

**Minutes of the Walnut Grove Homes Association
May 2021 Board Meeting
May 18, 2021 6:30 p.m.
via Zoom**

Attendees: Liz Fenster, Doug Hyant, Molly Hyant, Eileen Goode, Hayden McCann, Charlie Morgan, Jeff Vanderpool, Kim Grimmer, Paige Hawkins, and Danielle Bashirullah

Homeowners Present: Jenn Huntley and Deb Wynne

President Liz Fenster called the meeting to order at 6:34 p.m.

March 16, 2021 Board Meeting Minutes:

The March 16, 2021 board meeting minutes were submitted by Mr. Grimmer prior to the meeting. Mr. Grimmer moved their approval and Ms. Bashirullah seconded his motion. The Board unanimously approved the minutes as drafted.

Officer and Committee Reports

- **President's Report**
 - **Officer and Committee Role Changes.** Ms. Fenster proposed some changes in officer and committee roles based on her discussions with the parties involved, including, primarily, their increased workloads outside Association work. Based on her discussions she proposed that Charlie Morgan be elected by the board as treasurer and that Jennifer Huntley, a non-board member, will take over communications for the Association. Mr. Grimmer moved that Mr. Morgan become the treasurer of the Association. Ms. Goode seconded the motion. The vote in favor was unanimous. Mr. Morgan and Ms. Hyant briefly discussed coordinating transition of the role. Ms. Fenster introduced Ms. Huntley and she give a brief presentation on her background in the communications field. Mr. Grimmer moved that Ms. Huntley become the Communications head Mr. Vanderpool seconded the motion which passed unanimously.
 - **Survey Discussion.** The recent on-line survey had remarkably good participation. There were 172 responses.
 - The friendliness of neighbors was the most valuable asset of Walnut Grove for the owners responding.
 - Social events and activities came in the lowest in terms of the scale provided to the respondents. Ms. Fenster felt Covid could have been a factor in this. She recommended we focus on two events a year for now.
 - The responses to the question on participation in greenway and circle cleanups indicated that a large percentage of respondents weren't aware

of such cleanups and this indicated the need for better communications of these efforts.

- There was a discussion on the responses to the fence height questions and their potential impact on future decisions on fences by the ACC. There may be a more focused survey on fence enforcement in the future. The majority of homeowners who have lived in Walnut Grove longer than five years favor the current fence restrictions.
- Email communication to the membership was the overwhelmingly preferred means of communication of Association business and events.
- Follow up surveys may include fences, greenways and circles, and communication/social events. There was general agreement that the first follow-up survey should address greenways and circles.
- **Organizational Planning.** Ms. Huntley, who is a organizational consultant, has graciously offered to provide the Association with help on defining its organizational mission, vision and goals. This topic will be discussed in the July board meeting.
- **Committee/Officer Reports:**
 - **Architectural Control Committee**
 - Mr. Vanderpool submitted the ACC report which is annexed to these minutes.
 - He feels that owners have recently been more proactive in reaching out to the ACC to discuss projects informally prior to submitting applications. He feels that is a desirable change, although it is more time-consuming for him.
 - Ms. Fenster indicated that a reminder about and brief summary of the new ACC guidelines will go in the next newsletter
 - **Greenways**
 - Ms. Hawkins reported on the greenways committee's recent meeting. Among the items discussed were:
 - Whether specific criteria should be established for the \$500 circle grants.
 - There have been some encroachment on the greenways, particularly as to Greenway D, and the committee discussed tackling this problem.
 - Greenway D is very unattractive and needs to be addressed. Lots of invasive plants, lots of downed branches, saplings need to be removed, paths are mossy because of the tree canopy.
 - Eco has everything they need from MG&E to begin their work on trees.
 - Two trees are coming down on Whitacre Circle and one tree on Oxwood later this month.

