

Stonebridge HOA
Draft Meeting Minutes for 5/23/2022

- Call to Order / Sign-In
 - Use the sign-in sheet. Please ensure all your contact information is updated so we can reach out to you.
- Roll Call of Officers
 - Ben – Present
 - Darshan – Present
 - Justin – Present
 - Radhika – Present
 - Claire – Present
 - Chris - Present
- Approval of the minutes of the regular meeting
 - None to be approved
- Agenda Items
 - Board Members and Terms
 - Ben - President - 3 year term
 - Darshan - Treasure - 3 year term
 - Justin - Secretary - 2 year term
 - Radhika - Director - 2 year term
 - Claire - Director - 2 year term
 - Chris - Director - 3 year term
 - HOA meeting with VHW (Erika Frable, Director of Public Works)
 - Received Landscaping & Maintenance Plan for Entire Neighborhood
 - Very limited Natural Habitat areas in the neighborhood. Area behind the model home is to be mowed at least by once per month. At no point has that area ever been a natural area.
 - WRH failed to maintain it in accordance with the approved plan by the village, which is why there is confusion, and their expenses were inaccurate/low.
 - We will continue to follow mowing and/or burn schedules using the approved documents from the Village.
 - Environmental Plan was also received from the Village and is pending final approval by the Village engineers. This plan is aligned with the landscaping and maintenance plans we also received from the Village.
 - Our future plan will be to reach out to the Flint Creek Water Shed Group for long term plans and the Village to incorporate the detailed project requirements to ensure the wetland area recovers from construction and thrives for years to come.

- We are not responsible for electric, utilities, trash pickup, or the park
- WRH is allegedly turning over the neighborhood next month (June).
 - WRH will complete the sidewalk in the Cul-De-Sac in Phase 1 per VHW
 - Repair curb backfills
 - One more tree review/replace. 3rd party Arborist
 - Complete Remaining Punchlist Items
- HOA is responsible for plowing the emergency lane and removing snow from the sidewalks near the bridge. Due to the limited scope, we are leaning towards not finding a vendor for that, but this may be reconsidered in future meeting and would be a line item on future budgets.
- The VILLAGE WILL NOT replace any trees due to lack of funds. They will cut down a dead tree in the easement. The HOA is responsible for maintaining and replacing trees in common areas.
- HOA Turnover from William Ryan
 - Turnover from WRH was completed 15 minutes after the meeting ended in February. They provided the account information, and any outstanding balances were covered by WRH at that time.
 - Original Budget started in 2017, and the annual dues were set at \$240.
Reminder: There were less than 10 homes with limited expenses.
 - No budget was provided for 2020.
 - WRH sent out a budget for 2021 in March 2021 and increased the dues to \$573.20. Most homes did not pay as we were waiting for an explanation what was included in the expenses, and it should have been provided in December 2020.
 - HOA members received the “books”. No distinct line items for expenditures. WRH mixed HOA and builder expenses in what they provided (such as replacing trees) which resulted in total expenditures of more than \$50K for the year.
 - We do not and will not ever understand exact accounting policies from WRH.
 - They did not submit the required HOA paperwork or tax documents for the State and we will be submitting this by the end of June. WRH will be invoiced for the cost of these submissions.
- Bank of America accounts
 - Completely transferred from WRH with the following balances on March 31:
 - Checking Account: \$9,386.57
 - Reserve Account: \$9,907.49
 - Four signers were put on the account, 2 signatures are required per check
- April 2022 Wetland Burn
 - Done by WRH (They paid \$6K for this required item for their turnover)

- We were informed basically a few hours before we sent that notice out to the group
 - We need to follow up on the burn covered because only 20-25% of the wetlands in phase 1 were done but then areas around retention ponds were done in phase 2 which we did not expect to be touched
-]
- New Contract Process
 - All contracts were triple bid and multiple revisions were sometimes requested in order to ensure there was an apples-to-apples comparison. NOTE: The Board sought the bid that provided the best value to the neighborhood.
 - As a reminder, that homeowners should not be reaching out directly to any vendors to request information. Not only does this risk disinformation, but the vendor may also elect to charge the HOA to complete the unauthorized work or requests. If there are ever any questions for the bid documents, please contact the board and we will provide the official bid documents.
 - HOA and Board Member Insurance:
 - We were under the impression that there was a lapse in coverage, so we moved quickly.
 - \$1M Per Occurrence/\$2M Annually, \$1M for Directors/Officers,
 - Triple bid
 - State Farm: \$793
 - Auto Owners: Failed to provide a complete proposal
 - West Bend Mutual Insurance: \$1519
 - State Farm contact was put in place on 3/22/2022
 - Motion to Approve State Farm Insurance Bid
 - Justin – Motion, Chris – Second, In Favor – All, Against – None
 - Landscaping Vendor
 - WRH did NOT have this appropriately bid out landscaping in the past. They did NOT adhere to the requirements for the development that was approved by the Village. We reached out to two bidders at first (Brightview and Seasonal. We also decided to bring in a third vendor (Pouls). All three vendors were provided the same documents from the village, which were color-coded to simplify the process so the contractor could see what was specifically required for each area. The bidders all performed their own site visits and had unlimited time to ask questions and fully understand the requirements.
 - What did we ask for:
 - Maintenance in accordance with documents from the Village
 - Fertilizing and weeding of common areas
 - Routine Mowing and maintenance of common areas.
 - Tree Maintenance Plan
 - Maintenance of the plants on the top of the bridge

