

**Minutes of the
Walnut Grove Homes Association, Inc.
July 2021 Board Meeting
July 20, 2021 6:30 p.m.
33 Southwick Circle**

Attendees: Liz Fenster, Charlie Morgan, Jeff Vanderpool, Kim Grimmer, Paige Hawkins, Danielle Bashirullah and Hayden McCann (Ms. McCann via Zoom.)

Excused Board Members: Doug Hyant, Molly Hyant, Eileen Goode

President Liz Fenster called the meeting to order at 6:31 p.m.

May 18, 2021 Board Meeting Minutes:

The March 18, 2021 board meeting minutes were submitted by Mr. Grimmer prior to the meeting. Ms. Bashirullah moved their approval and Mr. Morgan seconded her motion. The Board unanimously approved the minutes as drafted.

Officer and Committee Reports

- **President's Report**
 - **Covenant violation resolution.** Ms. Fenster reported that a violation of a covenant as to a fence has been satisfactorily resolved, and that we are still awaiting the invoice from the law firm which assisted us in resolving the matter. Further brief discussion on this matter occurred in executive session at the conclusion of the meeting.
 - **Crosswalk painting and signage.** Ms. Fenster has been in touch with City Traffic Engineering about updating the signage and road surface painting for the designated crosswalks within the neighborhood. An inquiry had been made by some owners about the possibility of four-way stop signs at Farmington and Westfield and after a traffic study by the City it was determined that intersection did not qualify for these.
 - **Real Estate Transactions.** Ms. Fenster made a brief presentation on the real estate transactions in the neighborhood. 12 homes have transferred ownership this year, two more are under contract, and at least two are listed for sale. Realtors and title companies have been fairly good but a little untimely about inquiring into unpaid assessments for the closings.

- **Committee/Officer Reports/Presentations/Discussion:**
 - **Treasurer**

- Mr. Morgan reported on collection of annual assessments to date. As of July 10, 2021, 36 households still owed their 2021 assessment, totalling \$5,450. New notices of unpaid assessments went out on July 13, and these notices included a \$10.00 late fee payment assessment.
 - Discussion on further action to take to collect unpaid assessments will be deferred until the September meeting, unless a special meeting is needed.
 - Mr. Morgan is going to propose a schedule to be followed in 2022 and beyond for future initial notices of assessments, follow-up notices of unpaid assessments, and collection actions as to seriously delinquent assessment payments. The schedule this year was impacted by Covid.
 - As of July 17, 2021, the total of the balances in three separate accounts of WGHA at Summit Credit Union is \$40,994.21.
 - Mr. Morgan is studying potential options for safely investing WGHA funds that will render better returns than the current Money Market rates.
 - Mr. Grimmer volunteered to speak with a former legal partner who represents non-profits to discuss fiduciary limitations on non-profit investments. No fee will be charged for this advice.
 - Mr. Morgan is developing a more user-friendly periodic YTD expenditure and revenue report for the next meeting.
- **Social Committee**
 - The Board offered Mr. and Mrs. Morgan its appreciation for the very well-attended and well-run Fourth of July event at WG park.
 - Other recent social events are detailed in the Social Committee Report, attached hereto.
 - Mr. Morgan discussed planning for the Fall Crawl (through the four greenways). This was a very successful social event conducted two years ago by Kathy McComb as social chair and her volunteers. This year's date is tentatively scheduled for the late afternoon of Saturday, October 9 (rain date October 10). Davie Phillips graciously agreed to take any new homeowners wishing to become more informed about our greenways on a tour of them during this event. Mr. Morgan will be soliciting help from three or four families on each greenway to serve as hosts for their greenway, and provide some help with setup.
- **Architectural Control Committee**
 - Mr. Vanderpool submitted the ACC report which is attached to these minutes in redacted form.
 - Mr. Vanderpool 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.

