Stonebrook Estates Home Owner’s Association

Annual Meeting

MINUTES

January 18, 2005 @ 7:00pm

Location: Middleton Town Hall – 7555 W.Old Sauk Road
Minute Taker: Brenda Pagel

Members in attendance: Ken Barmore, Raelene Freitag, Randy Grosse, Jeff Hanson, Marvin and Lynne Hellenbrand, Doug Hentsch, Dave Herman, Ed & Lisa Pardon, Al & Jill Johnston, Michael Lawrence, Jen Li, Tim Roehl, Don Schmitz, Wayne & Susan Wessels, Frances & Brenda Pagel

Board Members: Ann Davey, Linda Grosse, Jeannie Veenendaal

Officers: President – LisaAnn Trembath
Treasurer – Scott Ducke
Secretary – John Kaprich (absent)

I. Call to Order – Roll Call
A. LisaAnn called the meeting to order.
B. Please review the HOA Directory and provide corrections.
C. Everyone was reminded to wear name tags and introduced themselves.
D. The meeting was intended to last approximately 1 hour with an open forum with Jim Mueller, Town Administrator, until 9 pm.

II. Proof of Notice of Meeting
A. The Annual Meeting occurs in January of each year.
B. All residents were notified by US Mail via a yellow postcard during the week of December 27th.
C. The meeting was additionally announced in one newsletter and in at least one email to all members.

III. Approval of 2004 Meeting Minutes
A. The minutes from last years meeting will be distributed for approval via email.

IV. Officer Reports
A. President
   1. The purpose of the Stonebrook Estates Home Owners’ Association’s Executive Committee (Board members & Officers) is to manage and coordinate the finances, properties, and activities of the "Association".
   2. In 2004 the Association provided 4 newsletters, a Homeowners’ Directory, welcome baskets for new neighbors, 5 social events, and OUTLOT care for the organization.

B. Treasurer
   1. 2004 Financial Results:
      a. Income:

<table>
<thead>
<tr>
<th></th>
<th>Projected ($)</th>
<th>Actual ($)</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot assessments</td>
<td>6600</td>
<td>6635</td>
<td>+1%</td>
</tr>
</tbody>
</table>

($35 in past dues were collected from FY 2003)

b. Expenses:
### Committee Reports

#### A. Social Committee – Linda Grosse

1. 5 events were organized and held in 2004.
   - February 21 – Winter Party
   - March 27 – Easter Egg Hunt
   - May 7 – Garage Sale
   - August 14 – Summer Picnic
   - October 31 – Halloween Party

2. 5 Welcome Baskets were delivered to new neighbors.

3. In 2005 there will be the same events except for the Garage Sale. If someone would like to have a garage sale the Stonebrook Estates sign is available for use.

4. We are looking for a volunteer to host the Winter Party. Please contact the Social Committee if interested.

5. THANK YOU for all your donations to the HOA. Above and beyond dues it is estimated at $1025, or $15.50 per household, not including HOURS of volunteer labor.

6. Please see Attachment A for specific budget and expense report.

#### B. Architectural Review Committee – Ann Davey

1. The purpose of the committee: To ensure that Stonebrook Estates homeowners are in compliance with covenants.

2. In 2004 the group responded to new and potential homeowner questions and approved 1 shed request.

3. All fences and sheds are to receive written approval from the committee prior to construction.
4. Send written requests to:
Stonebrook Estates Architectural Review Committee
C/o Ann Davey
8543 Ellington Way
Middleton, WI  53562

C. Outlot Committee – Jill Johnston
1. Overview of Committee:
   a. The Outlot Committee is a group of homeowners that are interested in the Outlots and that want to voice their opinions, make recommendations and be directly involved in decisions regarding the outlots. Any homeowner can become a member.
   b. The group meets once a month, typically on the second Tuesday of the month. Members take turns taking minutes which are available for future reference.
   c. There are 2 chairpersons elected to coordinate meetings and oversee the committee.
   d. The group receives many assignments and projects throughout the year.
   e. The committee makes recommendations to the Board of Directors and Executive Committee on outlot related issues. They also address concerns from homeowners.
   f. Ground Rules were set for the committee to follow. These were distributed to all homeowners in the summer.

