alot more information is available online at the PPIHOA webpage: bit.ly/pheasantpoint
 - ix. Finally, C.J. reminded everyone that our meeting will generally be run using a "parliamentary procedure" which is then governed by "Robert's Rules of Order" which include "Main Motions" requiring a 2nd, with a vote thereafter.

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

- a. Mary Whitcomb (Secretary) and C.J. Klaas performed a 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.
- c. **20 proxy votes were certified as outlined below:**
 - i. Hardy (Lot 1)(Proxy assigned to Dale Steber of Lot 7)
 - ii. Martin (Lot 6)(Proxy assigned to PP1HOA Board)
 - iii. It was indicated by Dale Steber of Lot 7 that Tim and Karen Clay of Lot 3 had indicated they would give him/Lot 7 their proxy vote, but this was not certified before the meeting.
 - iv. Pugliese (Lot 9)(Proxy assigned to PP1HOA Board)
 - v. Saalsaa (Lot 11)(Proxy assigned to PP1HOA Board)
 - vi. Wisniewski (Lot 15)(Proxy assigned to PP1HOA Board)
 - vii. Robins & Brandt (Lot 16)(Proxy assigned to PP1HOA Board)
 - viii. Peek (Lot 20)(Proxy assigned to PP1HOA Board)
 - ix. Graf (Lot 23)(Proxy assigned to PP1HOA Board)
 - x. Alton & Miar (Lot 25)(Proxy assigned to PP1HOA Board)
 - xi. McGrath (Lot 28)(Proxy assigned to PP1HOA Board)
 - xii. Rocco (Lot 29)(Proxy assigned to PP1HOA Board)
 - xiii. Fose (Lot 33)(Proxy assigned to PP1HOA Board)
 - xiv. Lorge (Lot 37)(Proxy assigned to Mary Whitcomb of Lot 51)
 - xv. Dowel & Daniolos (Lot 41)(Proxy assigned to PP1HOA Board)
 - xvi. Musso (Lot 42)(Proxy assigned to Jon and Deneen Wellik of Lot 43)
 - xvii. Palanki (Lot 44)(Proxy assigned to Deneen Wellik of Lot 43)
 - xviii. Winkel (Lot 45)(Proxy assigned to PP1HOA Board)
 - xix. Schuster (Lot 46)(Proxy assigned to Brian Arndt of Lot 40)
 - xx. Passini (Lot 47)(Proxy assigned to Mike Montalto of Lot 53)
 - xxi. Sengbusch (Lot 49)(Proxy assigned to PP1HOA Board)
- d. **12 members/lot owners attended the meeting and were certified as outlined below:**
 - i. Klaas (Lot 2)
 - ii. Wildes (Lot 5)
 - iii. Steber (Lot 7)
 - iv. Ozers/Warren (Lot 8)
 - v. Thomley (Lot 19)
 - vi. Togretti/Winslow (Lot 26)(New HOA Members/Lot Owners Emily Togretti & Mario Winslow)
 - vii. Kubsh (Lot 34)
 - viii. Arndt (Lot 40)
 - ix. Wellik (Lot 43)
 - x. Whitcomb (Lot 51)
 - xi. Hanson/Ray (Lot 52)
 - xii. Montalto & Newville (Lot 53)
- e. **Therefore, with the 20 certified proxy votes and the 12 member/lot owner attendees, we had a total of 32 members/lot owners verified which means we reached quorum and our decisions within the meeting were binding.**

3. **Approval of Minutes From 2024 Meeting**

- a. The minutes from the 2024 meeting were reviewed.
- b. A main motion for approval of the 2024 meeting minutes was brought forth by Brian Arndt (lot 40) and was 2nd by Sandra Wildes (lot 5).
- c. The motion was carried unanimously without any nays.

4. **Treasurer's Report (Deneen Wellik)**

- a. Balance of Accounts (As of 1/1/2025):
 - i. **Pond Account:** \$17,348.61 (Was \$15,895 1 year ago)(\$15k in CD since 12/1/23)(\$1,500 added 8/1/24)
 - ii. **General Account:** \$15,124.43 (Was \$14,480.61 1 year ago).
- b. 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.
- c. Deneen explained the Long-Term Pond Fund account and the responsibility of HOA members to fund the maintenance and management of the ponds on lot 1 and lot 2 given that they are required run-off areas.
- d. 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.
- e. This year's dues can be paid by check, Zelle, or Venmo. Information will be communicated on these payment options with the dues statement.

5. **Secretary's Report (Mary Whitcomb)**

- a. Mary let everyone know that while we created a directory and distributed it to all PP1HOA lot owners in 2024, there were some lessons learned in the process and we only anticipate updating this every couple years. Therefore, we will probably attempt to create a new/updated directory again in 2026.
- b. Mary asked if anyone was interested in writing and editing for a printed Newsletter each year, but no one showed any interest. Therefore, it was generally concluded by Mary that we will stop trying to create and distribute a printed annual newsletter and instead just stick to our Facebook group for ongoing notices and information about the PP1HOA.
- c. 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)
 - i. Contact me (Mary Whitcomb) if you are interested in joining the Facebook group. mewhitcomb@gmail.com
- d. Reminder: Electronic access to core PP1HOA documents and information (ex: Covenants and Restrictions, Bylaws, Amendments, Meeting minutes, Newsletters, Mailboxes, etc.) (bit.ly/pheasantpoint)

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

- a. HOA workday took place on May 2024
 - i. Plastic edging removed
 - ii. Weeds pulled from plant beds
 - iii. Bed edges redefined using bed trencher
- b. 2025 considerations and updates
 - i. Will eventually need to replace one dusk to dawn light at Timber Lane monument as it is starting to fail
 - ii. Discuss concrete curb edging to replace or add to plantings in beds (\$15k estimate)
 - iii. Possibly add a few plantings to replace or add to plantings in beds
- c. Potential PP1HOA member/lot owner volunteer workday will be made available based on the condition of the landscaping beds in Spring 2025. More information to come as the PC pulls together the specific day and work that will be accomplished.
- d. Mike & Brian mentioned how the PC suggests members/lot owners consider installing concrete curbing/edging around the monument landscape beds to minimize ongoing maintenance. This will be discussed in greater detail during the New Business section when budgets are discussed. The estimated one-time cost for this installation at all monuments is around \$15k.