- There have been discussions with Eco Tree about establishing a multi-year plan for tree pruning. Mr. Vanderpool felt there would need to be a plan for keeping Eco (or any other vendor) accountable for the amount of work they do for the fee they charge.
 - Circle reimbursement (\$50 max) and grant requests are supposed to pass through block captains to the Greenways chair to the Treasurer to ensure that only one circle reimbursement is made to a given circle each year.
- **Treasurer**
 - Ms. Hyant submitted a Treasurer's report which is annexed to these minutes.
 - She reported on collection of 2021 annual assessments to date. Batches three and four of assessment payments are going to be deposited on May 19.
 - 235 households have paid to date and 72 households are outstanding.
 - Ms. Hyant and Mr. Morgan will discuss further steps to be taken to collect outstanding assessments.
 - Only one household is in arrears more than a year.
- **Social Committee**
 - Mr. Morgan reported that the three special event signs approved at the last meeting have been purchased and he showed them to the group.
 - He reached out to the Garden Club about possibly beautifying the traffic "calmer" at Westfield Rd. and Colony Drive and the flower beds around the Walnut Grove sign sitting in the southeast corner of Walnut Grove Park. Currently there is no definite interest on the part of the Garden Club on those two areas. Mr. Morgan solicited anyone on the board interested in helping on these projects to let him know.
 - Ms. McCann said that working on City property to beautify requires registering as a volunteer with the City of Madison Parks Department to address potential liability issues, including the execution of a waiver form from the City. Assuming we go through the right steps she is happy to help on the beautification of the two areas Mr. Morgan mentioned near and in the park.
 - Ms. Goode mentioned that plantings around the neighborhood sign in the park require judicious selection of plants due to watering constraints.
 - Mr. Morgan also floated the idea of setting up a "Garlic Mustard Pulling Party" around the Greenways and around Walnut Grove Park. There was a detailed discussion about how best to organize volunteers to pull Garlic Mustard from the Greenways. Mr. Morgan will follow up with Ms. Hawkins and Ms. Huntley on getting it scheduled and then promoted by emails and the new signs. It needs to occur quickly as the plants are flowering.
 - Dates have been selected for the neighborhood garage sale, Thursday to Saturday, June 10-12. Derek Pavelec will be coordinating the sale.

Homeowners will be free to set their own times and how many days they wish to participate. Our new signs will be used to promote this event.

- We will sponsor a Fourth of July kids' bicycle parade at Walnut Grove Park beginning at 9:00 a.m. on Sunday, July 4th. Light, individually packaged treats/popsicles will be provided by the Social Committee. No rain date will be set.
- Ms. Fenster followed up on interest that some homeowners had expressed in having a tour of our greenways. Davie Phillips has offered to lead it. And this would be principally if not wholly organized by the Greenway Committee. We will spend more time on planning this tour at the July board meeting.
- **Communication.** There was a brief presentation by Mr. Hyant on the currently planned content for the next newsletter, including: announcement of the board members; block captain info; explanation of how to follow ACC guidelines; Greenway and Circle grants and use; upcoming Garage Sale and Fourth of July parade; There will be notice of the change in City of Madison's large item pickup and the requirement that garbage and recycling bins not be visible from the street.
- **Covenant violation on Farmington Way.**
 - The board went into executive session on this issue after a motion to do so was made by Mr. Hyant, seconded by Ms. Fenster, and passed unanimously.

Minutes of the Executive Session are confidential and maintained separately by the Secretary.

Report on Executive Session: The board voted unanimously to retain the Bell Moore & Richter law firm of Madison to pursue appropriate remedies as to the property on Farmington Way that is in violation of plat covenants.

Next Board meeting will be on Tuesday, July 20, 2021 at 6:30 p.m. If we will still be meeting virtually, Mr. Grimmer will send out a Zoom invitation by July 11th.

Kim Grimmer, Secretary

WGHA ACC Committee

Report – 05/18/2021 BOD Meeting

Submissions

- 2 new Applications received
 - 430 Westfield Dr (Huntley)
 - 03/17/2021: submitted Application to install a basement egress window on east end of north side of her residence.
 - 03/18/2021: submission Approved
 - 26 Winterset Cir (VanHorn)
 - 04/26/2021: Joe Argo of Artisan Deck and Design submitted Application to install a deck for Caleb VanHorn; replied to Joe to request a site plan and elevation in order to consider Application complete and convene a Review Panel.
 - 05/04/2021: followed-up to confirm receipt of response requesting site plan and elevation; received a phone call from Joe 05/05 advising he was awaiting a plat map from the City to complete the needed drawings.
- No Applications pending
- 8 inquiries received
 - 17 Southwick Cir (Hawkins)
 - 03/16/2021: received email from Paige Hawkins seeking guidance to build a 6' high lattice screen with planter in her backyard.
 - 03/17/2021: sent reply with updated Application attached and a list of required documents.
 - 03/20/2021: followed-up to confirm receipt, and received confirmation.
Status: No Application submitted to date.
 - 29 Oxwood Cir (Stoll)
 - 03/17/2021: received phone call from Chuck Stoll asking whether ACC needed to review and approve replacement of his existing 4' fence.
 - 03/19/2021: emailed PDF copies of both ACC Application and Appendix C in addition to a list of required documents.
 - 03/30/2021: followed-up to confirm receipt.
 - 04/07/2021: followed-up by phone to confirm receipt.
 - 05/12/2021: received request to drop-off/pick-up Application and supporting documents 5/15-5/16/2021
Status: Application forthcoming.
 - 22 Foxboro Cir (Sheridan)
 - 03/19/2021: received email from Ashley Sheridan requesting advice about fencing their backyard to contain their dogs
 - 03/19/2021: emailed PDF copy of Appendix C, and offered to connect to discuss and answer questions.
 - 03/20/2021: received email from Ashley requesting a visit to their property; set up an appointment on 03/21 to visit 03/22/2021