2. Outlot Maintenance for 2004:
   a. We concentrated on eradicating invasive weed species. Under WI law, landowners are required to attempt to eradicate noxious weeds. In short, if we don't take care of the noxious weeds, we can receive a fine.
   b. Biologic Environmental Consulting, Inc. was hired to assist us. They were chosen because:
      • They were familiar with our area and treating large acreage.
      • They have worked with the Town of Middleton & are approved by the DNR.
   c. Targeted Areas in Outlot 2, 4 and 5:
      • Taking into consideration our limited budget, Biologic recommended we target noxious weeds in Outlot 4 and areas adjacent to the retention pond in Outlots 2 and 5.
      • They also suggested we work on controlling invasive trees before they get too big.
      • The targeted areas were dense with wild parsnips and thistles.
      • We later expanded our scope to include Outlot 1 which contained leafy spurge which is a major problem in the Town of Middleton and is also on the WI noxious weed list.
   d. Slides of 3 noxious weeds were shown. Please contact Jill if you would like to see pictures.
      • Wild Parsnips - Contact with this plant in sunlight on bare skin can cause a rash or burn similar to (but more serious than) poison ivy.
      • Canadian Thistles – The hardest to kill because it is a perennial.
• Leafy Spurge – Spreads the fastest and has a deep root, up to 15 ft.

3. Outlot Committee Contributions: In 2004, several people donated their time, energy and resources to take on some special projects at little or no cost to the HOA.
   a. 2 new walking trails were added to connect Stonebrook Circle to the Town of Middleton and Prairie Home Estates trails.
   b. Thanks to the Boy Scout Troop, Drew, Gordon, Sue Smith, and Dave Herman for their help in accomplishing these trails.
   c. Several dead trees that had Dutch Elm disease were removed from the property line.
   d. The ends of Ellington Way were mowed and cleared to give the neighborhood better curb-appeal.
   e. Additional wild parsnips were cut by hand.
   f. Young Boxelder trees and brush were hand-pruned and then sprayed to prevent future re-growth.
   g. A high-grade Stihl brush cutter and herbicide were purchased for future work. Any homeowner who wants to work in the Outlots can obtain these items through Jeannie Veenendaal.

Outlot Survey Results -
   a. 47% of all households responded
   b. Response are as follows:
      • Maintenance: 55%
      • Intermediate: 29%
      • Advanced: 16%
   c. 45% of home owners would like to see improvements beyond the maintenance option and several people would like additional improvements. A slight majority of members are not interested in spending money to make it happen. Most homeowners would like to see it remain in a natural state, i.e. natural grasses, trees, and low maintenance.

4. Outlot Primary Goals for 2005:
   a. Biologic Environmental Consulting, Inc. will continue to monitor the Outlots.
   b. A controlled spring burn will be done in Outlot 4. This area has a deep thatch and dense thistles so burning is the most cost effective option.
   c. The HOA will continue to use volunteers to control the invasive trees and brush.

5. Outlot Secondary Goals for 2005:
   a. The group would like to expand weed control to target more areas of the Outlots.
   b. Start planting evergreens and oaks in areas to control noise from roads and give homeowners more privacy.
   c. Remove non-desirable trees such as the female boxelder.

6. We are looking for volunteers to donate time, energy or resources so we can accomplish our goals.

7. If you have a source for trees, mulch, grass, flowers etc let the committee know.

VI. Election of Board of Directors
   A. Not applicable until 2006.

VII. Unfinished Business
   A. Nominations for 2005 Officers are being taken.
   B. Scott Ducke has agreed to continue as Treasurer if no one else is interested.
C. Everyone is encouraged to get involved. There will be openings for three new Board members in 2006.

VIII. New Business
A. Recognition of Volunteers – LisaAnn thanked each person for all of their time and efforts over the last year.
   1. Committee Chairs:
      • Jill Johnston – Outlot
      • Nancy Anderson – Outlot
      • Jen Li – Outlot
      • Ann Davey – Architectural
      • Linda Grosse – Social
   2. Architectural Committee:
      • Ann Davey
      • Amy Roehl
      • Greg Held
   3. Outlot Committee:
      • Jill Johnston
      • Jen Li
      • Brenda Pagel
      • Francis Pagel
      • Nancy Anderson
      • Tim Roehl
      • Jeff Hanson
      • Raelene Freitag
      • Dianna Herman
      • Steve Datka
      • Denise Datka
      • Tim Warth
      • Jeannie Veenendaal
      • Wayne Wessels
      • Keith Davey
      • Ken Barmore
   4. Social Committee:
      • Linda Grosse
      • Rebecca Kaprich
      • John Kaprich (Easter Bunny)
      • Jen Li
      • Sheri Fermanich
      • Lisa Ducke
      • Beth Dettman
      • Ann Marie Jasinski
      • Lori Aegerter
   5. Special Recognition:
      • Scott & Lisa Ducke – Halloween Party
      • Raelene Freitag – Winter Party
      • Sheri & Barry Fermanich – Summer Party
      • Dave Herman – mowing
      • Al Johnston – tree cutting & mowing
      • Brian Koenig – tree cutting
      • Steve Dettman – tree cutting
      • Drew Smith – new trail
      • Sheri Fermanich – HOA sign

A few more Thanks:
   • Brenda Pagel – President Jan- July
   • Scott Ducke – Treasurer
LisaAnn recognized Jeannie Veenendaal for the many hours of hard work she has contributed to maintaining and developing the outlot areas.

