

Meeting Minutes
Date: 09/10/2025
Via Zoom at 530pm

Agenda

Board Present: Del Mineard Jr. and Tim Lavin
Management: Torri Austad

Meeting was called to order at 5:30pm **Quorum was not met, any items that need a vote will be sent via email**

Approvals & Complaints

- I. 210 N Heatherstone
 - a. Noise complaint submitted due to roofing company starting work before 6:30 AM
 - i. Owner did not submit an ACA Request, but it has been recorded.
- II. 3193 Weybridge Drive
 - a. Mailbox is out of compliance
 - i. Letter was mailed on 07/02/2025
 1. As of 08/20/2025 the mailbox has not been fixed.
 - a. Second letter sent – repair by 09/30/2025
 - i. The mailbox has been fixed
- III. 3274 West Main Street
 - a. Roof replacement
 - i. No ACA request was submitted or permit acquired with the City of Sun Prairie, but has been recorded by ACA
- IV. 146 Cobham Lane
 - a. Parking Violation – Boat on driveway
 - i. Letter sent 07/23/2025
 - ii. Second letter sent 08/20/2023
- V. 103 Kelvington Dr
 - a. Above ground swimming pool was registered at the Register of Deeds on 08/11/2025
- VI. 3193 Weybridge Drive
 - a. The City of Sun Prairie removed a tree on the terrace
 - i. Replacement TBD
- VII. 134 Cobham Lane
 - a. Deck replacement
 - i. Project approved 07/02/2025

- VIII. 211 Heatherstone
 - a. A complaint was submitted to the City of Sun Prairie on 07/01/2025 regarding the height of the grass and weeds.
 - i. The owner of 211 Heatherstone met with the property management company and the following was discussed:
 - 1. Grass height
 - 2. Shrub maintenance
 - 3. Dog poop
 - 4. Discoloration on siding
 - a. Torri will text Padi to find out who the property management company is. The weeds have not been taken care of and the discoloration are still on the siding.
- IX. 103 N Heatherstone
 - a. Legal enforcement for RV Parking
 - i. On 05/23/2025 Attorney Grob sent a letter to the owner at 103 N Heatherstone regarding a parking violation
 - 1. As of 08/20/2025 the RV is still parked on the driveway, yesterday 09/09/2025 the RV was not parked in the driveway.
 - a. ****NEED ACTION**** Torri to contact Atty Grob to see if she moves the RV off the driveway for 24 hours, will this reset the no long term parking.
- X. 3100 Weybridge Drive
 - a. Height of grass is at or above 8"
 - i. Complaint submitted to the City of Sun Prairie
 - 1. Lawn was mowed prior to 3100 Weybridge Drive
- XI. 3124 Weybridge Drive
 - a. Parking Violation – Boat on driveway
 - i. Sent letter 08/20/2025
- XII. 3136 W Main Street
 - a. Owners have a natural yard which is in direct violation of the WBNACA Guidelines
 - i. Letter has been mailed to the owners, the City of Sun Prairie, even though it goes against their ordinances said that the owners are not doing anything wrong. Owners have until 10/31/2025 to fix lawn.

Old Business

- I. Online payments for HOA Dues?

Online Payment Cost Comparison (167 Owners)

| Platform | Fee Formula (per owner) | Total Cost @ \$70 Dues |
|----------------|-------------------------|------------------------|
| Venmo Business | 1.9% + \$0.10 | \$238.81 |
| PayPal QR | 2.29% + \$0.09 | \$282.73 |

- a. Tabled until next meeting.

- II. Torri mailed lien notices to 20 owners who had outstanding balances, as of 08/20/2025 there are still 13 owners who still have not paid.

New Business

- I. Review of Q2 Financials

Expense Summary (Jan–Jul 2025 vs Annual Budget)

Contracted Services – Grounds/Landscaping

- Actual: \$1,218.55 | Budget: \$2,200.00
- Under budget by \$981.45
- Expected to finish the year under budget

General & Professional Expenses

- **Accounting (External):** \$340.00 vs \$240.00 → Over by \$100.00 (covers both 2024 & 2025)
- **Advertising (Web):** \$288.00 vs \$270.00 → Over by \$18.00 (covers two years; no fee in 2026)
- **Postage & Copies:** \$336.13 vs \$414.00 → Under by \$77.87
- **Legal:** \$345.00 vs \$50.00 → Over by \$295.00 (likely to remain over if further action on 103 N Heatherstone continues)
- **Total:** \$1,309.13 vs \$974.00 → Over by \$335.13

Management Fee

- Actual: \$4,318.36 | Budget: \$5,715.00
- Under budget by \$1,396.64

Tax & Insurance

- **Insurance:** \$1,751.00 vs \$2,175.60 → Under by \$424.60
- **Real Estate Taxes:** \$0.00 vs \$300.00 → Under by \$300.00
- **Total:** \$1,751.00 vs \$2,475.60 → Under by \$724.60

Overall Position

- **Total Actual Expenses:** \$8,597.04
- **Total Annual Budget:** \$11,364.60
- **Remaining Annual Budget:** \$2,767.56

Summary

General & Professional Expenses are currently over budget due to accounting, advertising, and legal costs, while other categories remain under budget. As of July 31, there is \$2,767.56 left in the annual expense budget, which positions the HOA favorably for the remainder of the year.

- a. ****NEED ACTION**** Motion {NAME} moved to approve the Q2 financials, seconded {NAME}, Motion approved.

Adjournment

- I. Del Mineard moved to adjourn the meeting at 6:13pm, Tim Lavin secondedS, Motion approved.

Respectfully submitted by,

Torri Austad
Property Manager
Weybridge Neighborhood ACA