

10/15/2024 WGHA BOD Agenda

7 pm @ Liz Fenster's home

Agenda

1. Review and approve [August Minutes](#)
2. President's Report
 - a. 2025 Annual Meeting Planning
 - b. 2025 Elections
3. Treasurer Report
 - a. 2025 Budget Review
4. Review Greenway report;
 - a. Greenway encroachment updates: Springwood
 - b. Good Oak recommendation and next steps
5. Review Social committee report;
6. Review Block Captain report;
 - a. Directory delivery
 - b. Opening for Walnut Grove Condos
 - c. Job Description review and rules
7. Review ACC report;
8. Newsletter
9. Discuss other issues
 - a. Greenway Boundaries
 - b. Fertilization
10. Confirm next meeting date: **Monday December 2nd at 7pm via Zoom**

10/15/2024 WGHA BOD Minutes

7 pm

Minutes

Present: Liz Fenster: President and Treasurer; Phillip Kent, Secretary; Doug Hyant, Vice President; Charlie Morgan, Social Committee; Laurie Howard, Neighborhood and Block Captain; Danielle Bashirullah, Architectural Control Committee; Hayden McCann, Greenways Committee; Chris Delamater, At Large

Excused: Meghan Johnson, At Large

1. The meeting was called to order at 7 p.m. The 8/19/24 WGHA BOD Minutes were approved without revision.
2. The President's Report (see enclosed) by Liz was reviewed. The WGHA Annual Meeting will be held on 1/29/25 at 7 p.m. via Zoom. Due to the need to have the meeting remain apolitical and neighborhood-focused, it was decided not to invite our Alder person or the Madison Police Department.

At the Annual Meeting, several new WGHA officers will need to be elected. Liz will be stepping down as President and Treasurer. Hayden has agreed to re-run for Greenways chair, and Laurie will re-run for Neighborhood and Block Captain. It is possible other positions will be open to fill. More information regarding the openings will be forthcoming in a future email to WGHA homeowners in the near future.

We had a general discussion regarding the role of Block Captains and whether this position was still needed or could be eliminated, and the duties absorbed by other board members. A discussion was also held regarding the desirability of reducing the size of the Board of Director. We also discussed the desirability of having a digitally-savvy Communications person. These issues will be discussed at a future board meeting.

3. The Treasurer's Report (see enclosed) by Liz as reviewed. Adjustments were made to the 2024 projected spend and some other minor adjustments were made to 2025 expected expenditures. As of the current date, 7 dues payments are outstanding and it is expected we will be able to collect 1 of these. We will likely open a new CD in December. Our 2025 budget will be finalized at our next Board meeting.
4. The Greenways Report (see enclosed) by Hayden was reviewed. Hayden noted that there have been rampant encroachments into the Greenway, some of which have been rather extensive and damaging to native flora. One of the reasons the encroachment has incurred is that the boundaries of the Greenways are not clearly delineated and most homeowners have not had their property formally surveyed. We once again had an extended discussion of getting the Greenways formally surveyed. It was noted that the cost of doing so is significant. Hayden is currently investigating whether we could have this done through a local community college that has a land survey training program.

In one case where the encroachment was extensive, the estimated cost of restoring the Greenways was \$4200. A discussion was held regarding who should be responsible for paying for the restoration and it was the unanimous decision of the Board that the homeowner should be responsible for the cost. We will have a further discussion of issues related to surveying and restoration at future Board meetings.

Three storms this summer did extensive damage to several trees on the Greenway. The cost to fix the damage is significant and to date we have spent \$10,000 in repairs. We have also spent a significant amount of money repairing aging lamp posts.

5. The Social Committee Report (see enclosed) by Charlie was reviewed. The 9/21/24 Fall Crawl had to be canceled due to unexpected health issues affecting Social Committee members. The Committee welcomed the Madison Methodical Meanderers on 9/18/24.

