

AGENDA

Walnut Grove Homes Association Board of Directors Meeting (Regular)

Monday, July 23, 2012
7:00p.m.

Lussier Center
Madison, WI 53717

- I. Welcome
- II. Quorum
- III. Review & Approval of April 22 Meeting Minutes (deferred from May 14)
- IV. Committee Reports
 - Treasurer (T. Wall, presented in absentia by E. Lewandowski)
 - Greenways (E. Lewandowski)
 - Communications/Block Captains (E. Goode/M. Battaglia)
 - Social (K. McComb)
 - ACC (D. Clearwood)
- V. Old Business
 - New Board member search update
 - Organizational Process Improvement update
- VI. New Business
 - IRS Status
 - Dog Park
 - Next Meeting
- VII. Adjourn

Walnut Grove Homes Association
Board of Directors Meeting
Monday, July 23, 2012
Lussier Center, Madison, Wi
Minutes

Attending: Eric Lewandowski, Kathy Raab, Kathy McComb, Mary Kay Battaglia, Mary Nellis

Meeting was called to order at 7:25 pm when a quorum was established. The minutes of the April 22, 2012 meeting were approved unanimously and the minutes of the May 14, 2012 meeting were approved with one correction. At the May meeting the minutes of the March 25, 2012 meeting were approved, not the April 22 meeting.

Committee Reports:

***Treasurer – Tom Wall was unable to attend but Eric passed out the budget results as of June 30, 2012.**

-We are currently paying \$900 in insurance but we need to see the policy to determine what the policy covers. The Board needs to carry liability insurance. The secretary should maintain a file for this policy.

-In the future Eric would like to see us approve the current budget at each meeting. We will need to talk with Tom so the board members can ask questions before approving the budget. If he is out of town on a meeting night we may need a phone conversation with him.

-Eric would also like to follow the procedure of the President and Treasurer co-signing all the checks.

***Greenways**

-Eric is working with Greg Peterson on some current issues that have come up.

-Eric and Mary Nellis walked the wooded area of Greenway C that has an illegal fire-pit and brush that is being piled up. There is also concern for the area along the path next to Kreul's property as it has overhanging branches that obstruct the walking path and behind the property there may be a need to look at a plan for some maintenance. Pam Conrad has expressed an interest in helping to organize some residents to tackle that area.

-The Walnut Grove sign on Walnut Grove Drive has been repaired with the help of Jim Howard and Andy Galvin.

-Ken Sadeghian has requested to be reimbursed for funds spent this year on the Winterset Circle project. The money originally allocated for the project in 2011 was not all spent at that time. The board approved the remainder of the money allocated for the entire project.

-Eric met with Jennifer Mayhew to look at trees that are in need of work. She is unsure if the trees are on her property or the association property. Greg Peterson will be asked to help with this determination.

-Kathy McComb brought up a concern that Greenway B also needs a plan to address the buckthorn, path and alights.

-Eric asked about a plan to have a social with a program in August on a greenway so issues related to greenways can be addressed.

-There was an issue related to a pick-up truck on Greenway C which involved a private contractor driving along the walking path and on three residents' properties and the greenways in order to drop off dirt and bark for a neighbor who did not want him to drive on her property. Eric will look into the matter.

***Communications**

-The directory has been sent on-line with directions to block captains to find out if any residents need a printed copy. Eileen will have 20 copies printed for new neighbor packets.

-Our thanks to Eileen and Tim for all the hard work that has gone into the product and their on-going support of the project.

Eileen's July 3rd emailed outlined 2 proposals for updating.....we approved The second option.

***Social**

-Capitol Brewery event had 44 adults attending.

-July 4th picnic and parade had 149 adults and children attending.

-Next social could be the greenways event if the weather would allow for it. Another venue could be the patio at Old Chicago.

-Eric would like to see us have a program with at least one of the events. This might feature the Police and Fire Depts as he would like to see us work with them over issues pertaining to the neighborhood.

***ACC**

-Denise was not present but sent information that she is able to handle issues.

***Old Business**

-New board member search – Eric will talk to Scott Whittingham who has expressed an interest in serving.

-Organizational Process Improvement – The secretary should maintain a list of all documents in the files. The operating manual should have the responsibilities for each board member, and the tasks that need to be done month/year and who is responsible .