B. Report from the Town of Middleton – Jim Mueller, Administrator
   1. Jim described the current plans to make a Town Bike Trail through the Outlot area.
   2. Members had many questions about the current easements, where the trail would go, and the construction standards of the trail. Currently the Town has an easement for the current walking trail. The bike trail would require an additional easement and approval from the HOA.
   3. Jim will have a letter drafted from the Town on the official plans for the bike trail and submit it to Jeannie for distribution to the Executive Committee.
   4. The members made a motion that was accepted that the Board of Directors obtain specific plans for the location and construction standards of the trail. This information will be submitted in writing to the home owners within 60 days. The Executive Committee will then hold a special meeting with this information for home owners sometime between April and June, and solicit feedback from members. The Board of Directors, who has the final decision-making authority, will make a decision on the trail by June 1st.

VII. Adjourn Meeting – Continue with Open Forum
   1. Jim Mueller, Town Administrator, pointed out that there was a 0% increase in taxes for 2004 except for increases in property assessments.
   2. Jim Mueller and Dave Shaw, Town Supervisor #1, addressed questions and concerns of residents. Some of the issues are as follows:
      • The Parks Commission has $50,000 this year for trail development.
      • The Town has purchased a ‘Speed Trailer’ to monitor problems so that they can better enforce the speed limits.
      • There is a proposal to extend Bronner Road to Old Sauk.
      • April 12th is the Annual Town Meeting. Those who attend can vote on the land that will be bought and sold.
      • Feedback was given about leaf burning. Currently if you want to burn something call the Fire Department. They will issue you a permit for a specific time frame. All burns must occur during daylight hours.
      • The Town will post additional information about dogs and motorized vehicles on the existing trail. Currently all dogs must be leashed while on trail and all motorized vehicles are completely forbidden on trail.
      • Feedback was given about potentially adding street lights to Airport Road.
   3. We were reminded that there is an email newsletter from the Town to keep you up to date on all Town matters. If interested in subscribing please go to: http://lists.town.middleton.wi.us/mailman/listinfo/middleton
## Attachment A:

### SOCIAL COMMITTEE EVENTS AND BUDGET FOR 2004 AND APPROVED BUDGET FOR 2005

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
<th>NOTATION</th>
<th>ACTUAL COST TO HOA</th>
<th>Estimated DONATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINTER PARTY</td>
<td>February 21, 2004</td>
<td>Party held at the Trembath/Freitag home.</td>
<td>Carried over from 2003 budget: $150 (help with appetizers)</td>
<td>Trembath/Freitag – donated food/drink/etc. = $200.00 Desserts – HOA members = $75.00</td>
</tr>
<tr>
<td>EASTER EGG HUNT</td>
<td>March 27, 2004</td>
<td>Easter Egg Hunt done at the Town of Middleton park on Bergamot.</td>
<td>HOA – $56.00</td>
<td>Easter sign and Stonebrook Estates HOA banner – Sheri Fermanich = $500.00 Candy/plastic eggs and prizes – HOA members = $100.00</td>
</tr>
<tr>
<td>GARAGE SALE</td>
<td>May 7 – 8, 2004</td>
<td>Signs for all three entrances of development.</td>
<td>HOA – $44.08</td>
<td>N/A</td>
</tr>
<tr>
<td>SUMMER PICNIC</td>
<td>August 14, 2004</td>
<td>Party held at the Fermanich home.</td>
<td>HOA - $263.65 (Food/Soda/Water) One PortaPotty - $85.00</td>
<td>Social Committee – tables, chairs, table clothes, etc. Sheri Fermanich – invitations = $30.00 Homeowners each brought a dish to pass.</td>
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<tr>
<td>HALLOWEEN PARTY</td>
<td>October 31, 2004</td>
<td>Held at the Ducke home.</td>
<td>HOA - $118.18</td>
<td>Social Committee – cookies/decorations Sheri Fermanich - flyers/candy bags, = $120.00</td>
</tr>
<tr>
<td>HOA WELCOME BASKETS</td>
<td>New homeowners</td>
<td>Given to all new homeowners when they move in. (Five baskets were made for 2004.)</td>
<td>HOA - $134.19 taken from the HOA Sign Maintenance and Outlot budget.</td>
<td>N/A</td>
</tr>
<tr>
<td>APPRECIATION GIFTS</td>
<td>End of Year</td>
<td>Given as a thank you for donating extensive services or items.</td>
<td>$50.00 for HOA member for Signs and Services</td>
<td></td>
</tr>
<tr>
<td>TOTALS:</td>
<td>FIVE EVENTS IN 2004</td>
<td>Four events in 2005 are proposed.</td>
<td>2004 proposed budget $600.00 plus ($150 from 2003) ACTUAL = $623.26 plus ($150 from 2003)</td>
<td>$1,025.00</td>
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