- Mr. Vanderpool presented a draft email to be used in the future to welcome new members to the ACC, and to forward them the current ACC Rules and Procedures for any comment they might have. He moved that the form of the email be approved. Mr. Grimmer seconded the motion. The motion passed unanimously.
 - There had been a document approved by past boards denominated “Roadmap to ACC Approval Process.” It was generally agreed that this document was no longer useful given the recent changes to ACC Policies and Guidelines adopted under the new Amendment to Covenants recorded earlier this year. Mr. Grimmer moved that this “Roadmap” document be, immediately, of no further application or effect in ACC proceedings on homeowner applications. This motion was amended by a friendly amendment from Ms. Fenster to state that the elimination of the Roadmap document was necessary due to the extensive changes to the ACC Policies and Procedures. As amended, it was seconded by Ms. Fenster and passed unanimously.
- **Greenways**
 - Ms. Hawkins and others will be meeting with Eco Tree Company in August to map out a proposal from Eco to divide the neighborhood common areas into rough quadrants and put us on a yearly rotational plan for pruning and other maintenance needs.
 - Efforts are going to be started shortly to inquire into the costs of repairs and/or replacement of the greenway paths. Barring unforeseen deterioration, this work is not anticipated to occur in the next few years, but at the last annual meeting, some members expressed a desire to solicit pricing information now in connection with budgeting for the Legacy fund. There is uncertainty over whether any local or regional asphalt repaving companies still have equipment for four or five-foot wide asphalt pathway grinding and replacement.
 - Ms. Hawkins and Mr. Morgan agreed that they would solicit members to get involved in efforts to repair and repaint the two existing neighborhood signs to get a few more years use out of them. They will also try to improve the landscaping around the Walnut Grove Park sign which the City has said it will not maintain. This may involve scheduling a weekend workday or two as was done in the successful efforts to pull garlic mustard around the park.
 - The Greenway Committee intends to work with the Block Captains for the circle islands at Oxwood, Whitacre and Rye Circles to solicit input from each circle’s residents on tree replacement on those circles where Eco recently removed trees. Some replacement might begin as early as this fall, but more likely will be in Spring 2022.
 - There a stump in Greenway B that Eco could not grind due to utilities under it. The Greenway Committee and Eco will be coming up with an

approach for these stumps. They may be treated chemically or brightly painted.

- No circles applied for the \$500 Circle Grants last year. Three of these are available each year. Circles are encouraged to apply.
- **Block Captains**
 - The block captains for Rye, Whitacre and Oxwood Circles will be involved in coordinating decision-making for tree replacement on those circles.
 - A new block captain is needed for Greenhaven Circle. If anyone on that street is interested, please contact Ms. Bashirullah at 836-5420 or blockcaptains@walnutgrovemadison.org.
- **Communications.** No report was made as Ms. Huntley was unable to attend the meeting.
- **Executive Session.**
 - The board voted unanimously to go into executive session to field any board member's questions about the recent resolution of the fence covenant violation.
 - Minutes on this session are confidential and being kept separately by the Secretary.

The Next Board meeting will be on Tuesday, September 21, 2021 at 6:30 p.m. If any participants will be needing to attend this meeting virtually, Mr. Grimmer will send out a Zoom invitation by September 14th.

Kim Grimmer, Secretary

WGHA Board of Directors Meeting

7/20/2021

AGENDA

- 6:30pm Attendance
- Approval of Previous BOD Meeting Minutes (May 2021)
- Committee Reports Open Forum
 - President:
 - Covenant Violation Recording
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 - Treasurer:
 - Following 7/13 mailing, next resolution steps (if needed)
 - Investment options for Legacy Fund
 - Social:
 - Fall Crawl
 - ACC:
 - ACC Member Agreement
 - Greenway:
 - Maintenance Plan update
 - Next steps: path quotes (repair + replacement)
 - Walnut Grove sign painting
 - General Maintenance: mulching new trees, stump growth
 - Tree planting plan for Fall season (Oxwood, Whitacre, Rye)
 - Block Captain:
 - Directory update forms + New Block Captains
 - Communications:
 - Next Newsletter (in advance of October 9th Fall Crawl)
 - Any other open topics?

President's Report

Farmington Way Fence Covenant Violation Settlement reached. The Encumbrance on Real Property created by Settlement Agreement has been filed with the Dane County Register of Deeds as of 7/7/2021 Document number 5747962.

We are awaiting the final bill from Attorneys at Bell Moore & Richter for their work on the complaint and 15-day notice.

Busy time in Walnut Grove for home sales and title company requests. Many title companies seem to be running close to the deadline and are looking for responses within 24 hours. Two homes are currently on the market in Walnut Grove that are not under contract. Two homes are under contract. Twelve homes have closed already this year.

