

PRAIRIE GRASS PRESERVE HOMEOWNERS ASSOCIATION MEETING

Tuesday, October 11th, 2017

**6:00 PM
Franklin City Hall**

Minutes

The Meeting was called to order at 6:01 PM.

Welcome

Doug Milinovich, President, PGP Homeowners Association, welcomed all attendees to the meeting.

Introduction of Board of Directors

Doug introduced the members of the Board:

- Doug Milinovich, President
- Brett Matchke, Vice President
- George Lambe, Secretary & Treasurer

Introduction of Attending Members & Guests

Members of the association were requested to introduce themselves. Currently we have 78 out of 90 properties resident owned/occupied.

Reading and Approval of Previous Meeting Minutes

Motion to skip reading of the minutes and post as written was approved. An image of the minutes is available on the PGP website.

Treasurer's Report

The 2017 YTD budget was reviewed. The most significant items/expected variance items discussed for 2017 were:

- Legal fees were lower than estimated.
- Milwaukee Area Land Conservancy forecast to be \$1,625 over budget due to 2016 billing falling into 2017.

Assessment Summary as of May 2nd, 2017:

- 89 of 90 properties have paid their annual assessment. Outstanding dues are still owed by 1 resident owner.

2018 Proposed Operating Budget

- Proposal is consistent with FY12, 13, 14, 15, 16 & 17 actions.
- Maintain dues at \$200 per address combined with a (\$1,800) credit in Special Assessment which represents a 10% discount for all members who pay their 2017 assessments on time, and do not have any outstanding dues or fines pending. This FY18 proposal was recommended since it has been determined that the Association may need additional funds in FY18 for increased insurance and retention basin maintenance. If any situations change before the dues statements are emailed, the Board will consider adjusting these discounts either up or down.

- General Liability was increased by \$2,200 in anticipation of policy fee increases tied to Membership use of the retention basin areas.
- Special Projects buckets include \$3,000 for plant and lighting replacement and \$7,500 in the retention basin for additional stonework and increased maintenance tied to Membership use.
- \$2,500 legal estimate for costs related to potential attorney fees relating association paperwork revisions.

Recommendation to the Board was to maintain the annual assessment at \$200 for 2018, combined with the 10% early payment discount for compliant members, and to accept the proposed budget as presented. The Board voted unanimously in favor of the motion.

An image of the treasurer's report is available on the PGP website.

New Business

- **Retention Pond Pending Maintenance**
Cutting back on overgrown foliage back to ground level is being scheduled pending weather conditions. Membership was reminded that this was not able to be completed the previous winter due to weather conditions.
- **Sidewalk / Front Yard Setback Snow Removal Reminder**
Doug reminded Membership about the Franklin City practice of push-back plowing that may impact the first 15+- feet of your property/landscaping. He also advised membership to contact him if the plows do excess damage to their properties and/or their mailboxes and he will coordinate with the City of Franklin.
- **Winter Parking Reminder: December 1st – April 1st**
Membership was reminder about the City of Franklin parking ordinance that restricts overnight parking between December 1st and April 1st. This is a change from November 1st. Exceptions needed to be approved by the Franklin City Police Department.
- **2018 Landscaping Contract**
Membership was reminded that we signed a two year agreement the previous year, so there would be no change for 2018. In FY17 we also had the two islands re-mulched. Also discussed were the problems with the existing lighting at our entrance monument. Recommendation was to put in a slight larger transformer and replacing with LED lighting.
- **Crime Update**
Discussion of Franklin area crimes advising about the increase of opportunistic crimes due to garage doors being open while the family is around back or taking a walk. An arrest was recently made and belief is that the current perpetrator was captured, but continued diligence is recommended.
- **Coyote Update**
There appears to be an increase in coyote sighting in the area. Membership was advised to be careful, especially those with small dogs.
- **Lamp Posts Expectations**
Membership was reminded that it is the expectation that lamp posts are installed and operational. Members who needed help changing their light bulbs should contact Doug for assistance

- **Update on Deed Restrictions Amendment Two & Bylaws Discussion**

Membership was updated on the steps that were being pursued. All Membership should have received two documents. One shows the way the Deed Restrictions will look once the changes are incorporated into it. The second is a sample of the actual legal document that will be submitted to the City of Franklin once sufficient signatures have been obtained.

Following will be copies of the planned changes to the Bylaws for membership feedback. Once feedback has been received and consolidated into a final proposal, we will have legal review it to insure there are no issues. Membership will then have the opportunity to vote for or against the proposed updates. In addition, Membership will be asked to review the Architectural Guidelines as it is planned that they will be included in the Bylaws as a permanent requirement for future membership and Board guidance.

Old Business

- **Follow-up on Common Area Usage and Designations from the previous meeting**

As was requested at the May meeting, the Board reached out for some legal guidance regarding Association membership liabilities pertaining Membership utilizing the retention basin areas. It was advised that despite the statements in the Association's paperwork, it was clearly advised that if there was to be recreational use in said areas, that signage should be immediately put in place, and the insurance company should be advised immediately. Further conversations with the attorney are planned to either modify our paperwork to restrict usage of these areas, or move forward with extensive signage and appropriate insurance adjustment.

- **MALC Update**

No actions have occurred since our last meeting.

Website

Membership was reminded about our:

- Website: <http://www.pgpassoc.com>,
- Email Address: pgpassoc@yahoo.com or "Contact Us" from the website
- Mailing Address: PO Box 320051, Franklin, WI 53132.

2018 Planned PGP HOA Meetings (pending availability of City Hall)

- May 1st
- October 16th

Member Open Forum

- Membership was advised that the Franklin police department is happy to let you register your video surveillance system with them if so desired.
- A member suggested putting up the retention basin signage ASAP to restrict usage. There was a discussion about exact wording and then how many signs would actually be needed. The concern about needed new/different signage if the basins were classified as restricted areas in the future and would require all new signage. Further discussion to be had after further legal counsel.
- Dan offer to provide notary support and Terry's name was raised as one of the Association members who would work with him to gather the required signatures.
- It was discussed that some Members near the retention basins are mowing to the water edge. Once signage is in place, they would need to stop mowing the grass within the common areas.

The meeting was adjourned at 7:15 PM.

Respectfully submitted

George T. Lambe
Prairie Grass Preserve Homeowners Association
Secretary & Treasurer