

2025 TBF HOA Annual Meeting Minutes

Townhomes of Bieneman Farm HOA Annual Meeting of Members

Meeting Date: April 23, 2025

Location: Upstairs Meeting Room, John Gornick Memorial Arena, 1820 Hanley Road, Hudson, WI 54016

Attendees: Pam Frank (President), Dan Hatalla (VP), Jamie Germain (Secretary), Lyn Francois (Treasurer), and Bob Ott (Member at Large) (collectively the Board of Directors); Matthew Fee, Property Manager, MJF & Associates; Members of the Association (as noted on the Attendance Register, available upon request)

CALL TO ORDER 6:01 PM

PRESENTATION OF VOTING REGISTER, PROXY CERTIFICATION, AND ESTABLISHMENT OF QUORUM

- **VOTING REGISTER** certified by a quorum of the Board (copy available upon request)
- **PROXIES CERTIFIED** by a quorum of the Board (copies available upon request)
- **QUORUM ESTABLISHED** – minimum of 10% of owners (14) – 17 Members in attendance (55 units represented), 8 Proxies certified

APPROVAL OF PRIOR MEETING MINUTES

Minutes from the April 2024 Annual Meeting were provided to all members in attendance. ***Motion to approve the prior annual meeting minutes was made by a show of hands. No members opposed.***

REPORTS OF OFFICERS

Secretary presented the Board's Annual Meeting PowerPoint presentation outlining the Board's past and future activities, including project work and budgeting. Please refer to the presentation for details (available online in the Board Meeting Minutes section).

Of note: Insurance Premiums and the significant increases in them were discussed. Owners were reminded to ensure they have sufficient coverage in their HO-6 policy (at least \$50,000 coverage) to cover the per unit deductible of the HOA policy.

ELECTION OF BOARD OF DIRECTORS

One (1) Board seat (1-year term) was up for re-election this year. Incumbent Board member Lyn Francois was nominated for reelection. As there were no other nominees, Secretary Germain motioned for a show of hands vote; a majority of members voted affirmatively and no members opposed. ***Incumbent was thereby elected by a show of hands of the majority of Members present and via certified proxies.*** Incumbent Francois will retain her seat.

Officer assignments, effective 4/23/2025 and continuing for one year or until the date of the next annual meeting (per the Association's governing documents), are as follows:

- President: Pam Frank (2YR seat)
- Vice President: Dan Hatalla (3YR seat)
- Secretary: Jamie Germain (2YR seat)
- Treasurer: Lyn Francois (1YR seat)
- Member at Large: Bob Ott (3YR seat)

ONGOING BUSINESS

- **Title Issue** – Board provided an update on the status of the title work issue that affects 32 units.
 - Next step: Obtain notarized consent forms from all of the owners of Lots 17-48 and their mortgage holders. Counsel is currently working on identifying all mortgagees and obtaining their consent. Owners will receive communications regarding their vote at a later date. *If enough votes are not received organically, we will be going door to door to speak with owners. If we are not successful, Counsel may need to file an action to ask the court to allow the incorporation of the 32 units without the consent of all owners.*
 - One member suggested that the owners of units unencumbered by a mortgage be able to register their affirmative votes now so they can be more immediately brought into the HOA. Property Manager will share this with Counsel.

More information can be found in the Annual Meeting PowerPoint presentation.

NEW BUSINESS

- **Nuisance Rule Reminder** – HOA Rule #6 and Hudson City Ordinance §187-4 prohibit nuisance behaviors within the Association and city limits, respectively. Members were encouraged to notify the Property Manager (fines will be issued) and/or call the local police department of violations.
- **Dog Waste Reminder** – Dog waste must be picked up per HOA rules and city ordinance. Report violations to Property Manager; send pictures when possible.
- **Vermin Issues** – feeding of vermin (or any wild animal) is strictly prohibited; report violations to the Property Manager.
- **Assessments for Large Projects** – Due to the significant increase in insurance premiums, the Board asked owners for input regarding assessments. By a show of hands, the majority of owners present expressed a preference to pay an assessment for driveway replacements instead of shrub/rock replacement. *Board will obtain bids for both projects and estimate potential assessment amounts then communicate this information to owners.*
- **Homeowner Concerns**
 - **Gutter enhancement project** – multiple owners noted that scraps, screws, and nails from the project were left at their units; Property Manager will reach out to Lindus to have them remediate the issues.
 - **Garbage service** – still on Thursdays, but they are short-staffed so there may be delays. Service issues should be reported directly to the company (see the <https://tbfhoa.com/garbage-pick-up-issues> page on our website for contact info and customer ID number). Property Manager will be adding contact info for requesting new bins to this page as well.
 - **Parking issues** – residents are still parking in guest spots and on private streets overnight, which is **prohibited**. Such issues should be reported to the Property Manager.
 - **Responsible party questions** – While windows and doors are the owner's responsibility, flashing and trim around garage doors is the HOA's responsibility. Window and door replacements must be of the same or substantially similar model and color. Storm (aka screen) doors may be of any style (full view, half view, etc.) but must be white. All replacements and/or modifications should be reported to the Board via the Property Manager.

CALL TO ADJOURN 7:15 PM

Motion to adjourn by Pam Frank, seconded by Dan Hatalla; motion carried.

*** THESE DRAFT MINUTES WERE REVIEWED AND CERTIFIED BY THE BOARD 7/30/2025 TO BE AN ACCURATE REPRESENTATION OF EVENTS. THESE MINUTES WILL BE FORMALLY APPROVED BY MEMBERS AT THE NEXT ANNUAL MEETING. ***

Drafted by J. Germain, Board Secretary