Liz Fenster
July 20, 2021

Treasurer's Report

Annual Dues Collections. On May 28, the WGHA President sent out email notifications to all households that had unpaid annual WGHA dues as of that date. Through June, many of these households responded, paying either by check or through PayPal. However, as of July 10, 36 households still had unpaid dues totaling \$5,450. In addition, one household paid \$75, rather than the \$150 owed for 2021 dues, and one household paid \$150, but the checking account had insufficient funds.

On July 13, the WGHA Treasurer sent out letters to each of the households that had unpaid dues, indicating the amount that was owed (adding a \$10 late fee to each of the unpaid amounts), and asking the recipient to contact the Treasurer immediately if they believe they had already submitted the payment (including the payment method, check number or PayPal transaction number). The letters included unstamped envelopes addressed to the WGHA post office box.

Although I expect many responses to the letters, the WGHA Board may wish to discuss what additional actions we should take to collect the remaining unpaid dues.

Current Bank Balances. As of July 17, 2021 the total balances in the three WGHA accounts at Summit Credit Union was \$40,994.21 (\$21,000.51 in the checking account, \$19,988.57 in the business money market plus account, and \$5.13 in the business membership savings account). With a \$10,000 minimum balance, the business money market account currently earns interest at a 0.07% rate, with a \$25,000 minimum balance, the business money market account currently earns interest at a 0.08% rate. The interest earned on the checking account, with a minimum balance of \$2,500, is 0.05%.

At some point, the Board may wish to consider other investment options for funds committed to the Greenways improvements to maximize interest earned on these balances.

Year to Date Expenditure and Revenue Reports. For the next Board meeting, I expect to present spreadsheet files that show, by budget line: (a) 2020 actual expenditures, revenues, and balances; (b) 2021 budgeted revenues, expenses, and balances; and (c) year-to-date detail by line. To date, I have not seen any unusual expenses that would require discussion by the full WGHA Board.

Charlie Morgan, Treasurer
WGHA Board
July 20, 2021

Social Committee Report

Garlic Mustard Pulls. WGHA sponsored two successful garlic mustard pulling events in the woods behind Walnut Grove Park on Saturday mornings, May 22 and June 5. About 12 volunteers filled approximately 25 to 30 large (contractor) garbage bags of garlic mustard and dames rocket (another invasive species, which looks like phlox). WGHA promoted these events through emails to all neighbors and posting information on the new WGHA signs several days prior to the events. Will plan similar events next year, perhaps a few weeks earlier.

Garage Sales. On June 10, WGHA promoted the annual neighborhood Garage Sale. Special thanks to Derek Pavelec for organizing this year's event. Approximately a dozen homes participated. The event was promoted through emails sent to neighbors and WGHA signs.

Make Music Madison. On June 21, WGHA helped promote out local Make Music Madison concert, hosted by Julie and Mark Webber at 6 Colony Circle. The outdoor concert featured their talented family members, Kayla and Nick Webber, along with other local musicians. The Webbers furnished refreshments (including ice-cream treats!) and comfortable seating. The musicians generously donated all contributions they received to the Memorial High School Music Department.

Fun on the Fourth Celebration. On July 4, approximately 120 neighbors gathered at Walnut Grove Park to enjoy a bike parade, games and snacks to celebrate Independence Day. Children arrived with decorated bikes and some pretty wild red, white and blue attire. Games included July 4th Trivia (with a \$25 gift certificate to Culvers for a randomly selected participant) and a water balloon toss. Refreshments included giant Freezer Pops, juice boxes, chips, and fruit gummies. WGHA paid \$199.38 as reimbursement for costs (primarily refreshments). Refreshments that were not consumed (juice boxes, chips) will be available for the Greenway Crawl. Special thanks to all neighbors who contributed time and supplies to make this such a successful event!

Coming Soon -- the Fall Crawl. We've begun planning the Greenway Crawl, tentatively scheduled for Saturday late afternoon, October 9 (Rain Date -- October 10). I will be re-convening the Social Committee and anyone else who would like to assist in planning this event.