- Optional: Pricing for Mulching
 - Seasonal: Original proposal was \$15K, but it lacked maintenance for the trees and the area behind the model and any of the outer berm area. When asked for an updated quote, they did not provide additional information. Based on the lack of responsiveness, we did not select them.
 - Brightview: Original Quote was for just under \$11K, but it lacked maintenance for the trees and the area behind the model and any of the outer berm area. We received an updated quote 2-3 weeks later for more than \$22K, for tree maintenance and HOA transition area (still missing the berms and passive park). When we requested a final bid to complete the entire maintenance plan per the village, we did not receive a response.
 - Pouls: Again, there were revisions for the bid to meet all of the requirements mentioned above. First quote was at ~\$23K which was an overbid as they included maintenance for the retention basins, which should be covered by WRH prior to turnover based on Ecological Plan. They also had bid to fertilize the berms, which is not required. Once they removed these items, and added in the planters on the bridge, the total was \$21,630.
 - Not only was Poul's extremely responsive, but they were the only bidder to provide a complete quote for all the items requested. Brightview failed to provide a complete bid despite multiple notifications, and their price for the incomplete work was already more than Poul's.
- Motion to Approve Pouls Landscaping Contract
 - Justin – Motion, Ben – Second, In Favor – All, Against – None
- Accounting and Administration
 - Administrative & Accounting actions are being self-managed by the HOA treasurer. There are no billables for the HOA, other than the direct pass-through costs incurred by filing fees and required software accounts.
 - We have received two bids from accounting firms to handle these items with prices of \$3000 per year and \$2800 per year. The cost to self-manage is \$591 per year.
 - The previous budget amount was an estimation, and now we have exact cost, which is reflected in the new line-item.
 - DHD is listed as the Vendor on the budget and is used to approve the required documents as a CPA to file with the state. DHD is not receiving any compensation for this service.
- Proposed 2022 Budget
 - The HOA is a not for profit. All Directors are volunteers and are not paid for any time or services.
 - Net Income refers to the money that will be added to the Reserve Account.

- Only Homes with an Occupancy License are charged dues and have voting rights (No Open Lots).
- 47 Homes should pay \$500 annually. Our intention is to not require annual due increases, though we will always revise based on our annual meetings.
- New invoices for dues will be sent out in the next few days. For those who already paid \$60 for 2022, this will be a credit towards your account and you will only owe \$440.
- Payment will be due in 60 days. If anyone needs additional time or accommodations, please reach out to the board directly and we will work with you.
- In normal years, the annual budget will be sent out the preceding December (the 2023 Budget will be sent in December of this year).
- Darshan reviewed budget.
- Darshan reviewed current finances.
- Motion to Accept Proposed 2022 Budget
 - Justin – Motion, Ben – Second, In Favor – All, Against – None
- Village SSA
 - On June 28, 2022, the Village of Hawthorn Woods will have a referendum question on the ballot with regards to funding road repair and maintenance of Village roads, including the replacement of large diameter culverts.
 - Tax Bill Impact - If the proposed referendum is successful, a more equitable funding program would replace the current SSA road bond. The financial impact on your home depends on its location due to the expiration of the previous road bond on your property tax bill.
 - If the referendum passes, based on a home with a fair market value of \$500,000:
 - Stonebridge residents in SSA 1 will see a decrease of \$81.18 on their property tax bill.
- Friday Village Cleanup on 5/27/22
 - Refer to village website for more details.
- Survey
 - Directors will be sending out a Survey to solicit members for different committees and feedback for the community:
 - Block Party
 - Rules & Regulations
 - HOA Welcome Committee
 - Flowers on Stonebridge
- Motion to Adjourn
 - Justin – Motion, Ben – Second, In Favor – All, Against – None

Open Discussion / Questions