

**COOL HILL PARK ADDITIONS 1&2 PROPERTY OWNERS ASSOCIATION, INC.**

**Annual Spring Meeting Minutes**

**Sugar Creek Town Hall**

**Saturday, May 30, 2015**

**Agenda**

- Welcome & Opening Remarks - President-Pat Werner, VP/Treasurer-Darren Tristano, Secretary-Jodie Tristano and Directors- Mark Weseman and John Pierquet
- Meeting Call to Order
- Approval of Minutes from last meeting
- Nominations and Election for open positions
  - One Director- 2 year term (incumbent John Pierquet)
  - VP/Treasurer-2 year term (incumbent Darren Tristano)
  - FY 16/17 Open Positions: One Director, Secretary, President-2 year terms
  - Property Maintenance/Landscaping Project-P. Werner, Board Members
  - Mandatory maintenance Fee-D. Tristano
    - i. Fee Form and due date is available on the website
    - ii. Boat Registration is available on the website
  - Park access/Keys/Boat Decals-D. Tristano
  - Pier Rules, Restrictions and Violations-P. Werner
- Old Business
- New Business
  - Property Maintenance/Landscaping Project 2015/16
  - By-Laws Update – P. Werner
  - Annual Picnic – Establish Committee, set date
  - Annual Meeting 2016 – Set date: June 4
  - Any other business
- Adjournment

**Welcome, Meeting Call to Order**

- Pat Werner called the meeting to order at 10:00AM after validation of a quorum of owners in attendance. The board members were introduced. Members were welcomed and each owner(s) introduced themselves and shared how many years they have lived within CHPPOA. Pat expressed the board's appreciation to the homeowners and board members that volunteer their time on behalf of the Cool Hill Park community.

**Approval of Minutes from last meeting**

- Pat Werner motioned to approve the minutes. All in attendance approved.

**Nomination and Election for open positions**

- One Director-2 year term (incumbent John Pierquet)
- VP/Treasurer-2 year term (incumbent Darren Tristano)

Director Position: John Pierquet asked for volunteers to replace him in his current position, Bill Loeding volunteered and was nominated by the board and all present voted. It was unanimous, all present approved Bill Loeding for the 2-year term Director Position. No proxy votes were received.

The board and members thanked John for his years of volunteering and serving on the board.

VP/Treasurer: Incumbent Darren Tristano was nominated by the board and all present voted. It was unanimous, all present approved Darren for the 2-year term

## Old Business

### Landscaping and Q & A

Darren asked how many attendees present were at the previous meeting in February, 2015. Over half the room was present at the February meeting. Darren then provided a summary of the work that is planned in a 3-5 phase project plan. The board is planning to have this work completed without a special assessment. The plan is to increase the annual dues for the next few years and determine annually what work is needed year-over-year. Every year, the board will review with all owners each phase of the project and the financial projections for each phase.

The plan for the first year is to start with the lighting. The LED lighting will be a downward lighting system on the piers. Luke Burmeister presented the design and indicated where the first phase of the lighting will be located. Darren will coordinate the permits. It was decided to move the perennials to a different year/phase of the project. Luke indicated as long as we don't excavate the rocks in the specific area that would work.

*Summary of the 5 year project is: Year 2, look into highlighted the path with lights; Year 3, replace retaining wall; Year 4 install the picnic area; Year 5 update the beach area.*

Pat Werner indicated when we started this process several years ago we needed to comply with the DNR as much as we can and minimizing the costs. Luke said in a nutshell we can do this without a special assessment and making sure the Board is doing its due diligence with regards to DNR, zoning and county departmental permits and policies. He added that we need to address the storm run off on the driveway. The road leading to the dock has water and salt run off from the snow; believes why the beach area is green. We also have buckhorn and other non-native plants near some of the piers to be cleaned up and this will help minimize the run off. It was suggested we put together some volunteers to dig out the buckhorn. We had one volunteer offer to help. Jodie agreed to send out email to all owners to coordinate this with Luke, Mark and Bill.

### Questions/Comments from Owners:

- 1) Will changes allow the piers to be handicap accessible? Luke indicated pier 6 will be flat with the new pathway. Luke said he has a handicap friend that has used pier 6 to access boats and it has worked for his friend. Pat Werner indicated we will address these types of needs as they come up, as there are no owners that have indicated they are unable to access their boat due to limitations in the pier designs. Pat asked if the owner that asked this question if they need handicap accessibility for a wheelchair currently or any other barriers in accessing the piers due to the design. The owner said no.
- 2) Are there plans for more racks for the kayaks and canoes? Pat Werner said this is part of the 5 year plan as well as relocating all of the racks in one specific area.
- 3) Are there any plans to help owners that have a slip that is not usable. Pat Werner suggested owners look on the coolhill.com web site to review alternative slip and boat launch options in the area. **Comment from Owner:** Although it may be against by-laws, to reach out to owner(s) that do not use their slip(s) or have multiple slip(s), owner suggested they ask to use another CHPPOA owner's boat slip. The owner that spoke up indicated they are aware of at least one owner that does in fact loan out their slip to another owner that is part of the CHPPOA.

### Annual Dues

Darren Tristano indicated the invoices will go out this month with an annual increase from 150.00-155.00 and an annual increase of 5.00 per year to avoid a special assessment for the landscaping. Rather than increase 5.00 per year, which Jodie Tristano, indicated would be an administrative challenge, it was suggested the board consider increasing the annual dues to 175.00 annually. This annual increase would not only allow the landscaping project to be accelerated from a five year plan to a 3-4 year plan, this would reduce the annual dues total amount due changing year-after-year and diminish the time consuming communication of owners that are sending the incorrect dollar amount. This was discussed at the meeting with all owners present agreed unanimously to increase it annually \$175.00. One owner disagreed with the increase to \$175.00; indicated the reason for this was it was too much of an increase at one time; the \$5.00 annual increase would be a better choice. The board agreed to discuss in the board meeting after the annual meeting and reach a final decision. Post annual meeting board meeting: It was agreed to increase the annual fees to \$175.00.

