

**Minutes of the
Walnut Grove Homes Association, Inc.
November 2021 Board Meeting
November 9, 2021 6:30 p.m.
By Zoom**

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

President Liz Fenster called the meeting to order at 6:30 p.m.

September 28, 2021 Board Meeting Minutes:

The Board unanimously approved the September 28, 2021 board meeting minutes as previously drafted and submitted. They are now on the website.

The Agenda for this meeting is annexed below.

Officer and Committee Reports (All reports submitted for the meeting in advance are appended below.)

- **President's Report**
 - **Redistricting of Aldermanic Districts.** The City chose to leave all of Walnut Grove in Aldermanic District Nine, instead of splitting it up as one proposal envisioned.
 - **Privileges and Streets Agreement.** Ms. Fenster secured legislative approval from the City in early October for the Association to assume maintenance of the neighborhood sign and plants around the sign in the Walnut Grove Park. Any WGHA resident that may do work on or around the Walnut Grove Sign in the Park must fill out a Park Volunteer form (with its attendant waiver of liability).
 - **Neighborhood signs repair in the park and near Greenway D.** With the City's approval for our maintenance of the sign in the park, we are free to move on the repair of the sign. An Association member, Ron Wynne, submitted a bid to Ms. Fenster to repair both the park sign and the Greenway D sign, currently lying on the ground. His bid was \$450, including all work and materials. Mr. Vanderpool had previously discussed costs for these repairs with carpenters he works with professionally and felt the bid was reasonable. The Board unanimously approved awarding the repair work to Mr. Wynne.

- **Committee/Officer Reports/Presentations/Discussion:**
 - **Treasurer (The treasurer's written report is below at T-1.)**

in 2021, and Ms. Hawkins will ensure this credit is applied to the pre-payment invoice.

- The mowing cost for next year will be the same. Ms. Hawkins is meeting with Richardson's, the lawn care folks, Friday and she is going to consider discussing mowing on an "as needed" basis. The rate per mowing will remain at the current rate of \$255.00. There were complaints made over the summer by residents about "over-mowing." After discussion it was agreed to keep to the same mowing schedule as in 2021.

- **Secretary Report**

- All the available past minutes of the Annual Meetings and Board Meetings are in the process of being archived on the Association's website. The minutes from 2010 to present are posted year-by-year and month-by-month for each year. For minutes from 2009 and previous years, the minutes are in annual packages, not broken out by months. Eventually, this archive site will have a document which is one combined .pdf document of all available past minutes, so that the minutes can be searched by key words. All the minutes posted year-by-year shall also be key word searchable.

- **Block Captains**

- Ms. Bashirullah reported on work to secure contact information for new home owners in the neighborhood. She has contact information back from nine of eighteen new homeowners. She is using the Block Captains to try to complete this information. She also appealed to the Board Members to contact her with what they might know about new families. She will send out a list of who she is still trying to contact.

- **Communication Update**

- Ms. Fenster reported that Jenn Huntley has taken on some new consulting assignments in her business and will not be able to handle the Association's newsletters next year.

- **New Business**

- **Annual Homeowners' Meeting via Zoom in January 2021.**

- Doug Hyant will set up the Zoom Link and will draft the meeting notice based on last year's.