6. The Block Captain Report (see enclosed) by Laurie was reviewed. As noted, we discussed the role and purpose of Block Captains. It was also noted that \$500 is available to circles for improvement every three years with an approved application. If awarded, the improvements have to be made within a year and receipts submitted to the Board within a timely manner for reimbursement. Also each Circle is eligible to receive \$50 annually to help maintain the landscaping. The Board can approve up to 3 \$500 grants for Circle improvement annually.

7. The Architectural Control Committee Report (see enclosed) was reviewed. Danielle discussed the need to fully document our reasons for acceptance and denial of various applications in order to aid in future decision-making and challenges to our decisions. A question was raised as to why a homeowner had to receive approval for a deck from Alder Conklin.

8. A WGHA Newsletter will be compiled and distributed via e-mail and print by the first of the year. We had a discussion of desired content and it was felt we need to educate WGHA homeowners regarding Greenway issues, and the call for new Board members due members going off the Board and some Board member positions being up for election.

9. The next WGHA Board Meeting will be held on 12/2/24 at 7 p.m. via Zoom.

10. The meeting adjourned at 9:02 p.m.

Phillip L. Kent, Secretary

WGHA President's Report
10/15/2024

At this meeting, we need to review who on the board will be running for re-election, set annual meeting dates, review the budget proposal, and discuss annual meeting preparation.

Depending on homeowner interest in running for the Board, we may need to consider amending the by-laws to require a 7-person board instead of a 9-person board. As a reminder, we must have a President, Vice President, Treasurer and Secretary. We also require a Chair of the ACC and Greenways Committee. Any two or more offices may be held by the same person, except the offices of President and Secretary and the offices of President and Vice-president. We have historically had a Social Chair, a Block Captain Chair, and Communications. In 2024, this has filled 7 slots, plus 2 at large members (due to individuals holding multiple roles).

Here is our timeline for reference:

October

- Treasurer presents Initial Budget proposal for the following year to the Board, including an accurate summary of current year Q1-Q3 and Q4 projected.
- Date of the Annual Meeting decided and posted (assuming no November meeting)

November

- Date of the Annual Meeting decided and posted (if not done so at October meeting)
- If the Annual Meeting is planned to be held in January, the Board circulates a Request for Members to stand for election. This should be circulated AT LEAST 45 days before the Annual Meeting.

December

- If the Annual Meeting is planned to be held in January, notices of the meeting are created by Communications and presented to the Board for approval. Mailed copies should be printed and mailed between ten (10) and thirty (30) days prior to the meeting. Digital notifications should be emailed out 10-30 days prior to the meeting, with a reminder sent out one week prior.

Other topics:

- DFI Annual Report Filing is complete (filed every September)

Submitted by: Liz Fenster, President

WGHA ACC Committee Report
10/15/2024

Submissions

- 1 application received
 - 25 Southwick Cir- Application was ***approved with conditions*** for 4' fence in rear yard

Inquiries

- 1 Covenant violation complaint made
 - deemed not to be a violation and retracted by complainant

Notes:

- Approved application for fence at 25 Southwick Cir was controversial due to inconsistency between information on website vs. ACC Guidelines specifically around fences abutting greenways.
- Building permit for deck at 413 N. Westfield was delayed despite receiving an approved application from WG ACC. Homeowner was told at the permitting office that Alder Conklin needed to review the application prior to receiving the permit. Unclear why this is.
- See need for ACC to add more detail to application responses whether they are approved, approved with conditions, or denied to help ensure thorough communication to applicants and future ACC members.

Submitted by: Danielle Bashirullah, ACC Chair

Greenways Report

10/15/2024

The final Greenways Committee was held on 9/10. This was followed by the last planned Greenway Volunteer Workday on 9/14. Volunteers removed seven 55 gallon trash bags of weeds and invasives along with a large amount of brush that was placed at the curb. An encroached area at the rear of 14 Springwood Circle was a focus since it had become infested with burnweed. An ad hoc workday was completed on 10/5 during which the last large buckthorn grove on Greenway D was dug and cut. Two large brush piles were formed and will be removed next May.

Summary of 2024 Accomplishments

March 10 non-functioning lampposts were repaired

May ½ of Lampposts were painted.

