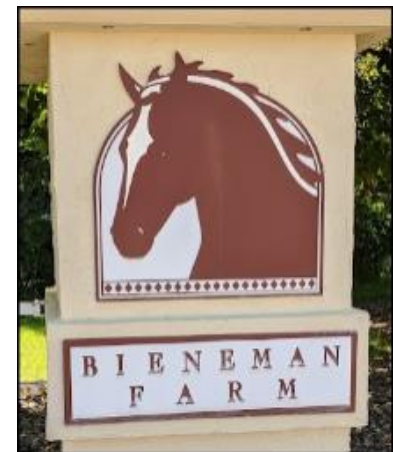


# TBFHOA Board Updates

## Townhomes of Bieneman Farm Annual Meeting

---

Oct 2020 – Nov 2021



# Board Members

- **Pam Frank – President (2YR seat)**
  - Dan Hatalla – Vice President (3YR seat)
  - **Jamie Germain – Secretary (2YR seat)**
  - **Lyn Francois – Treasurer (1YR seat)**
  - Bob Ott – Member at Large (3YR seat)
- 
- The 2YR and 1YR seats are up for re-election. Pam, Jamie, and Lyn have all chosen to run for another term.
  - Officer assignments (President, VP, Secretary, etc.) are determined immediately after the election is held per the Association's bylaws.

# Owner Participation Encouraged!

- Benefits of being a Board or Committee member
  - Participate directly in Association duties
    - Includes vendor management, budgeting, conflict resolution, violation monitoring (w/management company), etc.
  - Learn how much [volunteer] time and effort is spent on the above!
- Committees
  - Reach out to the Board if you are interested in forming or joining a committee, such as:
    - Landscape – assist in the maintenance, monitoring, and design of the Association's landscaping, organize clean-up days, etc.
    - Social – organize community events, welcoming committee, etc.
    - Covenants/Compliance – assist in matters of rule compliance and violations enforcement
- Bring your talents to the Board!
  - If you have a special talent or skill – painting, maintenance, asphalt work, landscaping, etc. – we'd love to enlist your help!

# Board Initiatives

- Reduce Expenses by:
  - Soliciting multiple bids for vendor work
  - Encouraging the use of electronic notices to ensure timely notices and save on mailing costs
  - Encouraging the use of automatic payments to avoid delinquency
  - Consolidation of maintenance requests into larger projects to save on costs and ensure uniformity (e.g., shrub removal)
- Replenish Reserve Account by:
  - Saving the maximum amount possible
  - Investing Reserve funds to maximize return (when able)
  - Following Reserve Study guidance regarding future project planning and scheduling

# Board Initiatives, cont.

- Defend owners' rights and community standards by:
  - Amending governing docs to ensure owners' rights are protected and marketability of units is preserved (e.g. limiting rentals to ensure refinancing and financing options are readily available to owners and prospective owners)
  - Registration and monitoring of rental units to ensure landlords are held accountable and tenants are aware of all rules and regulations
- Increase communication by:
  - Newsletters at least once a year (2021 will be in winter)
  - Proactive notices regarding maintenance/vendor work (not always possible, depends on vendor)
  - Board outreach and availability to owners (in-person conversations)
  - Improving communication flow between owners, management company, and Board

# New and Updated Policies

- Rental Policy Amendment – In Progress
  - Consent forms were sent via email and mail earlier in the year
  - We have 75 consent forms in – need only 15 more to approve the policy
  - Consent forms are available at this meeting and from any Board member at any time – there is no deadline
  - Once sufficient consent is obtained, Amendment will be recorded with the County and restrictions will become effective as of the date it is recorded
  - Note: Existing rental properties will be grandfathered in as long as they were registered as rentals prior to the date the Amendment was recorded

# 2021 Projects

- Roofing Project is complete!
  - No major issues with final phase
- Dead Shrub Removal
  - Over 160 dead or dying shrubs were removed
- Pest Prevention
  - The entire community was sprayed for ants and other pests as there were widespread issues
  - Pest removal (mice, hornet nests, ants, etc.) is technically the owner's responsibility; preventative treatments may be approved by the Board at their discretion when widespread issues are found across the neighborhood
  - We encourage the hiring of professional pest control companies to deal with interior pest problems – they will fully examine your unit and seal all possible entry points to prevent future infestation

