

WECHA Annual Meeting Minutes

Date: May 17, 2026

Time: 6:30 PM

Location: Champlin Ice Forum Meeting Room

1. Call to Order

The annual meeting of the Woods at Elm Creek Homeowners Association (WECHA) was called to order at approximately 6:35 PM by President Todd McDowall.

Board members present:

- Todd McDowall, President and Architectural Control Committee Chair
- Jon Speich, Treasurer and Secretary
- Shanna Johnson, Director and Landscape Committee Chair
- Jim Hennessey, Director

The board welcomed homeowners in attendance, including several original neighborhood homeowners and several newer residents. Fifteen individuals attended the meeting.

2. Board and Community Engagement

Todd McDowall discussed the importance of community involvement and neighbor-to-neighbor support within the association. Recent examples of homeowners assisting neighbors with landscaping and maintenance needs were highlighted as a positive reflection of the neighborhood culture.

The board discussed the continued need for volunteer involvement and encouraged homeowners to consider serving in future leadership roles. Interest was expressed in adding a fifth board member to support future HOA operations and community engagement efforts. The board emphasized that participation requirements are manageable and valuable to the long-term health of the association.

3. Treasurer's Report

Jon Speich presented the Treasurer's Report.

Discussion included:

- 2025 financial overview
- Reserve fund status
- Delinquent dues update
- Accounting and invoicing transition plans
- 2026 dues increase
- Ongoing landscape investment priorities

The Treasurer's Report is attached separately to these minutes.

4. Landscape Committee Report

Shanna Johnson presented the Landscape Committee Report.

The committee reported that landscaping continues to be the association's largest annual expense and provided an update on the board's long-term common area refurbishment strategy.

Discussion included:

- Progress made over the past six to seven years in implementing a commercially focused common area management plan
- Improvements in neighborhood appearance and long-term landscape sustainability
- Completion of full common-area mulching in 2025, resulting in approximately \$6,000 in savings over a three-year period compared to prior rotational mulching practices
- Status of common area refurbishment projects completed in 2025
- Tentative common area improvement projects planned for 2026
- Warranty replacement of qualifying plant material from 2025 installations
- Long-term maintenance and watering considerations for newly installed plantings

Several homeowner questions were addressed regarding:

- Adding homeowner-funded plantings within common areas
- Watering strategies for new plant material in non-irrigated common areas
- Potential cost comparisons between commercial landscape contractors and individual gardening services

The committee explained that the current landscape management plan does not permit individual homeowners to add plantings within common areas. The board intends to reevaluate future landscape policies once the current refurbishment program is complete.

The full Landscape Committee Report and project list are attached to these minutes.

5. Architectural Control Committee Report

Todd McDowall presented updates from the Architectural Control Committee.

Homeowners were encouraged to report common area concerns and maintenance issues to the HOA email address. Examples discussed included downed tree limbs, failed plantings, and other maintenance concerns affecting common property.

The board reviewed maintenance expectations outlined in the governing documents and encouraged homeowners to approach neighbor concerns with a spirit of helpfulness and support whenever possible. Discussion included examples of homeowners volunteering to assist neighbors facing temporary maintenance challenges.

The committee reported that several property maintenance concerns had been addressed during the past year, including coordination with homeowners and property managers when needed.

The ACC also discussed the ongoing development of standards and guidelines for evolving issues, including solar panel installations and garbage/recycling container storage.

The board reviewed the current bylaw requirements, stating that garbage and recycling containers should be stored inside garages or effectively screened from view outside the lot. Examples of potential screening and concealment methods were presented during the meeting. Homeowners were encouraged to contact the ACC regarding proposed screening solutions or questions related to compliance.

The board also shared information regarding the recently installed Little Free Library located near Woods Trail and Woodlawn Place. The library is maintained by the homeowner and is available for neighborhood use. Homeowners interested in installing similar structures were encouraged to contact the ACC regarding approval procedures.

6. Community Updates and General Discussion

Additional discussion topics included:

- Neighborhood beautification efforts
- Volunteer opportunities
- Development of a future welcoming committee
- Homeowner questions regarding common area landscaping
- Communication improvements within the association
- Trail construction is anticipated later in 2026 along the eastern side of the community

The board also discussed recently adopted state HOA legislation expected to take effect January 1, 2027. The board expressed confidence that WECHA remains substantially compliant with anticipated requirements and remains committed to ethical, transparent, and responsible governance.

7. Open Forum

Homeowners participated in an open discussion regarding:

- Landscape maintenance alternatives and associated costs
- Future common area planting policies
- Board communication and response processes regarding neighborhood concerns
- Long-term common area management planning

Questions and comments were addressed by the board.

8. Adjournment

The meeting adjourned at approximately 7:50 PM.

Respectfully submitted,

Jon Speich
Secretary, WECHA Board of Directors

2026 WECHA Treasurer Report

As Treasurer of WECHA, part of my responsibility is to provide homeowners with a clear understanding of the association's financial health, current challenges, and future direction. Overall, the association remains in a strong financial position, and the board continues to focus on responsible stewardship, long-term planning, and maintaining the quality of our neighborhood.

2025 Financial Overview

Budget and Expenses

A review of the 2025 budget versus actual expenses shows the association continues to operate responsibly and within reasonable expectations.

The association's primary sources of income include:

- Annual dues
- Move-in and move-out fees
- Late fees
- Interest income

Landscaping continues to be the association's single largest expense category and remains one of the board's highest priorities due to its direct impact on neighborhood appearance and property values.

The association also benefits from supplemental revenue generated through move-in/move-out fees, late fees, and interest charges. In 2025, there were **8** home transfers within the neighborhood. Our historical average is approximately **five** per year. Our annual budget projections are generally based on those long-term averages.