Charlie Morgan, Social Chair
WGHA Board
July 20, 2021

WGHA ACC Committee
Report – 07/20/2021 BOD Meeting

Submissions

- 6 new Applications received
 - Oxwood Addition Lot
 - 05/15/2021: Application submitted by owners to install 3-4' fence to enclose backyard. Proposed fence to be 3' high wood fence with horizontal slats along east and west boundaries, 4' high black vinyl coated chain link fence along south boundary.
 - 05/19/2021: Submission rejected due to proposed 4' height of chain link section, criteria not met to receive 3' height exemption.
 - 05/24/2021: Met with owners to discuss proposed fence and reasons for rejection; advised they intend to proceed to install an invisible fence.
 - Oxwood Addition Lot
 - 05/17/2021: Application submitted by owners to replace existing 4' high 17' long cedar "good neighbor" privacy fence screening mechanicals at southeast corner of backyard and extend fence 6' to the north (23' total length) 6" from east boundary
 - 05/19/2021: Submission granted conditional approval, as fence screens view of mechanicals from subject property not neighboring properties; right to repair existing 17' long fence with identical 4' high cedar "good neighbor" fence approved; if extended 6' in length as proposed, height of entire fence to be reduced to 3'.
 - Farmington Addition Lot
 - 05/18/2021: Contractor resubmitted Application to construct 16' x 22' trex on pine deck at rear of existing house for owner; resubmission included site plan and elevation as requested at time of original submission on 4/26.
 - 05/19/2021: Submission approved; homeowner cc'd on approval email.
 - South Park Addition Lot
 - 05/26/2021: Application submitted by owner to construct a wood pergola atop existing wood deck at rear of existing house, wood privacy screen along one edge of deck to shield view of existing a/c equipment.
 - 06/02/2021: Submission approved.
 - Foxboro Addition Lot
 - 05/26/2021: Application submitted by owners to install 4' wood privacy fence to enclose backyard; proposed fence would extend from rear corner of home on left side to within 6-12" of property line, extend forward into side yard on right side of home, and follow contours of downslope lot.
 - 06/02/2021: Submission granted conditional approval; 4' height extension permitted since rear of property abuts commercial property (private school) on Old Sauk Rd to north; conditions include relocating proposed front right

WGHA ACC Committee
Report – 07/20/2021 BOD Meeting

corner of fence which, as proposed, extends forward into side yard so it is parallel with or fully behind rear of home

- Walnut Grove Plat Lot
 - 06/25/2021: Contractor submitted application to construct a 7' x 28' one-story addition over crawlspace at the rear of the existing home to expand kitchen and add main level laundry room for owners. Exterior details & finishes to match existing.
 - 06/29/2021: Submission approved; owners cc'd on approval email. As plans did not include any associated exterior improvements such as a patio, deck, retaining wall, or other site improvements, email included a reminder that any decks, exterior structures over 3' in height, or changes to grade that would impact drainage or require retaining walls would also require review and approval.
- No additional applications pending
- 1 inquiry received
 - Foxboro Addition Lot
 - 07/11/2021: received email from owner asking if replacing existing asphalt shingle roof cover with metal roof was allowed.
 - 07/12/2021: sent reply confirming that there was nothing prohibiting installation of a metal roof, and 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.

Proposed ACC Member Agreement Email:

Dear [Name of new ACC member]:

Thank you for agreeing to serve the Walnut Grove Homeowners Association as a member of the Architectural Control Committee ("ACC"). I have attached a copy of the Rules and Procedures of the Architectural Control Committee of the Walnut Grove Homes Association, Inc. ("Rules"). These rules must be enforced in a consistent and non-arbitrary fashion to protect the interests of the Association and its homeowners. With this goal in mind please take some time to review these Rules and then let me know by email of any concerns you might have in enforcing specific provisions. If you have no such concerns, please just send me an email letting me know that you are satisfied to be enforcing these Rules.

Again, thanks for serving on the ACC. I look forward to working with you going forward.

Sincerely,

Name of ACC Chair

West District Summer Strategic Plan – One Month Update (July 9, 2021)

Good afternoon West District,

We have reached the one month mark of our summer strategic plan and as promised, we are circling back to provide an update on our progress. Thank you once again to all of the residents, neighborhood associations and stakeholders who provided feedback during the development of our plan and to everyone who is partnering with us reference our identified priorities and goals.

As a reminder, we are focusing on the crime priorities of burglaries, stolen autos and theft from auto. In the disorder category, we are working to reduce business alarm calls for service and hazardous driving. Finally, in the area of community engagement, we are looking to increase positive non-enforcement interactions with the residents we serve through informal, formal and community-led opportunities.