Spring New arborist i.e. Arbor Systems secured. ECO was notified.

June Lampposts 7, 12, & 26 were replaced. Lamp #1 was also replaced due to vandalism. Lamp # 5 sensor replaced. Tree tags in the area also were vandalized. One tag removed.

June Rain Garden installed in Greenway C.

August Native perennials installed in two existing areas on Greenway C

September Good Oak Environmentalists completed evaluation of the encroached area adjacent to Springwood Circle. Two Greenway volunteers and owners attended. Report received for review and action.

May-present Storm damage was evaluated and addressed. Numerous partial and total trees were removed. Free firewood for owners is located at lamppost 18.

May-October Greenway Volunteers contributed 220* hours of work valued at \$6996 to benefit WGHA.

October Arbor Systems will complete planned pruning and removals. Lamps #14, 21, 28 & 30 referred to Beeline Electric for repair.

November Final fall cleanup of walkways and adjacent area.

Action Items: Encroachment discussion



Photos from 9/14/24 Greenway workday before and after the greenway volunteers removed two 55 gallon trash bags of burnweed from the site



Good Oak Ecological Services
4606 Pflaum Road. Ste A
Madison WI 53718
(608) 209-0607
www.goodoak.com

On Tuesday September 10th, Evan Nelson from Good Oak Ecological Services, Hayden McCann, and Noelle Chambers met with the homeowners of 18 Springwood Cir. Dan and Susan Wallner to take a look at the HOA property immediately west of their residence. It was evident that clearing had taken place and some replanting had occurred on an area approximately 3,500 square feet in size on HOA owned property. Dan and Susan stated that the area previously appeared overgrown and a bit of a mess and took it upon themselves to clean it up. This involved removing much of the vegetation on site and exposing considerable bare soil areas. After looking at undisturbed areas surrounding the area that had been cleared it was determined that some native plants likely existed in the area that was cleared but much of the vegetation that was cleared was likely aggressive natives such as white snakeroot, wild grape and Virginia creeper or non-native species. Dan and Susan stated that they replanted with transplants from the landscaping around their house which consisted of various non-native ornamentals including daylily which can be very invasive in disturbed natural areas. Much of the area still remained open and bare with an overall lack of native plant diversity.

It would be our recommendation that the non-native plants that were transplanted be removed as soon as possible and the area be revegetated with native plants. A diverse group of native plants would not only be beneficial to local pollinators but also provide beauty for homeowners to enjoy. We would recommend revegetating with a combination of seed and live plants to be most effective. Revegetating such a large area with only live plants would be difficult and take longer to establish than a combination. Species such as wild blue phlox (*Phlox divaricata*), Jacob's ladder (*Polemonium reptans*), wild geranium (*Geranium maculatum*), sprengel's sedge (*Carex sprengelii*), wild ginger (*Asarum canadense*), and sensitive fern (*Onclea sensibilis*) are best established through live plants. Species such as wild columbine (*Aquilegia canadensis*), Virginia wild rye (*Elymus virginicus*), bottlebrush grass (*Elymus hystrix*), big leaf aster (*Aster macrophyllus*), short's aster (*Aster shortii*), and zig-zag goldenrod (*Solidago flexicaulis*) are easily established by seeding.

If the work was to be contracted out the total approximate cost for 352 native plants and 2 pounds of seed would be \$4,200 installed.

Submitted by Hayden McCann, Greenways Co-Chair

Social Report 10/15/2024

Charlie Morgan, WGHA Board Social Chair

The Fall Crawl, originally scheduled for September 21, was canceled due to unexpected health issues affecting members of the Social Committee. We may still consider a small event, such as a holiday cookie exchange toward the end of the year.

On Wednesday, September 18, we welcomed the Madison Methodical Meanderers. That group's goal is to walk every street in Madison during the course of several years. Lynn and Charlie Morgan joined them to walk the streets in our neighborhood that evening, offering information about the neighborhood and our Board.