Reserve Fund Status

The board operates with a target reserve benchmark equal to approximately three years of annual dues revenue, or roughly **\$68,850**. This aligns with common HOA best practices and provides protection against unexpected expenses or major projects.

Due primarily to significant landscape improvements completed in 2025, current cash reserves are approximately **\$61,103**. While slightly below our target benchmark, the association remains financially healthy and well-positioned moving forward.

2026 WECHA Treasurer Report

Delinquent Dues and Collections

Unpaid dues continue to be one of the ongoing financial challenges facing the association. That said, the overall trend remains positive.

As of May 15:

- **12 of 153** households had outstanding balances
- Total delinquent dues were **\$2,281.79**
- This is an improvement from 16 households the previous year

The board continues to work cooperatively with homeowners whenever possible, while also enforcing association policies consistently. Under current policy, accounts with chronic nonpayment extending beyond three years are subject to legal collection action.

2026 Financial Planning and Priorities

After several years focused on rebuilding and stabilizing the association's financial position, WECHA is now able to invest more intentionally in neighborhood improvements and beautification efforts.

Landscape upgrades completed in 2025 totaled approximately **\$28,200** and included improvements to multiple common areas throughout the neighborhood. Beautification and long-term landscape sustainability will continue to be a major focus in 2026.

Accounting and Financial Management Changes

Our current accounting provider proposed a substantial increase in fees for 2026. After evaluating alternatives, the board approved transitioning to **Myslajek Kemp & Spencer**, which will provide:

- Monthly QuickBooks support
- Monthly reconciliations
- Accounts receivable management
- Annual tax preparation

This transition will improve service while also reducing overall administrative costs to the association.

2026 WECHA Treasurer Report

New Dues Payment System

Beginning this year, annual dues invoicing and collections will move to a **QuickBooks**-based system.

Homeowners will receive emailed invoices with secure online payment options. Residents may still mail physical checks if preferred, but the board strongly encourages electronic payments whenever possible.

WECHA is a volunteer-run association, and electronic payments significantly reduce administrative workload, processing time, and paper handling.

Additional details regarding setup and payment instructions will be distributed soon.

2026 Annual Dues

The board approved a modest \$10 increase in annual dues for 2026.

- 2026 annual dues: \$160
- QB invoices will be distributed in June

This increase helps offset rising operational and vendor costs while continuing to maintain healthy reserve funding.

Closing Remarks

WECHA remains financially stable and responsibly managed. The board continues to make careful decisions intended to protect property values, maintain neighborhood appearance, and preserve long-term financial strength for the association.

We appreciate the continued support, involvement, and cooperation of the homeowners within our community.

Prepared May 17, 2026

Jon Speich, Treasurer

On behalf of the WECHA Board of Directors

2026 WECHA Landscape Committee Report

As Chair of the Landscape Committee, part of my responsibility is to provide homeowners with a clear understanding of the association's landscape improvement strategy, recent accomplishments, current projects, and future priorities. Landscaping remains one of the association's most visible investments and continues to play an important role in maintaining neighborhood appearance, property values, and long-term sustainability.

2025 Landscape Overview

Landscaping continues to be the association's largest annual expense. Over the past six to seven years, the board has implemented and maintained a commercially focused common area management plan designed to systematically refurbish aging landscape areas, improve neighborhood appearance, and increase long-term financial sustainability. The objective of this long-term landscape plan has been to systematically refurbish aging common areas, improve curb appeal throughout the neighborhood, and create a sustainable maintenance model that balances neighborhood appearance with responsible stewardship of HOA resources. These efforts have produced measurable results. In 2025, the association was able to fully mulch all common areas while realizing approximately \$6,000 in savings over a three-year period compared to previous rotational mulching practices. Historically, limited financial resources required mulching on a rotating schedule, which resulted in higher overall costs and inconsistent appearance throughout the neighborhood.

2026 Landscape Priorities

Final landscape projects for 2026 are still being evaluated pending several remaining contractor estimates. Tentative projects under consideration include:

- Rosemill Circle plantings
- Ironwood Court plantings
- Red Oak Court plantings
- Trillium Lane large common island plantings
- Trillium Court plantings
- Woodlawn Place full landscape refresh
- Windflower Circle full landscape refresh
- Woods Trail island tree limb cleanup
- Coneflower Circle plantings

Warranty Replacements

Qualifying plant material installed in 2025 that did not survive will be replaced under applicable contractor warranties.

Homeowner Questions and Discussion

Several homeowner questions were addressed during the report. A homeowner asked whether residents could contribute personal funds to install additional plants within common areas. The committee explained that the board's current landscape management plan does not permit individual homeowners to add plantings within common areas. Once the planned common area refurbishment program has been completed, the board intends to reevaluate future landscape planning and sustainability objectives. At that time, policies regarding additional plantings may be reconsidered. Questions were also raised regarding how newly installed landscape areas will be watered given the absence of irrigation systems within common areas. The committee reviewed current maintenance practices and ongoing efforts to support successful establishment of new

plantings. A homeowner asked whether utilizing an individual gardener rather than a commercial landscape contractor could reduce future costs. The board agreed to review the question as landscape refurbishment projects are completed and annual maintenance costs become more predictable.

Closing Remarks

The board remains committed to maintaining attractive, sustainable, and financially responsible common areas throughout the neighborhood. The landscape strategy developed over the past several years continues to guide investment decisions and prioritization efforts as remaining common areas are refurbished. Prepared May 17, 2026 Shanna Johnson, Landscape Committee Chair

On behalf of the WECHA Board of Directors