7. Architectural Control Committee (“ACC”) Report (Mary Ozers & Sonali Hanson)

- a. Mary and Sonali reminded everyone of the purpose for the ACC.
- b. They said that the ACC is here to help neighbors be aware of our covenants and work with them to get their landscaping and/or home remodel/additions approved in a timely manner.
- c. The ACC handled 2 requests in 2024.
 0. Detached garage request (was not approved since detached garages are not allowed according to our covenants and restrictions).
 1. Sunroom addition.
- d. Some friendly reminders were summarized by Mary and Sonali
 0. Everyone is supposed to have a front light post (or comparable) to keep our neighborhood safe.
 1. Evergreen trees have been getting diseased and dying. Therefore, they reminded everyone that the ACC can provide advice based upon local landscaper recommendations for evergreens that can survive the harsh climate and humidity. They suggested people reach out with any questions or concerns.
- e. Finally, Mary and Sonali reminded everyone that our Covenants and Restrictions have guidance on how much landscaping every lot should have to amount to a certain number of points for approval by the PP1HOA and ACC. Therefore, given that some trees and plants have been dying, some lots may be short of the required points and should reach out to the ACC with any questions.
- f. 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 and

Restrictions. Reach out to anyone on the ACC for access to the spreadsheet.
Below are the email addresses for the current members of the ACC.

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

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

- a. Mike Schubert & C.J. Klaas 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 & C.J. let everyone know that mailboxes and street signs were refurbished in the Summer of 2024.
- d. Mike & C.J. 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
- e. 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 2025, but lot owners can proactively contact C.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.
- f. **Mailbox Parts Price Estimates (Supplied by Mike Schubert):**
\$240: Mailbox and Copper Covering
\$140: Newspaper Slot
\$260: Post
\$160: Address Plate
Note: installation not offered by PP1HOA or Mike Schubert.

9. Unfinished Business

- a. None

10. New Business

a. Review & Approve 2025 Budget: Two proposed budgets were considered:

1. The first budget that was proposed was similar to the prior year with some minor adjustments for increases in costs over the prior year from vendors.
2. A 2nd budget was considered that added in the one-time cost of the concrete curbing suggested by the Parks Committee around the landscaping at the monuments. The estimated cost for the curbing was initially \$10,000, but it was suggested to increase the budget to \$15,000 to cover potential cost increases since obtaining the original quote 2 years ago, and to ensure completion. The idea was to split the \$15,000 extra 1 time funding needed for the concrete curbing between using existing surplus funds in our core checking account and a one-time special assessment per lot. However, once again, C.J. was clear that the budget was to be approved by PP1HOA members/lot owners and the dues are set by the Officers.
3. The budget with the \$15,000 line item to install concrete curbing was approved, with the intention of possibly completing all required curbing in the same calendar year to leverage cost advantages. The budget approval included this larger amount to ensure flexibility and avoid coming up short.
4. A main motion for approval of the 2nd budget with the extra 1 time \$15,000 for concrete curbing was brought forth by Brian Arndt (lot 40) and was 2nd by Michael Shubert (lot 4).
5. The motion was carried unanimously without any nays.
6. After the motion passed Dale Steber of lot 7 mentioned that he thinks future annual meeting invites to PP1HOA members should better inform lot owners about a potential significant vote for a 1 time increase in dues. C.J. heard this feedback and indicated the PP1HOA Officers and Board members will do their best to be clearer in future meeting invites about any potential significant votes that need to be made by PP1HOA members/lot owners that could impact dues.

b. Reminder about important aspects of the Covenants and Restrictions:

1. C.J. reminded everyone about a couple important aspects of the Covenants and Restrictions that were also mentioned by the ACC regarding light posts being lit and mailboxes being the same design and color.

c. Notice: Problems with email phishing scams

1. C.J. notified everyone of an email phishing scam that has been going around to various neighbors requesting dues payments or money from a different email address but with the same email signature as various members of the PP1HOA officers. C.J. discussed how this is probably the result of our email addresses and titles being publicly available on the PP1HOA webpage. C.J. suggested that no payments ever be made to the HOA or from the HOA officers without confirmation the transaction or

request is legitimate.

- d. **Requested Modifications to Covenants and Restrictions:** C.J. notified everyone that our Covenants and Restrictions are over 25 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 sub-committee was pulled together in 2024 for a 2nd time in the past 5 years and the same conclusion was reached to not amend the Covenants and Restrictions due to costs constraints and a lack of consensus around provisions to change that would need a 67% approval from all current PP1HOA members/lot owners. At this 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.
- e. **2025 Summer Picnic:** Our 2024 Summer picnic was cancelled due to bad weather but we will attempt another Summer picnic in 2025 at the lot of Jon and Deneen Wellik (Lot 43: 3905 Nicolet Court). Currently we are targeting the evening of Thursday, July 10th, 2025 but more details will be made available in the months ahead.

11. **Meeting Adjourned: 7:40 p.m.**