

**Minutes of the  
Walnut Grove Homes Association, Inc.  
August 2023 Board Meeting  
33 Southwick Circle  
August 7, 2023 - 6:30 p.m.**

**Attendees:** Liz Fenster, Doug Hyant, Charlie Morgan, Hayden McCann, Laurie Howard, Danielle Bashirullah, Eileen Goode and Kim Grimmer. Excused: Nick Brown

Ms. Fenster called the meeting to order at 6:38 p.m.

**June 2023 Board Meeting Minutes:**

Mr. Grimmer **moved** to approve the June 2023 Board Meeting Minutes. Mr. Hyant seconded the motion. The **motion** passed on a vote of 7 to 0 (Ms. Fenster, who did not attend the June meeting, abstained from voting.)

Ms. Fenster followed the agenda for the meeting circulated to the Board by email on August 6. This agenda is annexed as Exhibit A hereto (Pages 1-6).

**New Business**

**Treasurer's Report.**

- Mr. Brown forwarded the current treasurer's report by email. In his absence the report was not discussed in depth. (See, Agenda, Exhibit 1, page 2)
- Roughly forty residences still have March 2023 dues outstanding. Dues from twenty-one (21) households were collected since the June board meeting. People paying now are paying a late fee of \$10.00. New reminder emails and letters will be sent out this week, to be followed by telephone calls. Hannah's House, a group home, may need to be sued, they are three years behind in paying their fees. (Shortly after this meeting Hannah's House brought its account current.) There is another lot that is three years in arrears where the descendants of now deceased owners are fixing the residence up. One small problem in accounting is that a few owners pay from business accounts making allocation a little difficult. There was brief discussion about divvying up the list of overdue accounts and having individual directors contact folks in their immediate neighborhood to remind them their dues were still outstanding.
- Neither Whitacre nor Southwick have submitted any invoices on which to be reimbursed on recently approved \$500 circle grants. Southwick Circle's circle beautification effort exceeded the amount of their 2022 \$500 "Circle Grant" by \$60, and the circle is asking for approval to have \$50.00 of this excess covered by a 2023 "Circle Reimbursement" payment (up to \$50 available to all circles annually.) A **motion** was made by Ms. Fenster and seconded by Ms. McCann to permit this allocation and it **passed unanimously**.

## Greenways Report.

- Ms. McCann and Mr. Morgan presented the Greenways reports attached to the agenda for the meeting. (See, Agenda, Exhibit 1, page 3 & 4.)

- We did not spend all the money budgeted for tree maintenance pending the possible need to address summer storm damage. Ms. McCann reported that she has an August 14 “walk-around” with Connor from Eco to review the quality of the pruning/trimming that was done this spring and to survey possible trees for removal and trimming for 2024. There are approximately \$3500 of unexpended funds in the Greenway budget we have not spent. There was a plan to cable an ash tree on Greenway B and open up the canopy further over Greenway D. Ms. McCann wants to wait until the October board meeting to discuss going forward with those two work items by Eco. Ms. Fenster asked about the possibility of Fall planting of new trees in Greenway B, where trees were removed recently. Given that there are several white birches on Greenway B that will likely be removed in the near term, Ms. McCann made a motion that she be permitted, at her discretion, to expend up to \$800 of the Greenway’s tree maintenance budget to work with Eco on replanting up to three replacement trees in Greenway B in the vicinity of where trees were recently removed. Ms. Goode and Mr. Grimmer seconded her motion. After brief further discussion, the **motion** passed 7 to 0, with Ms. Howard abstaining.

- Ms. McCann mentioned that the condition of the walkway on Greenway D is poor, particularly when leaves and moss on the pathway get wet during rainfall. She feels it is a hazard in the condition it is in when wet. She proposed that an electric or gas-powered leaf blower/mulcher combination be purchased for a few hundred dollars to allow periodic cleaning of the debris from the pathways by a Greenways volunteer. The tool she has in mind will not only blow leaves but suck them into a grinder mechanism that then expels them. Mr. Morgan said he had raised with the Greenway’s Committee the possibility of a gas-powered blower and mulcher combination. He feels it would be an indispensable asset for maintaining the pathways. There was a broader discussion about setting up volunteers to keep the pathways clear of leaves and other debris and how the tool would be stored, maintained and passed down to future Greenway chairs. Several board members expressed a preference for contracting this work out rather than having to keep track of new equipment. We pay Richardson Lawncare some \$600 in the fall to clean leaves from the pathway before the first snowfall. There was discussion about eliminating one or more grass-cutting efforts by Richardson and asking it to do some additional Fall cleanup work in Greenways C and D. A **motion** was made by Mr. Morgan authorizing Mr. Morgan and Ms. McCann to meet, research and make a decision on the best leaf blower/vacuum (electric or gas-powered) to acquire and they were authorized to spend up to \$400 transferred from the social budget on the blower apparatus to be stored by Mr. Morgan (and promptly report to the board on the ultimate cost of the blower.) **This motion** was seconded by Ms. McCann and **passed** on a vote of 5 to 3.