WGHA ACC Committee

Report – 05/18/2021 BOD Meeting

03/22/2021: met with Ashley & Tony Sheridan to walk their backyard. Dropped off copy of Appendix C and discussed what was permitted, and common solutions neighbors used to contain and exercise pets (invisible fencing, 3' fencing, a combination thereof, pet runs, dog park); also discussed design, architectural compatibility, setbacks, site lines, and screening; was advised next steps were to have survey completed, and explore invisible fencing and 3' fence

04/07/2021: followed-up to check in; received update advising survey was scheduled for the week of 04/12/2021

04/17/2021: received update from Ashley advising the Sheridans lot was smaller/greenway was larger than anticipated; replied 04/20 to thank her and follow-up on the meeting with the invisible fence company

05/09/2021: received confirmation from Ashley that they intend to submit Application for a 3' fence, and asking how to submit the Application and documents, as well as about how accurate the mock-up they created would need to be.

Status: Application forthcoming

▪ 18 Harwood Cir North (Jensen)

03/26/2021: received email from Ginny Jensen seeking guidance to install white vinyl 7' high by 8' long trellis with lattice insert for climbing vines to replace several dying arbor vitae trees along one edge of their backyard patio.

03/28/2021: sent reply with PDF copy of Appendix C, which covers privacy screens and garden structures, and advised proposed height may be an issue since this may be classified as a privacy screen.

03/30/2021: received reply advising that based on transparency, she viewed project as a garden structure; response sent offering to obtain feedback from Committee

04/13/2021: followed-up to advise Committee agreed that proposed structure could be classified as garden structure based on transparency; included link to Appendix C, and list of accompanying documents to include with Application and

04/26/2021: followed up to confirm receipt; received confirmation and was advised she had gone back to "drawing board", was awaiting a contractor's quote, and would follow-up when received.

Status: No Application submitted to date.

▪ 7402 Whitacre Rd (Truelove)

03/29/2021: received email from Eric Truelove asking if replacing his roof cover and gutters with the same materials in similar colors would require ACC review and approval.

03/30/2021: sent reply confirming that, as long as the project did not include alterations to the roof design, shape, and/or slope, it would not require review and approval.

WGHA ACC Committee

Report – 05/18/2021 BOD Meeting

- 310 Oldfield Rd (Songolo)
 - 04/12/2021: received email from Aliko Songolo expressing interest in adding a bedroom and sunroom and asking what was needed by HOA and the City.
 - 04/13/2021: replied to Aliko. Included links to City of Madison process, WGHA ACC Application, and Appendix A.
 - 04/26/2021: followed up to confirm receipt; receipt confirmed; advised he was awaiting contractor's estimate
 - Status: no Application received to date*

- 6 Southwick Cir (Liegel)
 - 05/03/2021: received email from Joan Liegel asking what information ACC needs to review and approve their plans to re-landscape their backyard.
 - 05/04/2021: sent reply confirming that, as long as the project did not include any structures over 3' in height, or any changes to grade that would impact drainage or require retaining walls, it would not require review and approval.

- 7001 Farmington Way (Campbell)
 - 05/12/2021: received email from Bethany Campbell asking if replacing her garage door would require ACC review and approval.
 - 05/13/2021: sent reply confirming that, as long as the project did not include alterations to the size or location of the door, it would not require review and approval.

Other Business

- Ron Wynne (Westfield Dr) was welcomed to the ACC.
- Progress has been made to develop a process to recruit new Committee Members, have Board review and approve their service.

Action Item(s)

- None

TREASURER'S REPORT:
SUBMITTED MAY 14TH BY MOLLY HYANT

Bank Account	COH
Savings	\$5
Checking	\$18,093
Money Market	\$7,827
Current Bank COH:	\$25,925
Pending In	\$3,401
Pending Out	\$0
Total	\$29,326

Dues	Amount	Number
Paid	\$28,800.00	195
Unpaid	\$16,200.00	112
Total	\$45,000.00	307

Income since last meeting	
Dues	\$19,799.85
Interest	\$0.53

Expenses since last meeting	
Budget Line	Amount
003 - Bank Charges	\$15.00
005 - Insurance (Liability/Board)	\$1,260.00
010 - Website	\$26.00
017 - Water & Sewer	\$860.10
018 - Electricity MG&E	\$316.17
020 - Weed Control & Fertilizer	\$1,169.64

UPDATE to above dues tracker: 111 unpaid, 5 pending, 195 paid.

On Monday 5/17 I'll be visiting the post office to gather another round of dues checks, so I should have an updated count of paid dues by the meeting. More than 100 people received reminders and were asked to submit dues by 5/15 on 5/3, so hopefully there will be a number of additional checks in the PO Box.

Additionally we have a number of people who say they've mailed checks but for whom I do not have dues recorded as received. On Sunday or Monday I'll be doing an audit of everything we've received. Mail has been slow, but several people are saying they mailed their checks a long time ago, so I want to double check all my records.