

**Minutes of the
Walnut Grove Homes Association, Inc.
February 2022 Board Meeting
February 7, 2022 6:30 p.m.
By Zoom**

Attendees: Liz Fenster, Doug Hyant, Eileen Goode, Charlie Morgan, Nick Brown, Kim Grimmer, Danielle Bashirullah, and Hayden McCann. Paige Hawkins was excused.

Ms. Fenster called the meeting to order at 6:33 p.m.

January 5, 2022 Board Meeting Minutes:

Mr. Hyant moved to approve the minutes of the January 5, 2022 Board meeting as drafted, distributed to the Board and filed on the website. Ms. Goode seconded the motion. The motion passed unanimously.

Election of Officers and Committee Chairs and Co-Chairs.

Ms. Fenster briefly reviewed the requirements of the by-laws as to the Officer positions and Committee chairs. She also briefly reviewed the discussions from prior meetings of separating out certain functions of the Greenways Committee with the intention of having co-chairs in charge of each function. The Board members then, in turn, expressed their interests in the offices and roles in which they would like to serve for the coming year. A discussion ensued about these roles and their duties, including their distribution among the Board members, following which a slate of officers and chairs became identified by mutual agreement. Much of the discussion centered on: (a) the re-organization of the Greenways Committee into three subcommittees and new Co-Chairs for each; (b) the composition and process to be followed by the new Pathway's Repair and Replacement ("R&R") Subcommittee of the Greenway's Committee, and (c) the work currently underway to collect annual homeowners' assessments.

The following slate of Officers and Committee Chairs was reached by consensus of the Board:

President and Digital Communications	-	Liz Fenster
Vice President	-	Doug Hyant
Secretary and Newsletters Editor	-	Kim Grimmer
Treasurer	-	Nick Brown
Architectural Control Committee	-	Danielle Bashirullah
Block Captains	-	Danielle Bashirullah
Social	-	Charlie (and Lynn) Morgan
Greenways Co-Chairs	-	Paige Hawkins, Annual Services Contracting Hayden McCann, Volunteers Coordinator Charlie Morgan, Pathways Repair and Replacement

Pathways R&R Subcommittee	-	Charlie Morgan, Eileen Goode and Hayden McCann
Architectural Control Committee Members	-	Danielle Bashirullah, Derek Pavelec, Pat Delaney, Ron Wynne, Jeff Vanderpool, Nick Brown and Kim Grimmer

Mr. Grimmer moved to approve the slate. Mr. Hyant and Mr. Morgan seconded the motion. The slate was approved unanimously.

New Business:

1. **Initial Meeting of Greenways Committee.** Ms. McCann recommended that an initial meeting of the entire Greenways committee be held in April so that current members of the Greenways Committee can express their individual interests regarding on which subcommittee they would like to serve. She will coordinate setting up that meeting with Ms. Hawkins and Mr. Morgan.
2. **Greenways Google Folder.** Ms. Fenster will establish a new Google Doc on the Greenways Google Drive folder to be used as an on-going diary to record information collected over time as to the investigations conducted by the Pathways Repair and Replacement Subcommittee into possible efforts, methods and potential contractors for pathways repair and replacement.
3. **Tree Replacement on Three Circles.** There was a short discussion of coordinating the effort to replace trees on Oxwood, Whitacre and Foxboro (the three circles that had trees removed this past year), including communications with the block captains on those circles, and working on proposals from Eco for replacement trees. The goal would be to solicit non-binding input from the residents on those circles as to the number and type of replacement trees they would like to see.
4. **Dues Notices and Collection.** Mr. Morgan gave a recap on the dues notice and collection. Mr. Morgan will go through the PayPal report to update the members who have paid by PayPal. Reminders of unpaid fee assessment will likely go out in late February or early March. Ms. Goode proposed considering payment options such as Zelle or Venmo for next year.
5. **Board Use of Ionos Email Server.** Ms. Fenster reviewed the Ionos email system for Board positions, resetting passwords for those Board members in new roles, And the Google account she has linked to the Treasurer’s Ionos account (Treasurer@walnutgrovemadison.org) with the Treasurer’s digital files in that Google account, including the dues tracker.

6. **Transition of Treasurer Duties.** It was agreed that Mr. Morgan would continue the depositing and tracking of the fee receipts for the next several weeks. Mr. Brown would come into the process more fully at the time for late notices to be sent out.
7. **Use of New Owner Packages and Newsletters for Ad Revenue.** Ms. McCann wondered if we had an interest in inserting into the new owner packages, distributed by Block Captains, coupons for a business which elected not to advertise in the directory. There would be a fee. The Board decided against that. The directory goes into the new neighbor packet and it seems unfair to the advertisers who agreed to advertise in the directory. We may explore advertising in the newsletter. Because it is primarily digital, we would have some flexibility for space for ads.
8. **City Transportation Committee Meeting.** The next meeting is this Wednesday night (2/9/22) and it will have presentations on the Safe Street program on the agenda. It will deal, along with other projects, with the proposed plan for increasing safety along Westfield in the vicinity of Walnut Grove Park and Farmington Way. Ms. Fenster will send out the link for registering for the meeting for any Board member who wants to attend.
9. **Current Financials.** Mr. Morgan made a short presentation on the financials, attached hereto as Exhibit A. There is a small \$4.90 charge by PayPal for a \$150 transaction, more than the \$2.50 convenience fee allocated to cover the expected expense. We will explore other possible payment services for next year.