- Apropos keeping track of Association purchased tools and gear, Ms. Howard noted that there were still hoses that had been acquired by WGHA many years ago for new tree watering in Greenway D still lying in the backyard of a resident on Oxwood Circle and she did not know their current condition. Mr. Morgan said he would check with this Oxwood owner.

#### **Architectural Control Committee Report.**

- Ms. Bashirullah reported that since the June meeting there had been three applications, one approved and two still pending:
  1. Fence application for the back-yard area of 425 Walnut Grove Drive which backs up to Madtown Twisters' wooded area was approved. This is to be a four foot metal fence that will be behind the house.
  2. An application from 7106 Colony Drive to erect side yard and backyard fence portions four feet tall to abut and join existing fences is currently pending.
  3. An application for rooftop solar panel installation at 501 North Westfield is currently pending. It came in on August 6, 2023.
- In addition, an inquiry was made by the prospective owner of 7401 Farmington about the possibility of screening for the side-yard and utility boxes.

#### **Social Committee Report**

- Mr. Morgan reviewed the Social Committee report (See, Agenda, Exhibit 1, p. 5.) There was brief discussion about a Fall Tailgate Party at Walnut Grove Park (September or October) similar to the one held last Fall as a potluck (but for WGHA provided brats). Ms. Fenster mentioned that the Madison Fire Department will, pending unexpected emergencies, send a ladder truck to July 4th events for exploration by kids.
- Mr. Morgan also said he was confident that only a fraction of the remaining unspent funds budgeted for the social programs in 2023 would be spent for the Tailgate party if it is held and these funds could be reallocated to Fall cleanup of leaves and moss on the pathways in Greenway D by the contractor, Richardson.

#### **Block Captain Report.**

- Ms. Howard presented the Block Captains report on new neighbors. (See, Agenda, Ex. 1, p. 6.) This led to a brief discussion on the best way to uncover the identities of new neighbors for the Association's records and communication.
- Eight block captains attended the open house Mr. and Mrs. Howard hosted for block captains on June 17, to introduce themselves and get to know the existing block captains.
- There was additional discussion about the best way to solicit and utilize new block captains. Ma. Howard just got a new block captain for Winterset. She still needs a new block captain for Walnut Grove Dr.

- Ms. Howard intends to work on development of a new job description for the block captains to present to the Board for approval. One goal of this project would be to demonstrate how little time is actually required to perform the block captain function.

### **Liability Insurance**

- In response to Mr. Grimmer's recent memo on the recreational immunity statute, Ms. Fenster will forward the WGHA's current policies on Liability and Directors and Officers coverage for review by the Board's members. The agent is Harms Insurance Agency.

**Reminder to Use the Google Drive!** (For continuity of future decision-making and historical purposes.) Ms. Fenster asked chairpersons to work to upload most recent documents. For example she does not think the most current New Neighbor packets are located on the Google Drive. She also noted that the ACC materials are still on Mr. Pavelec's Google Drive.

**Next Meeting:** The next meeting of the board will be held on Tuesday, October 3, 2023, at 6:30 p.m. It is expected that one of the board members will host the meeting.

**2024 Annual Meeting:** By general consensus, the Board agreed to set aside the evening of January 24, 2023 for the 2024 Annual Meeting of Homeowners by Zoom (Hosted by Mr. Hyant).

**Adjournment.** Mr. Hyant made a **motion to adjourn**, seconded by Ms. Howard. The **motion** passed 8 to 0 and the meeting adjourned at 7:54 p.m.

Respectfully Submitted,  
Kim Grimmer, Secretary

# EXHIBIT A

**Agenda  
For  
August 7, 2023  
WGHA Board Meeting  
6:30 p.m.  
33 Southwick Circle**

- Call to Order
- Approval of June 5, 2023 WGHA Board Meeting Minutes
- Treasurer's Report – Mr. Brown (See Mr. Brown's report attached below.)
  - Update: review of major budget line items (actual v expected)
  - Dues Status and state of late notices/collection.
- Greenways Committee Report – Ms. McCann and Mr. Morgan (See Ms. McCann's and Mr. Morgan's reports attached below.)
  - Eco Tree Care Status:
    - Ms. McCann's scheduled meeting with Connor on August 14
    - Greenway A + B pruning (when do they return for dormant season prunes, or is that not in this year's package)
    - Stump grinding from winter removals,
    - anything else outstanding?
- ACC Committee Report – Ms. Bashirullah
- Social Committee Report – Mr. Morgan (Attached below)
- Block Captains Committee Report – Ms. Howard (Report on New Neighbors attached below)
- Discussion regarding Association's Liability Insurance
- Reminder on use of Google Drive for continuity between current and future Board member and committee. Chairs: please be sure any documents used on a recurring basis are stored on the WGHA Google Drive. You can email files to Ms. Fenster for uploading if help is required.
- Set date and time for October 2023 BOD Meeting
- Adjourn

