

Sauk Point Estates Homeowners Association
Board Meeting
Tuesday, March 11, 2025 7:00pm via Zoom
MINUTES

Attendees –

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

Call to Order – [We began the meeting at 7:00pm](#)

WELCOME

1. Welcome, Introductions and Record Attendance (Jim and Tracy)
 - Recap of Objective and Agenda of board Meeting

2. Approve minutes from January Meeting (Tracy) – [The minutes from our January meeting were approved. \(Bob motioned, Kurt 2nd it\).](#)

CURRENT BUSINESS

3. Treasurer's Report (Lacey)
 - [Everything is complete with the HOA dues for 2025 now.](#)
 - [Alliant is paid and the website is renewed. We are well within our budget yet.](#)
 - [Budget – We decided Lacey would share the budget in our SPEHOA Google Docs giving the Board access to see live updates \(view only\). Tracy will add a comment](#)

in the homeowner email that the budget is available upon request. They can reach out to any of the Board Members.

4. Committee Reports - Anything to note since the last meeting? Anything new to bring to the Board?

- Architectural Review Committee (Bob)
 - We have one request from a homeowner wanting to re-do their deck. Bob has provided town and SPE requirements and the homeowner now is moving into design work.
 - New mailboxes (the people that did put in the new recommended ones) appear to be holding up well over winter
 - One homeowner has asked if they could have chickens at their house. The town rules indicate yes with requirements (see snippet at the bottom of the minutes). We still need to verify HOA Bylaws. Lacey will reach back out to the homeowner.
 - We are not sure what the plans are for the nursing home that was recently taken down. They are not a part of our HOA. Bob will check with the town to see if he can find what the plan is.
- Landscape Committee (Kathy)
 - Landscaping contract – We decided to sign up again with Messners for our landscaping needs. We are going to contract to have the larger outlot near Summerfield Dr mowed just once this year with an option to mow a second time only if needed). We decided to mow the smaller outlots near Welcome Dr twice to help treat for thistle. Kathy will get the contract signed and send a copy of the contract to the Board.
 - For future planning, we will continue to explore other options such as burning in 2026 and if there could be partnerships, we make with other HOA's around us.

NEW BUSINESS

5. Discuss and Align on Proposed Vision and General workstreams of the Board (Jim)

1. Roles and Responsibilities - map out R&R of HOA Board members, document and circulate with HOA. - Q1

- We shared the picture below and asked that each Board member review their section and email Tracy if they have anything to add.
- We indicated we can all look for someone who may be interested in helping with the Communications tasks that Tracy and Lacey are handling now.

President	VP	Secretary	Treasurer	Landscape Committee	Architecture Committee	Past President
<ul style="list-style-type: none"> • Run meetings • Provide Leadership • Sign leases, mortgages, deeds, contracts, checks, promissory notes and other written instruments • Supervise officers 	<ul style="list-style-type: none"> • Act in place of president in president absence 	<ul style="list-style-type: none"> Secretary: <ul style="list-style-type: none"> • Agendas • Meeting Notes • Record Votes • Directory Communications: <ul style="list-style-type: none"> • Constant contact (notice of meetings) • Facebook (notices of meetings AND neighborhood engagement) 	<ul style="list-style-type: none"> Treasurer: <ul style="list-style-type: none"> • Balance Budget • Collect dues • Pay bills • Manage banks • Annual report of business transacted Communications: <ul style="list-style-type: none"> • Website • SPEHOA gmail account 	<ul style="list-style-type: none"> • Contract with vendors for landscaping maintenance • Signage holiday decorating • Landscaping initiatives 	<ul style="list-style-type: none"> • Review requests for building 	<ul style="list-style-type: none"> • Provide guidance and past history of HOA

2. Vision / Mission Statement - Develop and agree on a Vision / Mission statement for the HOA (e.g., how to balance HOA Maintenance vs. Improvement vs. costs) - Q1

- Jim shared the first draft of the Vision and Mission statements and all liked what they saw. Board members should message Jim if they have any changes they would like to see by 3/21/25. We will then receive a second draft to review before we share it with the community.

3. Objectives - Agree on a set of Objectives that enable realization of the mission - Q2

- This was not discussed in the 3/11/25 meeting but will be on our agenda the next meeting.
- How do we manage the outstanding maintenance items that were carried over from last year?
 - a. Street Signs – decision how to disposition the existing street signs

- b. Disposal or Refurbishment?
- c. Welcome Sign repairs – masonry cracks
- d. Old Sauk Road Entrance – update to landscaping / removed tree?
- e. Bylaws – need to get to a consensus on how to upgrade them to reflect current practices.

(See Attached PDF of visual by quarter – where do we want to place these items?)

- 4. Roadmap - Develop and agree on a 3-year roadmap of items that enable realization of the objectives agreed - Q3
- 5. Budget - Create a multi-year rough order of magnitude budget - Q4
- 6. Directory update - Tracy would like to start some work in Q1-Q2 to get our directory and Constant Contact updated.
 - Tracy asked for ideas of suggestions to get this started but will likely start with a notification to the community in our Community email and on Facebook and then will reach out to each household member individually asking for updates.

NEXT MEETING: 5/20/25 at 7:00pm via Zoom

Town of Middleton Chicken requirements

In Middleton, WI, you need a permit to keep chickens, with a limit of up to 8 female chickens, ducks, or quail, and roosters are prohibited. Enclosures must be covered, kept clean, and must adhere to setbacks from property lines and residential structures. ⓘ

Here's a more detailed breakdown of the relevant aspects of the Town of Middleton's chicken ordinance, as it is part of Dane County and therefore subject to Dane County's regulations for domestic fowl: ⓘ

Permitted Use and Number of Fowl:

- The keeping of up to 8 female chickens, ducks, or quail (collectively known as domestic fowl) is permitted on any single-family residential lot within any zoning district in Dane County, which includes the Town of Middleton.
- **Roosters are prohibited .**
- **Slaughtering of domestic fowl is prohibited:** on a residential property. ⓘ

Enclosure Requirements:

- Fowl must have access to a covered enclosure and cannot roam free.
- These enclosures must be clean, dry, and odor-free.
- Enclosures must be maintained to prevent disturbing the use or enjoyment of adjacent properties. ⓘ