- Ms. Fenster will set up and share the PowerPoint for the meeting so that anyone that needs to have something included will be able to propose it.
 - Mr. Morgan will put out the neighborhood signs soliciting homeowners to run for the board.
 - Ms. Bashirullah will be asking the block captains to consider informing her of one or more persons on their block they think would be excellent board members to stand in the 2022 election.
 - Ms. Fenster held out the possibility that it might make sense to reduce the number of board members from the nine (specified in the by-laws) to a smaller number, given the reoccurring problem of having new homeowners step up to run for the Board. We may take this board membership reduction concept up at the Annual Meeting.
 - Ms. Fenster will be working with Mr. Hyant and Ms. Bashirullah to get the Notice of the Annual Meeting out by email and by mail to anyone not on our List Serve by the time the Notice goes out.
 - The Board agreed to put a special meeting date and time on the calendar in case there are last minute matters to resolve before the Annual Meeting. This meeting, if necessary will be January 5th, 2022 at 6:30 pm, by Zoom. Ms. Fenster will have the PowerPoint out to the Board before hand.
- **Vison/Mission/Purpose Overview**
 - The work sessions with Ms. Huntley to develop a Vision/Purpose/Mission Statement for the Association and its Board will be conducted in January to accommodate Ms. Huntley's new work schedule. Ms. Huntley will send out a doodle poll to fix dates. Any board members or homeowners not on the board will be welcome to participate in this process.
- **2022 Assessments**
 - Mr. Morgan said he would need a current worksheet of homeowners right after the annual meeting to get out assessment notices. He and Ms. Fenster will work on getting this together. His goal is to get out dues notices right after the annual meeting.
- **Investment of the Legacy Fund**
 - The \$15,000 currently in the Legacy Fund is presently in a money market account at Summit Credit Union. The Board passed a motion unanimously for Mr. Morgan to investigate and purchase a six month Certificate of Deposit for the Legacy Funds under the expectation that CD rates are likely to rise considerably in the next six months. He will look at Summit Credit Union, our current bank, and elsewhere.

The meeting adjourned at 7:55 p.m.

The Next Board meeting (if necessary for pre-annual meeting planning) will be on Wednesday, January 5, 2022 at 6:30 p.m., by Zoom. Mr. Grimmer will send out a Zoom invitation by December 22, 2021.

**Submitted by:
Kim Grimmer, Secretary**

**2022 Proposed Association
Budget Adopted by the
WGHA Board at its November
9, 2021 Meeting**

	<u>Amount</u>	<u>Change from 2021</u>
OPENING BALANCE (January 1)		
Checking Account		
Money Market Account		
Savings Account		
Total -- Summit Credit Union	\$16,955.35	
Prior Year Budget Expenditures Paid in 2021		
Total Carryover Amounts Available for 2021 Calendar Year Expenses		
REVENUE		
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	1,900.00	
Subtotal -- Dues Payments	\$47,200.00	\$1,900.00
Interest on Bank Balances		
Money Market Account		
Checking Account		
Subtotal	\$0.00	\$0.00
Other		
Revenue from Directory Advertisers	1,300.00	\$0.00
Total Revenues	\$48,500.00	\$1,900.00
EXPENDITURES		
	2022 Proposed Budget	
	<u>Amount</u>	<u>Change from 2021</u>
Greenways and Circles		
Water and Sewer	\$5,500.00	-\$20.00
Electricity (Madison Gas and Electric)	2,300.00	0.00
Mowing	7,000.00	1,000.00
Weed Control and Fertilizer	1,200.00	0.00
Woodland Management, Invasive Control, Replanting	12,700.00	4,200.00
Pathway Maintenance	5,000.00	0.00
Lamp Post Maintenance	600.00	0.00
Circle Grants (\$500) and Circle Reimbursements (\$50)	2,150.00	650.00
Greenways and Circles, Misc.*	<u>600.00</u>	<u>450.00</u>
Subtotal	\$37,050.00	\$6,280.00
Administrative Expenses		
Bank Charges	\$50.00	\$0.00
Taxes and Fees	50.00	-10.00
Insurance (Liability/Board)	1,300.00	71.00
Dues Collections Mailings (Printing and Postage)	100.00	-250.00
Newsletters and Notices	200.00	-100.00
Annual Meeting	0.00	-100.00
Directory	1,300.00	0.00
Website	200.00	40.00
Social	1,500.00	500.00
Legal Fees	2,000.00	-1,000.00
Misc. (Supplies, Postage, P.O. Box)	<u>500.00</u>	<u>280.00</u>
Subtotal	\$7,200.00	-\$569.00
TOTAL EXPENSES	\$44,250.00	\$5,711.00
Greenways and Circles Legacy Fund		
Lamp Post Replacement	\$2,000.00	
Pathway Replacement	<u>13,000.00</u>	
Subtotal	\$15,000.00	
BALANCE (Available + Revenues - Expenditures)	\$6,205.35	

