



# HAWK RIDGE

Annual Meeting Minutes

NOVEMBER 6TH, 2024

Eagles Club

**Call to Order:** Sharon called the meeting to order at 6:11pm.

**Board Members Present:** Sharon Canfield, Mary Fay, Patricia Hurley, Jon Goetz, George Chahine

**Others Present:** Tom Hill (Matik Management), A list of homes represented will accompany these minutes

## **I. Landscaping/Maintenance**

### **1. Review of 2024 completed items**

- A.** Sharon discussed the items accomplished, including
  - 1.** New tables and chairs were purchased for the pool
  - 2.** Concrete work around the pool was completed
  - 3.** Removal of dead trees, including stump grinding
  - 4.** Concrete replacement on a driveway
  - 5.** Siding and roof repairs were completed at 6 homes
  - 6.** A new entry lock system was installed on the pool door
  - 7.** The clubhouse was power washed
  - 8.** The pool fence was painted
  - 9.** Irrigation repairs, including replacement of a wifi controller
  - 10.** Concrete replacement on a driveway has been completed.
  - 11.** Tree trimming is still planned to take place this year

### **2. Anticipated 2025 items**

- A.** Besides general maintenance, the main focus will be on concrete and gutters.

## **II. Financial Report**

### **1. 2024 Review**

- A.** The members reviewed the year-to-date financial report.
- B.** Overall, expenses were \$11,000 under budget. With few invoices remaining for the year, the association should end the year close to this number.

- C. The Maintenance line item was over budget.
  - 1. As the buildings age, more general maintenance will be needed. This year, there were roof and siding repairs that increased the maintenance expenses.

## 2. 2025 Budget

- A. The budget was presented in two forms. There was a full line item budget, and there was a 'per unit' budget.
- B. On the full budget, each line item with an increase was highlighted and discussed.
- C. Overall, the expenses will increase by \$32,417.
- D. The anticipated insurance increase represents \$17,194 of that total.
  - 1. The insurance cost was calculated by using the recent increase at a similarly sized property that also has West Bend. That property's increase in September brought their per-unit annual price to approximately \$1,111.
- E. In creating the 2025 budget, the capital plan was referenced to set the appropriate monthly dues amount.
- F. There are two MN State Statutes that are used in managing the reserve account, where funds for capital expenses are paid. These are contained within the capital plan, which will accompany these minutes.
- G. In order to properly plan for future capital expenses, the suggested monthly dues for 2025 were set at \$275 per home.
- H. The \$275 monthly dues will start January 1<sup>st</sup>, 2025.

## III. General/Open Forum

- 1. Trees

- A. In previous years, the association has used varying tree services as needed. However, there have been consistent issues, regardless of which vendor has been engaged.
  - 1. Some of these issues included improper trimming, significant lawn damage, removal of incorrect trees, etc.
- B. As such, the association is looking at engaging a tree vendor that specializes in tree care, rather than tree removal.
- C. Sargent's completed a walkthrough of the entire property and created a master list of what each tree needs. We are currently awaiting a firm quote.
- D. Their Arborist, Jay Maier, provided a letter in which he noted that there is a good number of trees needing maintenance and care. There are younger trees that need pruning, there are several trees that have string trimmer or mower wounds, and there are many larger trees that need pruning of deadwood.
- E. The rough estimate to complete everything was \$11,000 to \$14,000, but the association could also complete the work in phases.

#### **IV. Board Vacancy**

##### **1. Nominations**

- A. Three nominations were received for the 3 open seats. Those nominations were George Chahine, Jon Goetz, and Pete Caflisch.

##### **2. Cast Ballots**

- A. As a quorum was not reached, no election could take place.

##### **3. Outcome**

- A. Per the Bylaws, the vacant seats shall be filled by appointment of the active Board of Directors.

**V. Meeting adjourned:** With nothing left to discuss, the meeting was adjourned at 7:15pm