# Future Projects

- 2022 Tree Replacements & Trimming
  - Tree/Shrub budget increased to allow for replacement of all missing trees (common area trees will be replaced if budget allows)
- 2022 Maintenance Projects
  - General Maintenance budget significantly increased to cover many smaller projects that have been postponed (due to budget constraints), including (but not limited to):
    - Gutter enhancements (inner units)
    - Power washing of south-facing units
    - Painting of pillars, door frames, patio door kick plates
- Future Projects (2023 and beyond)
  - Shrub & rock replacements – will likely need to be done in phases due to cost
  - Driveway replacements – may require a special assessment
  - Private street maintenance



# Other Board Accomplishments

- Successful collection of seriously delinquent accounts
  - Overall delinquent amounts are published in meeting minutes
- Continued with monthly meetings (only required quarterly)
- 100% of Board members are resident owners
  - Better awareness of issues, members are easily accessible to owners/residents, better oversight of vendors
- Greater oversight of HOA vendors
  - Contracts and invoices are closely reviewed and negotiated to ensure work is satisfactory, charges are reasonable, and contract terms are in the HOA's best interests
  - New landscaping/snow removal vendor – Willow River Co.
  - **New management company – MJF & Associates!**

# \*NEW\* Management Company!

- MJF & Associates – Matt Fee
  - Managing associations for 12 years
  - Also manages Red Cedar Canyon and Bright Keys
  - Personal service – no middleman
  - 1YR contract, no cancellation penalties
  - Partners with a CPA, WI attorney, and maintenance personnel (the latter is on-call 24hrs for emergencies)
  - Online portal will be provided to facilitate owner requests (maintenance, architectural control)
  - **Contract begins January 1, 2022 – transition is already underway – stay tuned to your mailboxes and email for updates!**

# \*NEW\* TBFHOA Website!

- New TBF HOA Portal: [www.tbfhoa.com](http://www.tbfhoa.com)
  - In development
  - Hosted by GoDaddy.com
  - Governing documents, policies, forms, insurance information, etc. will all be available
  - Direct communication with Manager, no go-betweens
  - No personal information will be stored on the site
  - No login/password required
  - Simple layout, user-friendly navigation
  - Owners will be notified when it goes 'live'
  - Suggestions welcome – let us know what you love or hate about our current site and we will take your feedback into consideration when building out the new site

# Website Preview – Homepage

Winter Parking Rules Go Into Effect December 1, 2021 | [Learn More](#)

## Townhomes of Bieneman Farm

**HOME**

ASSOCIATION ^

COMMUNICATIONS v

PROP. MANAGEMENT | BOARD v

FAQ'S | CONTACT US

General Information

Board & Meetings

HOA Meeting Minutes

Policies

Forms

Insurance

Governing Docs

Welcome to  
Townhomes of  
Bieneman Farm  
Hudson, WI



# Website Preview – Communications

Winter Parking Rules Go Into Effect December 1, 2021 | [Learn More](#)

## Townhomes of Bieneman Farm

[HOME](#)

[ASSOCIATION](#) ▾

[COMMUNICATIONS](#) ▴

[PROP. MANAGEMENT](#) | [BOARD](#) ▾

[FAQ'S](#) | [CONTACT US](#)



**Broadcast Messages**

[Newsletters](#)

## Broadcast Messages




Winter Parking Rules Effective December 1, 2021

[Details here...](#)

# Website Preview – FAQs | Contact Us

Winter Parking Rules Go Into Effect December 1, 2021 | [Learn More](#)

Townhomes of Bieneman Farm

[HOME](#) [ASSOCIATION](#) [COMMUNICATIONS](#) [PROP. MANAGEMENT](#) [BOARD](#) [FAQ'S](#) [CONTACT US](#) 

Frequently Asked Questions

First Question

Second Question

Third Question

Fourth Question

Send Message to MJF and Associates, INC.

Please do not include confidential information in your email; call us instead.

Name

Email\*

Message

MJF and Associates, INC.  
1940 So. Greeley Street, Suite 104  
Stillwater, MN 55082

Matthew J. Fee  
(612) 819-0133  
[matt@mjfandassociates.net](mailto:matt@mjfandassociates.net)

# Thank You

for attending!



Please reach out to the Board  
with any questions.