	No. of Households		
Full Rate	293	150	43,950
Condo Rate	18	75	<u>1,350</u>
			45,300

WGHA Board of Directors Zoom Meeting
November 9, 2021
Agenda

- 6:30 PM – Attendance
- Approval of Minutes from the September 2021 Board Meeting
 - [September-28-2021-Board-Meeting-Minutes-and-Reports-2.pdf \(walnutgrovemadison.org\)](#) (September Minutes)
- President’s and Committee Chair’s Reports and Open Forum
 - President
 - New aldermanic districts adopted by the City Council on November 2 kept all of Walnut Grove in District Nine, together with Tamarack, Wexford Ridge, Sauk Creek, and other properties west of Walnut Grove.
 - Final approval was received from City for Association’s maintenance of neighborhood sign on City Park Department property.
 - Treasurer
 - See attached 2021 Budget and proposed 2022 Budget – “T-1.”
 - Discussion and Board approval of proposed 2022 budget. Please come prepared to discuss any budget needs you have for your committees/areas to discuss.
 - Arrearages on 2021 Assessments
 - Social
 - No activity to report this period.
 - ACC Report
 - See attached report – “ACC-1.”
 - Greenway
 - Report on Eco survey of trees and maintenance plan
 - Secretary
 - Began project to archive all past minutes of Board and Association on the website as searchable .pdf format documents.
 - Block Captains
 - Communications
- Annual Homeowners Meeting: Zoom meeting on January 26, 2022 at 7:00 pm.
- Election of Board Members
- Vision/Mission/Purpose Overview
 - Working session is being deferred until January.
- Other old Business, if any.
- New Business, if any.
- Adjournment.

Submissions

- 3 new Applications received and reviewed
 - 18 Harwood Cir North (Jensen)

09/12/2021: Application submitted to replace dead arbor vitae trees in planter at side of existing patio behind garage with cedar garden structure. Structure to be 10' long with 4 square posts creating one 6' high x 4' wide center section flanked by two 5' high sections of identical width. Proposed infill at all 3 sections to be horizontal and vertical cedar lattice overlapped to create 6" square openings.

09/22/2021: Submission Approved
 - 21 Winterset Cir (Morgan)

09/30/2021: Application submitted to install patio constructed of pervious pavers at landscaped area immediately behind home; no proposed changes to grading or structures to be constructed on patio

10/05/2021: Submission Approved
 - 9 Oxwood Cir (Coffey)

10/29/2021: Application submitted to replace 1) deck boards at existing screen porch, and 2) existing exterior stair from screen porch to patio with new stair identical in size, design and location.

11/03/2021: Submission Approved
- No Applications pending

Inquiries

- 3 inquiries received
 - Aliko Songolo (310 Oldfield Rd) requested links to the City of Madison's Development Services Center website and WGHA ACC Application and Appendices on 09/24/2021. Links, and a copy of Appendix A covering additions were sent on 09/26/2021.
 - Elaine Fang (29 Harwood Cir North) requested information on 10/13/2021 regarding what is needed by ACC to replace an existing deck, and an overview of the review process and timeline. This information and a copy of Appendix B were sent to her on 10/19/2021.
 - Tim Zwiefel (7014 Farmington Way) requested information on railing height requirements on 10/19/2021 for a deck proposed to be built atop an existing patio. Information on guardrails from the City of Madison's website was sent on 10/19/2021. The response also included a reminder that the project would need to be permitted and require ACC review and approval as well as an overview of the process and a link to the web page with links to the Application and Appendix B.

Other Business

- None