

Sauk Point Neighborhood Association Board

2 January Meeting Summary

Attendees: Jack Hemb, Dan Rosati, Kathy Speck, Debbie Hemb; Absent: Linda Brennan

Discussion Items:

- A. **Neighborhood Directory** – A previous directory had been created several years ago, but has not been maintained. We will create a new one, but will need to gather information from neighborhood residents directly. No information is available from the Town. The directory will be part of a packet that can be distributed to all existing residents, and part of a welcome packet for new residents. Neighborhood covenants will be in the packet as well. Jack will put the directory and packet together and update it annually. Postcards will be distributed to residents to collect information.
- B. **Neighborhood Website** – It would be beneficial to have a neighborhood website for exclusive use by the neighborhood residents. We will try to find a volunteer who would be willing to develop and maintain it. Volunteers could be requested at the upcoming annual meeting and on the directory information postcard.
- C. **Landscape maintenance and mowing in common areas** – Jack and Dan requested bids from multiple landscapers and are awaiting responses from several. One bid was received and discussed. Separate bids are being requested for signage areas and for out lots, the latter of which will require annual cutting.
- D. **Mailbox replacement** – There has been considerable deterioration of mailboxes in the neighborhood. Jack has been researching mailboxes to replace all existing mailboxes. A uniform, aesthetically pleasing appearance is desirable. Jack will send photos of options to the board for consideration.
- E. **Fees** – it is essential that the association begins to establish and collect fees very soon in order to cover the ongoing costs that are now the responsibility of the neighborhood. The association is responsible for collecting the fees; the Town will not assist with this. Fees for neighborhood associations adjacent to ours are approximately \$500 annually. A tentative annual budget estimate was created, based on initial bids and historical expense data.
 - a. Electricity for the 3 neighborhood signs – Two on Mineral Point Rd, and the other on the corner of Goth and Old Sauk Roads - \$1200 annually
 - b. Ongoing maintenance of signage including repair, painting, lighting, etc - \$5,000
 - c. Landscaping maintenance and mowing around the 2 neighborhood signs - \$10,000
 - d. Landscaping beautification around signs - \$10,000
 - e. Mowing of 3 out lots - \$2,000
 - f. Insurance - \$1,000
 - g. Printing, mailing, web design - \$1,000
 - h. Legal
 - i. Reserve
 - j. Miscellaneous

Total: \$30,200.

This amount includes no reserve funds, legal fees, nor costs for replacement of mailboxes.

There are 72 lots in the neighborhood, and fees can be collected from each. The board determined that an annual assessment of \$480 per lot would allow the association to cover expenses and build a small reserve fund to cover unanticipated expenses going forward. The board will propose a 10% annual late fee on any balances owed. Additional bids will be requested for landscaping and mowing, and the budget will be adjusted accordingly.

- F. **Homeowner request** – The board discussed a homeowner’s request for construction of a sport court in the front yard of Lot 63. This project would be counter to a number of neighborhood covenants including possible interference with drainage in an easement; exterior lighting annoyance; structures outside of the building envelope; and fences in the front yard. Jack will provide information to the homeowner identifying these issues after discussing questions/concerns with the Town.

	ACTION ITEMS	WHO
1	Neighborhood Directory - Create a return postcard requesting information from all residents of the neighborhood to be used for the directory – names, emails, phone numbers, etc. Drop in mailboxes.	Jack
2	Go door-to-door to obtain info from any non-respondents	Jack & Debbie
3	Create a welcome pack including the directory for neighborhood residents and update annually	Dan
4	Request web developer volunteer for the neighborhood association	On Postcard or at meeting
5	Prepare a draft disclaimer to include in directory preface	Kathy
6	Checking account transfer – obtain signatures	Jack, Dan
7	Find out about use of Middleton Town Hall by Neighborhood Association – reserving, fees, etc; check on available dates for association meeting: Feb 11, 19, 20, March 5, 10	Jack
8	Resident request for sport court – explore possible issues with Town, including drainage easement	Jack

Next Meeting: TBD