

# PRAIRIE GRASS PRESERVE HOMEOWNERS ASSOCIATION MEETING

Tuesday, May 01<sup>st</sup>, 2018

6:00 PM  
Franklin City Hall

## Minutes

A final call for all Proxy Votes was made before calling the meeting to order.

**The Meeting was called to order at 6:04 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 80 out of 90 properties resident owned/occupied.

### **2018 Board Member Election Procedure and Timing**

George reminded Membership on how the election process would proceed throughout the evening, including the 6:30 pm cutoff time for Member voting.

### **Reading and Approval of Previous Meeting Minutes**

Motion to skip reading of the minutes from the 10/11/2017 meeting and post as written was approved. An image of the minutes is available on the PGP website.

### **Treasurer's Report**

The May 01, 2018 Treasurer's Report was reviewed.

The most significant variance items discussed for 2017 were:

- Special Projects, Cul-De-Sac & Retention exceeded budgeted amount by ~\$4,000 due weeding and mulching activities.
- There were no legal costs incurred for 2017 resulting in a savings of \$5,000 to the budget.
- MALC was \$1,625 over budget due to 2016 billing falling into 2017.
- Summary: 2017 expenses were ~\$2,700 less than budgeted.

Assessment Summary as of May 1st, 2018:

- 89 of 90 properties have paid their annual assessment. Outstanding dues are still owed by 1 resident owner for 2017 and 2018.

The most significant items/expected variance items discussed for 2018 were:

- Revenue is forecast to be ~\$7,000 lower than budgeted due to the decision to increase the prepayment discount from 10% to 50%.
- Special Projects, Retention Basin(s) planned to be ~\$3,000 over budget due to landscape fees related to removal of tree and plant material for all 6 basins entranceways and the adding of rip rap rock to two basins as agreed to at the last meeting.
- Summary: 2018 expenses are being forecast at ~\$2,900 more than budgeted.

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

### **New Business**

- **Front Entrance & Cul-de-sac Pending Maintenance**

Membership was advised that mulching of the islands was scheduled.

- **Common Area Usage and Designations**

An extended discussion regarding the usage of common areas, specifically regarding the usage of the areas near the retention basins occurred. Subjects discussed included the potential loss of insurance coverage, the exposure to membership at large, whether or not members should be allowed to utilize the areas around the ponds for recreation, access to these area without crossing private property. Membership was also advised that these area are not being maintained in a manner that makes them safe for the general public to utilize due to erosion and animal burrows. The Board will be seeking legal guidance regarding Association membership liabilities pertaining to the above discussion to share at a future meeting.

- **Excess Speeding in the Development**

Doug advised membership that we are aware of the speeding issue, but the people involved were not currently present and have never attended our meetings. He advised he would be talking to the police chief. He also advised membership that he and the police have talked to the individuals in the past.

- **PGP and City of Franklin Violations Reminder/Update**

- **Exterior Improvements/Changes**

Membership was reminded that many exterior improvements/changes require submission of an architectural review form. These included additions, painting a different color, play sets, new planting beds or significant landscape changes, etc. Replacement of existing planting and paint colors does not require any approvals. The arch guidelines and approval form are available on the webpage. Weeds in Flower Beds/Mowing Lawn/Trim Borders are member's responsibility and should be properly maintained so that violation reminders are not necessary.

- **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 or the electric eye should contact Doug for assistance.

### **Old Business**

- **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. Membership was also advised that the Board does not have jurisdiction for illegal activity they may observe and the Franklin Police should be called directly.

- **Retention Basin Maintenance**

There was a general discussion about the cutting of the grass/weeds around edges and near entry pipes and their opinion of the initial rip rap around entry pipes. Opinions expressed indicated that the amount installed to date looks “half done”. Concern about the way the rip rap was installed accessing the basins across private property was also discussed. Discussion about what was done and future options will be discussed with TOTM before any future actions are taken.

- **Update on Deed Restrictions Amendment Two**

Membership was updated on the actions completed to date. Specific acknowledgement was given for the extensive notary support from Dan Collins, combined with Brett stepping in to complete the signature acquisition process. The documents were turned into the Franklin City Planning Department for their review and we are waiting for them to give a recommendation to the Franklin Common Council.

- **Bylaws Amendment Next Steps**

Membership was advised that once the Deed Restrictions was approved by the Franklin Common Council, they would be receiving copies of the planned changes to the Bylaws for their 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.

- **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](mailto:pgpassoc@yahoo.com) or “Contact Us” from the website
- Mailing Address: PO Box 320051, Franklin, WI 53132.

## **2017 PGP HOA Meetings**

Remaining PGP HOA Meetings

- October 11th

## **Member Open Forum**

- Brett reiterated the Boards thanks to Dan for his efforts notarizing the
- Diane mentioned that TOTM left significant levels of trash (bottles, bags, etc.) when they did the latest retention basin cutting.
- Question was also raised about what the ramification would be if someone began or completed an activity without obtaining Board approval. The response was that the Board would try to resolve the situation by obtaining an after the fact approval if the modification is appropriate. If this does not resolve the situation, escalation may occur. Any Member who is in a state of violation will not be eligible for any discounts on annual association fees, is subject to being fines, and potentially could have a lien placed on their property until the violation is remediated or removed.
- There was a discussion about the usage of common areas, both retention basins and cul de sacs and the potential liability.

**2018 Board of Director Election Results**

George reported the election results to membership (see attached):

Brett Matchke	32
Doug Milinovich	01
Blank	01
Invalid ballot	02

**The meeting was adjourned at 7:14 PM.**

Respectfully submitted

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

---

---

**2018 PGP Homeowners Association Annual Meeting Ballot**

**May 1st, 2018**

Election of one Board member to a two (2) year term.  
Brett Matschke's Board position is up for election in 2017.

**Brett Matschke** |||| ||| ||| ||| ||| ||| ||| ||  
\_\_\_\_\_

Douglas Milinovich. | |||  
(write in name)

Blank |  
(write in name)

\_\_\_\_\_  
(write in name)

\_\_\_\_\_  
(write in name)

\_\_\_\_\_  
(write in name)

\_\_\_\_\_  
(write in name)

---

---

AS 5/1/18

[Signature]  
05/04/2018