

Sauk Point Estates Homeowners Association
Board Meeting
Tuesday, July 15, 2025 7:00pm via Zoom
AGENDA

Attendees –

- ✓ Jim Patullo, President (Lot 46)
 - ✓ Lacey Smith, Treasurer (Lot 5)
 - ✓ Tracy Heath, Secretary (Lot 47)
 - ✓ Bob Bouril, Architectural Committee Chair (Lot 68)
 - ✓ Filippas Tsourkas
 - ✓ Debbie Hemb
 - ✓ John Commerford
 - ✓ Jamie McDonald
 - ✓ Perry Kempf
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- Susan Jankovich, Past Secretary (Lot 29)
 - Dan Rosati, Past President (Lot 71)
 - Paul Hutson, Vice President (Lot 49)
 - Kathy Speck, Landscape Committee Chair (Lot 37)
 - Kurt and Nancy Brink (Lot 64)

Call to Order – We began the meeting at 7:10pm

WELCOME

1. Welcome, Meeting Objective and Record Attendance (Jim)
2. Approve minutes from previous Meeting (Tracy) – Bob moved to approve. Lacey 2nd it - Approved

CURRENT BUSINESS

3. Treasurer's Report (Lacey) – Lacey reported that we are on track with our spending to our budget amount. She also reported that we will be closing our Park Bank accounts

soon after we have at least 6 months with no activity. She will email out the Budget as of 7/15/25 to the Board.

We also indicated that we have money available in the budget for sign maintenance.

4. Committee Reports

- Architectural Review Committee (Bob) – We have one homeowner that has done a roof replacement and fascia repair. The architecture committee reviewed and approved of their plan.
- Landscape Committee (Kathy) – Kathy was not at the meeting. The following items are still tabled for future discussion:
 1. Multi-year plan for the out lots. Do we want to consider burning? Do we want to handle different lots differently?
 2. Timing of mowing the fields – is there a better time that doesn't affect nesting birds or lightening bugs? John shared that in the state of IL there are agricultural regulations regarding timing of mowing. He will see if he can pass this on to the landscaping committee.

5. Open Action Updates

a) Objectives – Jim is sending a recommended set before the meeting (Jim)

- Jim walked through is proposed list of 5 objectives (see below.) The Board agreed the list was a great start.

b) Entrance Sign Repair – quote update (Jim)

Jim was getting a quote to seal the cracks with silicone and spray to fix the signs rather than re-build. We also are looking at painting the faded green signs. We are looking at using Zander Solutions for this. Jim will confirm pricing. We have \$5000 in the budget for sign repair.

c) Outlot maintenance – any update (Paul)

- Paul still working on getting a burning quote – see note in Landscaping committee that this is still an outstanding item to come up with a multi-year solution.

d) Street Signs – discussion on disposition – 5 min – all

- The Board agreed that we can remove the older street signs now that the town has put in the reflective ones rather than trying to repair them. We plan to pick one sign and cut it down to the ground (rather than dig out the cement under ground). If this works, we talked about disposing of the signs in bulk pick-up which is October 6.

d) Bylaws – discussion on approach – 10 in – all

- We discussed updating the Bylaws and that we are well overdue for that. ([Bylaws linked here](#)). Dan Rosati had a list of proposed changes already. Jim will get a copy of this list. We would like feedback from the Board adding in any additional changes we want to propose. Jamie also has a copy of some newer bylaws she has worked with other home associations we can review. She has some contacts of people that can potentially help with updating the bylaws. We will discuss in our next meeting additional next steps.

- We do know that we need to have our homeowners vote on any changes. Tracy said she could do some testing with Constant Contact and the voting features this tool provides to use this tool for our voting.

6. Chickens – Discuss and agree on approach to put the question out to a vote for 2/3rd majority to change the bylaws (All)

- Recommendation is we leverage the City of Middleton guidelines rather than Dane county. Open to discussion.
- We will test Constant Contact to use as the voting tool to get 2/3 majority vote.
- Next Steps are as follows:
 1. Jamie will circulate the latest proposed changes to the bylaws based on the City of Middleton guidelines.
 2. The Board will approve the updated changes
 3. We will build this in Constant Contact for a vote
 4. Community will vote

NEW BUSINESS – Any new items?