Old Business:

1. **2022 Neighborhood Directory.** Discussion ensued on finalizing the directory to be published in late February. Ideas had been exchanged by email about paring down the directory to remove the identity of children and pets, and professions/employment. After a brief discussion it was decided that the new directory will simply list names and addresses, and telephone numbers and email addresses (as members indicate they desire) and not list children, pets and employment/profession. We need a half-page ad still for fully funding the directory. The two quotes for printing (between \$1200 and \$1300, depending on number of directories, number of pages and amount of color pages) are from Econoprint and Wells Print Digital. Once the ads are fully subscribed and ad copy received, the digital version will be emailed by Ms. Fenster to the membership with a request that members proof their information once more before the printed version is finalized.
2. **Newsletters.** We will plan, once again, on getting out Spring and Fall newsletters with the two timed to provide information on planned upcoming social events.

- 3. Laser Printer.** Ms. Fenster reminded the Board that the Association's newly acquired laser printer is available to any Board members for Board and Committee business.

The next regular Board Meeting will be on Monday, April 4, 2022 at 6:30 p.m. Any Chairs having written reports for the meeting should submit them to Mr. Grimmer, copy to Ms. Fenster no later than Thursday, March 31, 2022. Mr. Hyant will shortly issue a notice of a Zoom meeting for April 4, on the chance we are still meeting remotely by April 4th.

The meeting adjourned at 7:46 p.m.

**Submitted by:
Kim Grimmer, Secretary**

WGHA Treasurer's Report -- As of January 31, 2022

	2022 Budget <u>Amount</u>	<u>As of January 31</u>
OPENING BALANCE		
Checking Account	\$3,316.76	\$3,316.76
Money Market Account	30,999.41	31,001.58
Savings Account	<u>5.13</u>	<u>5.00</u>
 Total -- Summit Credit Union	 \$34,321.30	 \$34,323.34
 PayPal Balance		
 Total Cash Carryover from Previous Year		
 Est. Previously Committed (Legacy + Unpaid Bills from Prev. Year)	 -\$17,389.48	 -\$15,800.00
 Est. Uncommitted Funds, as of January 31	 \$16,931.82	 \$18,523.34
REVENUES		
Annual Dues Payments Deposited to Checking Account	\$45,300.00	\$0.00
Annual Dues Payments Deposited to Money Market Account		
Annual Dues Deposited to Pay Pal Account		
 Subtotal -- Dues Payments	 \$45,300.00	 \$0.00
 Interest on Bank Balances		
Money Market Account	\$0.00	\$2.10
Checking Account	<u>0.00</u>	<u>0.13</u>
 Subtotal	 \$0.00	 \$2.23
 Other		
Revenue from Directory Advertisers	1,300.00	\$0.00
 Total Revenues	 \$46,600.00	 \$2.23
EXPENDITURES		
	<u>Budgeted</u>	<u>Through Jan. 31</u>
Greenways and Circles		
Water and Sewer	\$5,500.00	\$440.36
Electricity (Madison Gas and Electric)	2,300.00	181.26

Mowing	7,000.00	0.00
Weed Control and Fertilizer	1,200.00	0.00
Woodland Management, Invasive Control, Replanting	12,700.00	0.00
Pathway Maintenance	5,000.00	0.00
Lamp Post Maintenance	600.00	0.00
Circle Grants (\$500) and Circle Reimbursements (\$50)	2,150.00	0.00
Greenways and Circles, Misc.*	<u>600.00</u>	<u>0.00</u>
Subtotal	\$37,050.00	\$621.62
Administrative Expenses		
Bank Charges	50.00	21.00
Taxes and Fees	50.00	182.00
Insurance (Liability/Board)	1,300.00	1,217.00
Dues Collections Mailings (Printing and Postage)	100.00	0.00
Newsletters and Notices	200.00	0.00
Annual Meeting	0.00	0.00
Directory	1,300.00	0.00
Website	200.00	13.00
Social	1,500.00	0.00
Legal Fees	2,000.00	0.00
Misc. (Supplies, Postage, P.O. Box)	<u>500.00</u>	<u>336.79</u>
Subtotal	\$7,200.00	\$1,769.79
Payments for 2021 Commitments Made in 2022		
Woodland Management		\$374.75
Weed Control Prepayment for 2022		<u>1,214.73</u>
Subtotal		\$1,589.48
TOTAL EXPENSES	\$44,250.00	\$3,980.89
Greenways and Circles Legacy Fund		
Lamp Post Replacement	\$2,000.00	\$0.00
Pathway Replacement	<u>13,000.00</u>	<u>0.00</u>
Subtotal	\$15,000.00	\$0.00
Uncommitted BALANCE (Available + Revenues -Expenses)	\$4,281.82	
CASH BALANCES		

Ending Balance Based on Bank Statement

Checking Account	\$11.00
Money Market Account	30,328.68
Savings Account	<u>5.00</u>
Total -- Summit Credit Union	\$30,344.68
Total -- PayPal Account	<u>\$0.00</u>
Total Bank and PayPal Balances	\$30,344.68
Jan 1 Balance + Revenues-Expenditures to Date	30,344.68
Difference	0.00