***New Business**

-IRS Status – We have been notified that we no longer qualify for tax exempt status because we have not filed the appropriate paperwork with the IRS. Letters from the IRS about this matter were sent to the address for Clifton-Gunderson which, at one time, had handled our financial matters. These were never forwarded to us. As of 2007 we had three years to file and now there is a revocation of our status. If we submit the appropriate forms to the IRS by December 31, 2012 we will have a \$100 filing fee. Kathy Raab will request all forms from the IRS. Eric recommends that we form a small working committee to complete the forms and file them. Mary Nellis has offered to help gather information from minutes and documents.

-Dog Park – Kathy McComb showed the board all the proposed west side sites with particular information about the site at Walnut Grove Park. The WGHA board will need a proposal in writing from the Parks Department as well as a survey instrument issued by the Parks Department to WG residents.

Kathy Mc Comb will call the Parks Dept to also develop a facts sheet about the Walnut Grove site so our residents will understand what is being proposed.

The board made no decision about hosting an open meeting in September or October to discuss the dog park and the greenways but will consider it once more information is available.

-Next Meeting

Mary will send an email about trying to coordinate schedules so we can have full representation at the next board meeting.

Submitted by:

Mary M. Nellis

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Secretary

| Walnut Grove Homes Association | | | | |
|---------------------------------------|---------------|-------------------|---------------|-------------------------|
| 2012 Results Through 6/30/12 | | | | |
| | 2011 | 2012 | 2012 | 2012 |
| | Actual | YTD Actual | Budget | Actual vs Budget |
| BEGINNING CASH BALANCE | 38,997.88 | 27,529.49 | 27,529.49 | |
| INCOME | | | | |
| Membership dues current year | 17,700.00 | 17,045.00 | 18,120.00 | (1,075.00) |
| Membership dues prior years | 945.00 | 905.00 | - | 905.00 |
| Interest income | 201.91 | 51.22 | 100.00 | (48.78) |
| Other income | - | - | - | - |
| Total Income | 18,846.91 | 18,001.22 | 18,220.00 | (218.78) |
| EXPENSES | | | | |
| Insurance | 909.00 | 936.00 | 910.00 | (26.00) |
| Electric utilities | 1,892.66 | 1,008.97 | 2,000.00 | 991.03 |
| Water & sewer | 773.10 | 407.81 | 800.00 | 392.19 |
| Bank charges | 8.30 | 2.70 | 25.00 | 22.30 |
| Block captains | - | 465.89 | 500.00 | 34.11 |
| Circles reimbursement | 200.00 | - | 200.00 | 200.00 |
| Circle Renovation Projects | 1,020.00 | - | 1,500.00 | 1,500.00 |
| Greenways | | | | |
| Electrical work | 2,487.72 | - | 3,500.00 | 3,500.00 |
| Greenway Improvements | 8,175.00 | - | - | - |
| Maintenance | 10,949.26 | 1,915.76 | 13,000.00 | 11,084.24 |
| Miscellaneous | 154.88 | 383.51 | 150.00 | (233.51) |
| Newsletter/publications | 106.64 | 39.21 | 200.00 | 160.79 |
| Postal | 604.20 | 511.15 | 500.00 | (11.15) |
| Community donations | 100.00 | 200.00 | 400.00 | 200.00 |
| Website | 146.88 | 77.94 | 160.00 | 82.06 |
| Social | 2,787.66 | 476.31 | 2,700.00 | 2,223.69 |
| Total Expenses | 30,315.30 | 6,425.25 | 26,545.00 | 20,119.75 |
| Net inflows (outflows) | (11,468.39) | 11,575.97 | (8,325.00) | (19,900.97) |
| ENDING CASH BALANCE | 27,529.49 | 39,105.46 | 19,204.49 | |
| Cash Summary | | | | |
| | 12/31/11 | 6/30/12 | | |
| M&I checking | 392.96 | 5,966.53 | | |
| M&I savings | 7,136.53 | 13,138.93 | | |
| M&I CD due 7/13/12 | - | 10,000.00 | | |
| M&I CD due 4/7/13 | - | 10,000.00 | | |
| M&I CD due 1/13/12 | 10,000.00 | - | | |
| M&I CD due 1/7/12 | 10,000.00 | - | | |
| | 27,529.49 | 39,105.46 | | |
| M&I Park Fund | 2,812.93 | 2,813.63 | | |

2012 includes \$50 NARI directory advertising