Block Captain Report

10/15/2024

Submitted by Laurie Howard

- Delivered a few directories to neighbors who were missed
- during distribution.
- Created a calendar for regular communication to the block captains highlighting things like Fall cleanup, winter parking regulations, etc. Will connect quarterly with the group.
- Thinking about conducting a survey monkey to current captains asking what they see as concerns for their area, what might be helpful for them, etc. Thoughts?
- Created a job description for the block captains (below). I would like the board to review and comment on the contents. It would be most helpful to have information to physically share with block captains instead of answering questions (and not always correctly). I started with my job description as the template.
- Still having difficulty finding some block captains. Until the spots are filled I will be sure the neighbors get any and all information.

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WGHA Neighborhood Block Captain Job Description

Thank you for volunteering to communicate with your neighbors fostering a sense of community and inclusion. Here are the main responsibilities:

Key Responsibilities

- Keep in regular communication with your neighbors
- Deliver newsletters, notices, directories, etc to your neighbors in a timely fashion
 - Digital forms of the newsletter will be posted to the website and nextdoor and should be shared via email to your neighbors for those who welcome emails
- Distribute new neighbor packets to new residents in your area. New neighbor packets typically include:
 - Neighborhood Directory, Introduction Letter, Directory Update Form, Past Newsletters, and any other relevant community information.
 - Have the new resident complete the Directory Update Form and forward that to the Block Captain Chair or the President.
- Maintain an email distribution list for your area allowing for ease of digital communication
- If you are notified of any change in contact information, please pass this along to the Block Captain Chair and Directory Manager
- If you move or no longer are able to serve as the block captain, please info the Block Captain Chair as soon as possible. It would also be helpful if you could supply a potential replacement and provide an introduction to the Block Captain Chair.

Circle Grants

WGHA provides funds for circle maintenance and beautification.

- Each circle may request a \$50 reimbursement per year for maintenance and supplies annually. We are not able to reimburse for unused funds in the prior year or two years at a time.
- A \$500 circle grant is made available to those circles who organize the maintenance or update. A proposal of the potential changes are to be provided to all circle neighbors. After distributing the plan you will need circle consensus on the proposal.
- To request any reimbursement, receipts should be provided to the block captain and then forwarded to the Block Captain Chair for approval and check request.
- The check will be sent directly to the individual on the circle who dispersed the funds.

Treasurer's Report
10-01-24 Snapshot Submitted by Liz Fenster

Summary

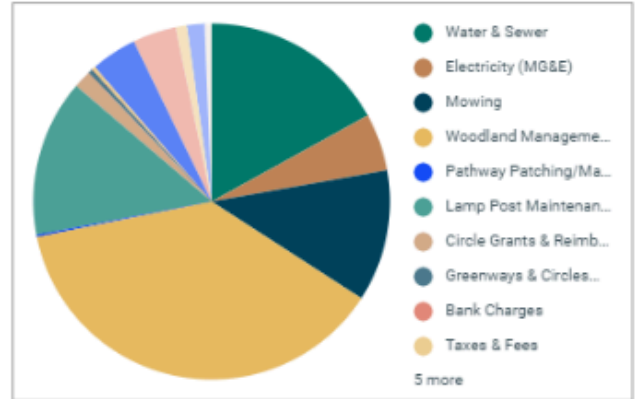


Savings

\$23,544

🔥 Woohoo! Your income was greater than your expenses this month. What are you going to do with the savings?

Expense Breakdown



Income



	Planned	Actual	Diff
Totals	\$ 53,215	\$ 53,968	\$ 753
💰 Dues	\$ 51,190	\$ 51,012	\$ (178)
🏠 Interest	\$ 725	\$ 1,667	\$ 942
📁 Directory Ads	\$ 1,300	\$ 1,289	\$ (11)