NEXT MEETING: 9/16/25 at 7:00pm via Zoom

HOA Objectives – Draft 7/14/2025:

1) Financial Stability and Inflation-Linked Assessments

- **Objective:** Implement a policy to adjust HOA assessments annually in line with the Consumer Price Index (CPI) or regional inflation rate to maintain predictable and sustainable funding without overburdening residents.

- **Action Steps:**

- Establish a baseline for assessment adjustments based on historical CPI data (suggested U.S. Bureau of Labor Statistics).

- Cap annual increases to a maximum agreed amount (e.g., 2-4%) to ensure predictability, even in high-inflation years.

- Communicate transparently with residents about the rationale for inflation-linked adjustments via annual meetings, emails, newsletters and SPEHOA Facebook page.

- Maintain a reserve fund equivalent to [20-30% - to be benchmarked] of annual operating expenses to cover unexpected costs without special assessments.

2) Proactive Maintenance of Community Assets

- **Objective:** Develop and execute a comprehensive maintenance plan to preserve and enhance shared amenities (e.g., landscaping, common areas, roads, signage) to ensure they remain safe, functional, and visually appealing.

- **Action Steps:**

- Conduct an annual audit of all HOA-managed assets (e.g., entry signage, road signs, common areas) to prioritize maintenance needs.

- Create a 3 to 5-year maintenance schedule with budgeted costs for repairs, replacements, or upgrades (e.g., refreshing landscaping).

- Partner with reliable contractors for regular upkeep (e.g., seasonal landscaping, other maintenance) and negotiate multi-year contracts to lock in costs.

- Encourage resident reporting of maintenance issues via a dedicated online portal or email to address concerns promptly.

3. Transparent and Efficient Operations

- **Objective:** Optimize HOA operations to ensure smooth management, clear communication, and resident satisfaction with board decisions.

- *Action Steps:*

- Publish an annual report detailing budget allocations, expenditures, and reserve fund status, shared via email or a community website.

- Continue to hold regular (every 2 to 3 months) board meetings open to residents, with agendas posted in advance and minutes shared afterward.

- Maintain an online payment system for HOA dues to simplify collections and reduce late payments.

- Review and update HOA bylaws within next 24 months and then every 3-5 years to ensure they reflect current community needs and legal requirements.

4. Strengthening Neighborly Ties and Community Engagement

- **Objective:** Foster connections among residents and create a welcoming environment for all.

- *Action Steps:*

- Maintain a neighborhood directory to facilitate communication and connection.

- Highlight resident achievements or milestones (e.g., new families, retirements) in a quarterly newsletter to build a sense of belonging.

5.0 Sustainability and Aesthetic Enhancement

- **Objective:** Enhance the community's appearance and environmental sustainability through cost-effective, eco-friendly initiatives that align with resident values.

- *Action Steps:*

- Introduce native plant landscaping in common areas to reduce water and maintenance costs.
- Explore energy-efficient upgrades (e.g., LED lighting for common areas) to lower long-term expenses.
- Launch a “Yard of the Month / Season” program to encourage residents to maintain their properties, fostering pride in the community’s appearance.

Additional Considerations

- **Resident Input:** Survey residents annually (via Google Forms or paper ballots) to gauge satisfaction with HOA priorities and gather suggestions for new objectives. This aligns with the mission of making SPE a place where “everyone feels at home.”
- **Budget Alignment:** Ensure all objectives are tied to a balanced budget. For example, if inflation is 3% in 2025 (based on recent CPI trends), assessments might increase by \$10 per household annually for our \$325 year fee, covering maintenance and events without straining residents.
- **Legal Compliance:** Consult with a local attorney or HOA management firm to ensure inflation-linked assessments and maintenance plans comply with Wisconsin HOA laws and our governing documents.

Example Metrics for Success

- Financial: Maintain reserve fund at 20-30% of annual budget; keep assessment increases at or below CPI.
- Maintenance: Complete 90% of scheduled maintenance tasks on time and within budget.
- Community: TBA
- Operations: TBA [suggested topics: complaints, feedback, etc.]