### **Boat Registration, Park Access Keys & Boat Decals**

Darren Tristano asked if anyone needed keys to the gate leading to the piers; some owners requested a key and Jodie Tristano said she would follow up and mail them. For any owners that need keys, they can email Darren or Jodie at [coolhillpark@gmail.com](mailto:coolhillpark@gmail.com) Darren also asked that all owners go on the coolhill.com web site to obtain a boat registration and once it is emailed or mailed, Darren will mail a boat decal. Darren reminded all owners that it is important all boats at the piers have a boat decal.

### **Pier Rules, Restrictions and Violations**

Pat Werner reminded all owners the pier rules, restrictions and violations are posted on the web site and it is each owner's responsibility to be fully informed on these rules by reading them. CHPPOA Board will provide all owners a list of all owners and their contact information. By simply accessing the online boat slip owner list and using the membership listing, each owner can contact any other owner directly when needed. CHPPOA will update the membership listing every year and provide a copy to all owners.

### **Maintenance**

Mark Weseman said last year he worked on the hand rails and screwed down the boards and they are all still screwed down. He asked that any owners let him know if there are any other issues with the piers. New pier signs will go up later this summer, as they are deteriorating. Reminder to all owners to lock the gate after use as this deters trespassing and possible theft or damage to boats and piers. The gate area that was broken has been repaired.

### **Questions/Comments from Owners**

- 1) It is difficult to use the lock at the gate and suggested someone graphite the lock. Mark Weseman said he would take care of this.
- 2) Can we put some concrete around the post and create a post to lock the gate because it swings back and forth. Mark Weseman said he would take care of this.

### **New Business**

#### **By-Laws**

Pat Werner said with the pier changes, updated restrictions and state statues we were required by law to revise the by-laws and have them approved by the attorney. We are in the final stages of the board approving the updates and final approval. We will update the by-laws and post them to the web site for all owners to review. Jodie will also email all owners a copy of the by-laws. Summary of the changes will be included in the amendments sections.

#### **Budget**

Darren Tristano provided copies of the budget to all owners. Indicated we have only three owners in arrears. Maintenance fees are due no later than mid-July. Jodie will email and mail all owners an invoice.

Attorney fees were higher due to by-law updates; piers change questions and requests for documentation updates. As a result, they created additional legal fees. We expect the attorney fees to be lower this next year. Park maintenance was reduced by eliminating fall clean-up. Utility costs are pretty even every year. The electrical costs could increase based on what changes we make going forward. If you need to use electricity at the piers see Mark Weseman. We have an annual \$10.00 state filing fee. You can view the budget online on the cool hill web site.

Motion to approve new budget; budget was approved.

### **Secretary Update**

Jodie Tristano said the web site will be updated within the next month to include some enhanced features, better layout, design and more information. We were able to make these changes at a nominal cost due to personal and professional relationship with the web master. Typically these changes would cost \$3,000 or more.

A homeowner from the **Cool Hill Association**, (located on Blackfoot Circle & very commonly confused with our **Cool Hill Park Property Owners Association**) contacted Jodie last year and said how impressed they were with our web site and communication within our HOA. This homeowner was also in the process of organizing their Homeowners Association (HOA) board and indicated their HOA was very much unorganized and asked for some assistance. Jodie sent them some recommendations and suggestions and extended contact information to them and their board should any other questions come up. Jodie extended an invitation via email to each of their board members to join us at our monthly Drinks by the Docks.

Yearly Jodie receives about several calls from homeowners or realtors confusing our HOA with the unrelated Cool Hill Association. Currently there are a total of 7 homes for sale with 1 home slated for closing in June. One new homeowner moved in December 2014. Jodie registered with several realtor web sites to keep fully informed on homes listed for sale within our HOA. Once a home is for sale a letter to the seller's realtor and cc the CHPPOA owner letter includes an introduction. This helps when the home is sold so the title company knows where to send the HOA certificate which must be filled out for the home closing to be finalized; includes CHPPOA web site address and reference to the boat pier rules and regulations.

*This process has been in place for over 3 years and **has helped mitigate the following:***

- 1) delays in home closings when realtors/title companies are not sure where to send the HOA certificate that must be filled out at closing confirming CHPPOA homeowner does not have any liens on property by having all annual dues paid in full*
- 2) confusion created between realtors and homeowners of the Cool Hill (Blackfoot Circle) HOA when on line they can only find a web site for our CHPPOA, they all reach out to us*
- 3) this "realtor out-reach" has reduced the new homeowner understanding of the boat pier rules and regulations.*

Updates to HO information: Any changes to homeowners email or phone number is maintained as we will continue to use email and web site to keep owners fully informed. This helps reduce postage and copy costs as well as time.

### **Annual Picnic**

Last year we had happy hour by the piers and we did have some good turn out with these as opposed to having a picnic. If we do the picnic, a committee would need to be developed to manage the details of the picnic. Pat Werner asked if anyone wants to volunteer to spear head the picnic committee, none present offered to do this. It was decided and agreed upon by owners present to do a "Meet at the Piers" the 2<sup>nd</sup> Friday of each month. Jodie Tristano indicated she would email all owners the invitation for the meet at the piers.

### **Annual Meeting**

Annual Meeting for 2016 date set as June 4, 2016. **Reminder:** all board participation is voluntary and date will only be changed if board member(s) are not able to make date due to other commitments.

### **Adjournment**

No other business; meeting adjourned at 12:00pm.