**WGHA 2023 Budget for Annual Meeting**

	2023		
	Approved	Actual	Favorable/Unfav)
<b>OPENING BALANCES</b>			
Checking Account	3,057	37,616	34,559
Money Market Account	42,857	38,874	(3,983)
Savings Account	5	5	0
<b>Total -- Summit Credit Union</b>	<b>45,919</b>	<b>76,495</b>	<b>30,576</b>

Prior Year Spending, Paid in Current Year	2,283	0	2,283	**
Circle Grants & Reimbursement Commitments to Date	1,250	1,250	1,250	
Greenways Legacy Fund Commitments to Date (At Jan1)	30,000	30,000	15,000	
<b>Total Carryover Amounts for Current Year Expenses</b>	<b>33,533</b>	<b>31,250</b>	<b>18,533</b>	

<b>Total Unallocated Cash Balances</b>	<b>12,386</b>
--	---------------

REVENUE	As of 8/7/2023		
	Approved	Actual	Favorable/Unfav)
Dues Payments	51,340	41,050	(10,290)
Interest on Bank Balances	528	262	(266)
Revenue from Directory Advertisers	0	0	0
<b>Total Revenues</b>	<b>51,868</b>	<b>41,312</b>	<b>(10,556)</b>

As of 6/5/2023	
Actual	Favorable/Unfav)
37,864	3,186
34	228
0	0
<b>37,898</b>	<b>3,414</b>

EXPENDITURES	As of 8/7/2023		
	Approved	Actual	Favorable/Unfav)
Water and Sewer	6,000	4,107	1,893
Electricity (Madison Gas and Electric)	2,300	1,219	1,081
Mowing*	7,000	1,855	5,145
Weed Control and Fertilizer	1,250	1,275	(25)
Woodland Management, Invasive Control, Replanting	15,000	11,645	3,355
Pathway Patching/Temporary Repair	5,000	5,850	(850)
Lamp Post Maintenance	1,200	1,281	(81)
Circle Grants (\$500) and Circle Reimbursements (\$50)	2,150	91	2,059
Greenways and Circles, Misc.	250	175	75
<b>Greenways and Circles Expenses Subtotal</b>	<b>40,150</b>	<b>27,497</b>	<b>12,654</b>

As of 6/5/2023	
Actual	Favorable/Unfav)
3,045	(1,062)
864	(355)
815	(1,040)
1,275	0
11,390	(255)
0	(5,850)
0	(1,281)
0	(91)
0	(175)
<b>17,388</b>	<b>(10,108)</b>

Bank Charges	50	15	35
Taxes and Fees	50		50
Insurance (Liability/Board)	1,300	1,215	85
Dues Collections Mailings (Printing and Postage)	100		100
Newsletters and Notices	200		200
Annual Meeting	0		0
Directory	0		0
Website	200	104	96
Social	1,500	188	1,312
Legal Fees	2,000		2,000
Misc. (Supplies, Postage, P.O. Box)	500	305	195
<b>Administrative Expenses Subtotal</b>	<b>5,900</b>	<b>1,827</b>	<b>4,073</b>

15	0
0	0
1,215	0
0	0
0	0
0	0
65	(39)
188	0
0	0
182	(123)
<b>1,665</b>	<b>(162)</b>

<b>TOTAL EXPENSES</b>	<b>46,050</b>	<b>29,323</b>	<b>16,727</b>
-----------------------	---------------	---------------	---------------

<b>19,054</b>	<b>(10,270)</b>
---------------	-----------------

<b>Greenways and Circles Legacy Fund</b>			
Legacy Fund Deposits	15,000		15,000
<b>LEGACY FUND BALANCE (At Year-End)</b>	<b>45,000</b>		

	0
--	---

Notes

\*2022 actual excludes \$815 in fall clean up expenses

\*\*carryover includes 2023 prepayment for weed control

## Greenways Report

8/7/23

Two of three planned Greenways Meeting and three of five Greenway Volunteer Workdays have been completed.

