

Quietwood Creek Homeowners Association

Annual Meeting Minutes

January 18, 2011, 6:30 p.m.

Upon obtaining a quorum, the meeting was called to order by President Carol Jilek at 6:40 pm.

Carol Jilek opened the meeting with a welcome and an introduction of the current board members.

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| V-P | Joan West (absent) | Treas. | Ellen Follansbee (Absent) |
| Sec. | Sally Wallner | M-a-Lg | Scott Gerloski |
| M-a-Lg | Paul Greene | Pres. | C. J. |

Carol the proceeded to review the purpose of our organization as stated:

Pursuant to the Declaration Restrictions for Quietwood Creek: The association was “created for the purposes of managing and controlling Common Areas... and performing other duties as set for the herein for the common benefit of the Owners.”

Pursuant to the By-Laws: “The Association, acting through the Board of Directors, shall be responsible for the administration, maintenance, management and operation of the Subdivision in accordance with the Deed Restrictions, Articles of Incorporation and these By-Laws.”

Carol announced that the minutes from the January 2010 meeting would be read by Secretary, Sally Wallner, unless a motion was made to dispense with the reading of the minutes. Upon motion duly made and seconded, it was unanimously voted upon to dispense with the reading of the minutes of the 2010 annual meeting.

The first topic of discussion was the past year’s activities. As far as landscaping is concerned, our entrance flower beds were once again cleaned up by Bill and Ellen Follansbee, Tom Esser and Trent Heinrich and Carol Jilek. Thanks were extended to these individuals. The repair to the common area swale at the foot of the heavy woods was completed. There were some special repair project that required outside contractor services due to the tornado that passed through during the summer of 2010. There were several trees downed in one of the southern ponds. These had to be removed, and the circular overflow protection ring re-established. The overflow protection ring on the large pond was also re-established. This work was coordinated by Paul Greene and we thank him for his response and efficient handling of these concerns.

With regards to the Newsletters: We have continued the newsletters this year and thank Scott Gerloski for his generosity in assisting with the paper and duplicating costs.

Carol kept in contact with our county Supervisor Peter Gundrum and pushed to keep this project at the top of the priority list. While it took a while we all owe a debt of gratitude to his help in implementing this important safety feature.

Thanks to Tom and Vicki Esser for keeping up with the patriotic banners and Christmas decorations on our entry monuments. It’s a nice touch of a welcome home for residents as they return home from their busy day.

Carol reminded us all to so please remove snow from around hydrants and clear the sewer drains to avoid water/ice backups

Pond Update: This year we continued to apply chemicals to reduce algae blooms. We were fortunate to keep it at bay with the chemicals. Jim Backus and Mike Zipperer took on the physical job of doing the applications of the dye packets and algaecide. They coordinated sharing the applicator with Ed Schmidt who applied the chemicals and dye packets in the large pond.

Regarding Architectural Control Board issues, we gave letters relative to lawn maintenance that wasn't kept up, a letter turning down a request for a permanent above ground pool, we responded to a fence request. We also contacted the city for trees that were down in the conservancy area to put them on notice as we do not maintain the conservancy, but wanted the proper authority advised to prevent the creek from a clog in flow due to downed trees.

Paul Green then discussed the bid process and future landscape maintenance contract. He met with three different lawn maintenance contractors and walked the property with them. He also provided them with a detailed map of the common areas to be maintained and reviewed our expectations. Based on these meetings, the board has decided to contract with Parkland Landscape out of New Berlin. He also explained that some of the wooden fences may be removed as they deteriorate. One homeowner brought it to our attention that there were some dead evergreens and some overgrown bushes at the woods Rd. entrance area. We encouraged all the homeowners to email or call a board member if they notice this sort of thing so we might have it taken care of.

The treasurer's report was then given by Carol in Ellen's absence. She stated that Roberta Backes was very helpful and prepared the association's taxes and other financial issues. Carol explained the use of the reserve fund as stated below:

*By Law Section 6.4, provides "The annual operating budget shall provide for two funds, one of which shall be designated the "operating fund" and the other the "reserve fund." The operating fund shall be used for all common expenses which occur annually or more frequently, such as amounts required for the cost of maintenance and repair of the common areas (as defined in the deed restrictions), real estate taxes for common Areas, management services, insurance, common services and utilities, administration, materials and supplies. **The reserve fund shall be used for contingencies and periodic expenses such as landscape replacement."***

Upon motion duly made and seconded, the Treasurer's report was unanimously approved as read. Carol then reviewed the 2011 budget of \$15,705, a \$2,540 increase over 2010. The majority of this increase is attributed to current lawn maintenance costs. Major expenses included \$9,800 for landscape maintenance, \$2,000 for pond maintenance and \$3,000 in insurance. Dues will remain at \$150 per lot for 2011. Reserve monies are in place for future pond dredging. Carol took the time to explain this process to new neighbors attending the meeting.

After reviewing the budget items, and with no further discussion, a motion was made, seconded and by unanimous vote the budget as proposed for 2011 was accepted.

Residents were reminded to continue to send dues payment to the P.O. Box. This information will be included in the spring Newsletter. Tracking payments was much easier using this method of payment to ensure proper credit.

Regarding nomination and election of officers, Carol announced that she and Joan will be stepping down from leadership roles on the board. Carol provided the board with very detailed instruction and reviews of the duties she has so faithfully performed for our association. She opened up board nominations and there was some discussion as to what the job description and time commitment was for the various positions. There were no volunteers from the attendees. Scott Gerloski agreed to serve as President, Paul Greene as the Vice President, Ellen Follansbee will remain as Treasurer and Sally Wallner will remain as Secretary. Carol will remain on the board as a Member At Large and will continue to write the newsletter and give us advice. Chuck Foti will also be a Member At Large

The next topic was new business. A new effort in 2011 will include the announcing a program called "Quietwood Creek Cares." The origination of idea belongs to the children of Nicole Wahlen. They started this idea, and we will tie this in with our Halloween Trick or Treating time. We can have 3 collection sites in the neighborhood and ask kids or parents to bring non-perishable items to the collection sites when trick or treating. This could be announced with the newsletter and we could put up sandwich sign reminders a few days before trick or treat. This is a good way to bring awareness to our youngsters of giving and receiving go hand in hand. We will also ask the assistance of the Muskego Police to have barricades at the entrances to Quietwood for the time during the trick or treating times to minimize traffic for safety concerns

The suggestion of additional stop signs at Martin and Quietwood Drive has been presented to the Muskego Safety Committee. We are doing what we can to try to slow down the traffic in the neighborhood. On two occasions and at two different locations, traffic/speed counters were put up. Sally Wallner got involved with this issue as early as August. Sally and Carol attended meetings as well with the Safety Committee. This matter is tabled to spring: In spring we will seek additional locations for traffic counters and to follow up on this concern. Another concern along these lines is to lay the groundwork for these signs to be in place or for temporary signs during the upcoming construction of Janesville Road. Every neighborhood on both sides of Janesville Road will realize additional traffic flow. Carol's suggestion of the committee considering temporary traffic signs during that time was well received. Also, we owe a debt of gratitude to our Alderman, Kert Harrenda for his supporting our efforts to obtain the additional stop signs and assist us in this matter. He has attended all meetings with us and will work with us in the spring as well. Other considerations were: speed bumps that, pose a problem with snow plows and painting chevrons in the street, which are unsightly, especially if painted in front of your home.

Upon a motion duly made and seconded, a unanimous vote concluded and adjourned the meeting at 7:20 pm.

Respectfully submitted, Sally Wallner, Sec.