Expenses



	Planned	Actual	Diff
Totals	\$ 56,260	\$ 30,424	\$ (25,836)
Water & Sewer	\$ 6,372	\$ 5,159	\$ (1,213)
Electricity (MG&E)	\$ 2,450	\$ 1,590	\$ (860)
Mowing	\$ 7,000	\$ 3,640	\$ (3,360)
Weed Control & Fertilizer	\$ 1,250	\$ -	\$ (1,250)
Woodland Management	\$ 15,000	\$ 11,456	\$ (3,544)
Pathway Patching/Maintenance	\$ -	\$ 59	\$ 59
Lamp Post Maintenance	\$ 3,875	\$ 4,338	\$ 463
Circle Grants & Reimbursement	\$ 2,150	\$ 500	\$ (1,650)
Greenways & Circles Misc.	\$ 250	\$ 117	\$ (133)
Bank Charges	\$ 50	\$ 5	\$ (45)
Taxes & Fees	\$ 50	\$ 100	\$ 50
Insurance (Liability/Board)	\$ 1,345	\$ 1,268	\$ (77)
Dues Collections Mailings (Print)	\$ 100	\$ -	\$ (100)
Newsletters & Notices	\$ 200	\$ -	\$ (200)
Annual Meeting	\$ -	\$ -	\$ -
Directory	\$ 1,300	\$ 1,201	\$ (99)
Website	\$ 368	\$ 311	\$ (57)
Social	\$ 1,000	\$ 486	\$ (514)
Legal Fees	\$ 2,000	\$ -	\$ (2,000)
Misc. (PO Box, Supplies, Postage)	\$ 500	\$ 194	\$ (306)
Legacy Fund Deposits	\$ 11,000	\$ -	\$ (11,000)

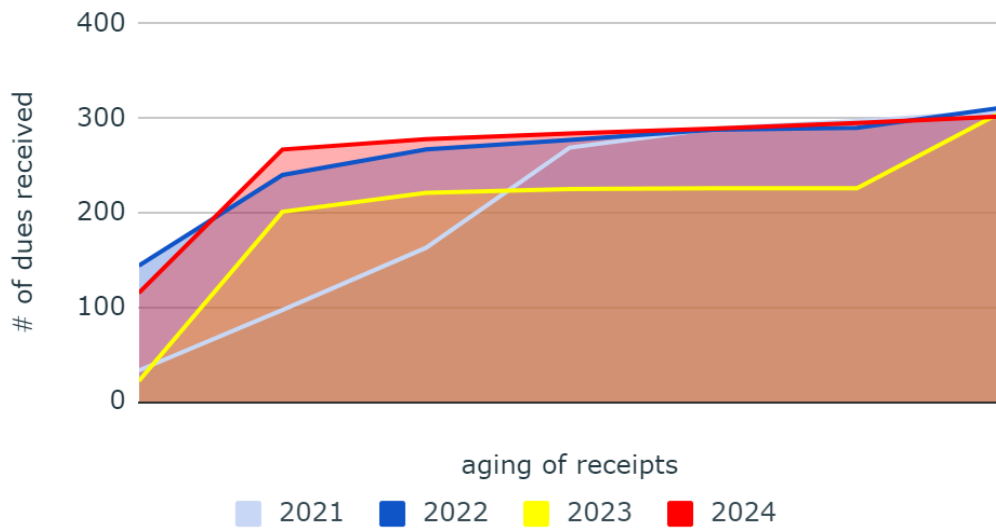
Account Totals	10/1/2024	\$ 84,320.02
Savings		\$ 5.00
Checking & Money Market		\$ 23,242.65
Certificates		\$ 61,072.37
Legacy Fund Reserves (Prior)	1/1/2024	\$ 45,000.00
Legacy Fund Reserves TY	12/31/2024	\$ 11,000.00
Available Balance		\$ 28,320.02

KEY NOTES:

- Taxes & Fees include 2023 reimbursement to Kim Grimmer for DFI filing (2023 was under budget)
- Website includes a \$140 recovery fee

Dues Recap

2021- 2024 Dues Receipt Timing



Received:	302	\$50,504.61
<u>Outstanding:</u>	<u>9</u>	<u>\$2,487.00</u>
Total:	311	\$52,991.61

Late Dues

Multiple Years Behind	3	\$1,577.00
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