0 of the five items on the “to do” list presented to ECO Tree Company 6/5 have been accomplished. An onsite meeting with Connor from ECO is planned for 8/14. The purpose is to begin a list of trees for remedial trimming or winter takedown and to view several trees which may have been improperly trimmed this spring.

Treatment of Rhizophora (fungal disease) of a single Austrian Pine on Greenway A has been completed. Advisability of continued treatment vs removal will be discussed on 8/14.

Stump grinding that was part of the contracted winter tree trimming will be completed next week per Michelle at ECO.

Additional tree trimming that was held out from 2023 spring trimming will be completed at an undetermined date after early October. Writer will attempt to get a list of these trees.

Greenway C now contains two newly installed native perennial areas which will require watering support until early fall. Signage explaining the plantings is again be posted in the plot.

Mark Schmidt supplied 8 perennials which have been planted along the Oxwood walkway in Greenway C.

The early Spring tree removals and early season pruning required \$10,400 of the \$15,000 allotted for Woodland Management. It is projected that if by early fall there is no unplanned weather-related tree damage the remaining funds may be directed to recommended cableing of an ash tree on Greenway B and opening the tree canopy over Greenway D.

.

## **Greenways -- Pathways and Mowing**

***Asphalt Sections Replaced.*** On June 23 and July 7, an asphalt contractor, Dr. Asphalt, replaced three section of paths on Greenway A, Greenway B, and Greenway C. The proposal from Dr. Asphalt specified that the following work would be done:

Sawcut where required and clean areas to be patched. Area(s) approximately 324.75 square feet.

Tack areas with DOT approved primer tack.

Install 3" hot plant mixed asphalt, Type SIII.

Roll and compact areas with a 3-5 ton roller.

Remove any construction related debris.

The total cost of this work was \$5,850. I am pleased with the result.

***Mowing Services.*** On July 9 I met with Nick Richardson (Richardson's Lawn Service) to discuss the Greenway mowings. Due to the lack of rain this summer, WGHA and his other customers are routinely asking Richardson to skip weekly scheduled mowings. Nick indicated that he is requesting (but not requiring) all of his customers -- businesses and residential customers -- to consider only skipping one mowing per month, as he pays his crew the same amount weekly, whether they mow all of the lawns, half of them, or none. We also discussed other work the crew could do instead of mowing. On July 14, rather than mowing, the mowing crew applied 45 bags of topsoil I purchased and placed on the paths in the areas where new asphalt had been laid the previous week (Greenhaven entrance to Greenway B, a section of the Asphalt path in Greenway C, and, the previous week, a section of the asphalt path in Greenway A.)

I plan to continue to request that mowing services be skipped for weeks when it appears unnecessary. (WGHA pays Richardson \$260 each time Richardson's mows the greenways.)

***New Plantings on Greenway C and Fencing.*** In late July, Noelle Chambers, a WGHA resident, emailed me about some native plants she had recently planted near the Whitacre Street entrance to Greenway C, and requested fencing materials to protect the area. I purchased the materials, and installed the fencing, which Noelle subsequently moved to the intended spot.

Respectfully Submitted

Charlie Morgan, Greenways Co-Chair (Mowing and Path Maintenance)

## **Social Chair Report**

WGHA sponsored the annual Independence Day Celebration at Walnut Grove Park on the morning of July 4. Activities included a bicycle parade (now, two groups -- one for younger children and one for older children (ages nine and older) to avoid accidents, a water balloon toss, a trivia contest (Which Adams?) with a prize of a \$20 Culver's gift certificate. Snacks included freezer pops, chips, juice, and cold drinks. Based on the number of name tags used by attendees, there were likely over 100 adults and children. Total cost of the event was \$100.48 -- a little less than previous years, as we used some drinks and chips from previous events. Thanks to all Board members and neighbors who volunteered their time that morning!

Respectfully Submitted  
Charlie Morgan, Social Committee Chair

## Block Captain report on New Neighbors

Block Captain	New neighbor	Address	Packet delivery date	Notes
Janie Miller	Bansari & Masi Parimanam	206 North Gammon Road	10-May	Rental property
Janie Miller	Kenneth & Marilyn Hopf,	306 North Gammon Road	10-May	F/up 7/31, Janie has not received anything
Tristan L'Eucyer	Michael & Francoise Remington	434 N Westfield	20-May	F/up 7/31, Tristan did not get completed form. "They are elderly and I'm not sure they want to share?"
Colin Shogren & Carrie Callahan	Loraine Mael	7405 Whitacre Road	20-May	
Eileen Goode		25 Southwick		Eileen has packet.
	Daniel & Valerie Cavanagh	22 Stonecrest		Closing on 8/21
		418 Walnut Grove		closed 7/3