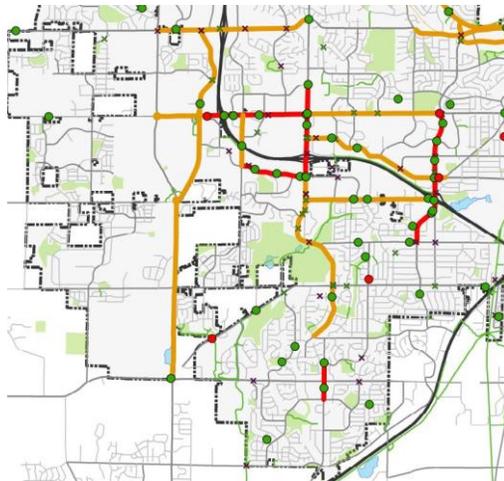
On June 29th, we held our first department-wide accountability. The information below is a summary of our report from that meeting:

CRIME:

- Compared to the same month in 2020, we saw promising decreases in burglary (-29%), theft from auto (-59%) and stolen autos (-13%) for an overall percent change 20' to 21' of -43% for the property crime trio.
- On a daily basis, officers are assigned specific areas of the district to provide extra patrol related to our property crime goals. Officers spend time moving through the designated areas, looking for suspicious activity and contacting residents with open garage doors. The assignments are based on historical hotspot offense data and adjusted every three days based on new crime clusters.
- Just this week, a new micro time hotspot was identified in the area of Maple Grove Rd and McKee Rd. In addition to extra patrol, we communicated with the impacted neighborhood associations and ask for their assistance in spreading the word to remind folks once again to lock doors and keep valuables out of view in locked vehicles.
- While the first month of data looked promising, the last two weeks are trending in the wrong direction with upticks in all three crime areas. We clearly have more work to do.

DISORDER:

- In the area of hazardous driving, we are working to reduce the number of injury accidents that occur in the district and specifically those that occur in the high injury network roadways within our district.
 - Compared to the 3-yr average for the same month, our district-wide injury accidents are unfortunately UP 50% with 17 injury accidents in the district for the time period analyzed.
 - A number of officers each day are assigned to hazardous driving traffic enforcement in our high injury network areas. We will continue to work on this priority area and plan to implement more multiple-officer operations in the areas of Mineral Point Rd, Gammon Rd and S. Whitney Way.



High Injury Network

- In the area of business alarm calls for service, we are still working to analyze the data and refine our process for reaching out to businesses as they produce repeat calls for service. I hope to have more information to share at the two-month update.

COMMUNITY ENGAGEMENT:

- We are excited to report that all of our personnel are meeting our goals for increased positive interactions with the residents of the West District in the first month of the strategic plan. We have set goals for informal and formal MPD-led engagement opportunities and are also looking to have all staff participating in community-led events that occur in the West District.
- Here are just some of the community engagement opportunities that took place in our first month:
 - Coffee with a Cop
 - Club Badge at Meadowood Park
 - Sgt. Imoehl held a Magic Show at Wi Youth Company
 - Kid's Club at an area church
 - Make Music Madison events in Meadowood, Tamarack and Walnut Grove
 - Informal community walks in various West District Parks
 - Juneteenth at Elver Park
 - Neighborhood Association Meetings
- Upcoming Events
 - Raising a Village Resource Fair at Elver Park, July 28th from 1p to 3p.
 - West Madison Community Blood Drive, August 18th @ Good Shepherd Church, 1p-6p
 - If you are interested in being a donor for this upcoming blood drive, go to www.redcrossblood.org and search for our drive at 5701 Raymond Rd, Madison Wi 53711.
- If you are aware of or are hosting community events in the West District that our team can participate in, contact me at tpatton@cityofmadison.com

A month into our summer strategic plan, we continue to learn how best to deploy our discretionary resources and discretionary officer-time. As summer heats up and calls for service grow, we are finding unobligated time, especially for our officers assigned to patrol, to be limited in the afternoon hours. In our second month, we hope to implement a number of hazardous driving enforcement operations on Mineral Point, Watts, Schroeder, and Gammon.

Please continue to be vigilant and do everything to reduce property crimes of opportunity. You can help prevent it!

- Lock your doors (cars, garage, doors into the house)
- Turn on exterior lights at night
- Keep valuables out of sight, even in a locked car
- Check in on your neighbors when you see an open garage door without anyone around
- Report all criminal and suspicious activity immediately

If you have any questions or want to discuss ways we can work together to achieve these goals, contact me at your convenience.

Thank you!

Captain Timothy Patton
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