



**Squire's Grove
Management Association
Meeting Minutes
9/2/09 SGMA Meeting
Conference Room Elm Grove Village Hall**

Call to Order: 6:30 PM

In attendance: Rick Ormsby: SGMA President
Scott Wozniak: SGMA Treasurer
Frank Falsetti: SGMA Secretary
Terry Tobin: SGCA President
Marcia Clafford: SGCA
Kathy Sheeley (SGCA Treasurer)

Establish Quorum: Yes

Public Forum: No public forum this evening.

Approval of Last Meeting Minutes

Comments made regarding minutes taken from meeting of 4/22.

The Errors and Omissions Policy as sent by Associated Insurers Elizabeth Bach is wrong and our coverage requirements need to be revised. Rick had a detailed phone call with Elizabeth Bach explaining what was required. It was agreed that Terry would try again to get the Errors and Omissions Insurance and the separate theft waiver corrected. Terry will call Elizabeth on 9/3 to get in the coverage in order. Terry has a contact to try and get a second quote on this insurance. There are limited resources for this specialty insurance. The corrected policy will be reviewed at the next meeting.

MOTION: to Accept the 4/22 minutes as issued: Kathy
Second: Frank
In favor: All
Opposed: None

Old Business:

Scott has confirmed that the **Pump house siding** work, gutters and roof was completed by Falls Siding. The Invoice for \$2,215.00 has been received and is ready for payment.

Buckley Tree Service has completed their tree trimming and shrub removal work around the pond per Terry's walk around and review.

Pond Land Area Restoration Terry reviewed the scope and costs from Tall Grass Restoration who provided a proposal last May. Terry explained the details of their 3 year stewardship plan that includes killing the evasive species with 4 treatments in year 1, planting native prairie grasses, new plants and erosion matt in year 2, then continued plantings and stewardship in year 3. Terry made arrangements to get a second opinion.

Natural Landscapes will meet with Terry and Scott on 9/3 to walk the pond and describe the scope of work required for the proposal. They will report at a future meeting.

SGCA is moving ahead with **Sealing and Repairing** ½ of the Condo's driveways on September 3rd. The second ½ of the work will be done in September of 2010. Terri got a price on the sealing of the pond walkway so SGMA can "piggyback" on the work that is being done. The Kettle Moraine Sealing bid dated 8/31/09 totaled \$2,900. We budgeted \$2,500 for the work. With an additional accrual of \$700 already budgeted for 2010 it was decided hold on sealing the path until spring of 2010 when we will have accrued \$3,200 for this expense. (2009 Budgeted amount of \$2,500 + 2010 Budgeted amount of \$700). In 2014 we will have accrued \$2,800 for the work then. (\$700 in each year from 2011 to 2014)

Kettle Moraine also bid \$600.00 for the repairs of the walk surface near the bridge on the east side of the pond. We will look for a motion on both of these projects in spring of 2010.

Mapping Water Mains: In the 2009 Budget under SGWT Accrual, (Orange Highlighted Section) SGMA budgeted the \$3,000 for locating, mapping & inspecting the water mains. Frank spoke with Rick Smith President of R.A. Smith National of Brookfield www.rasmith.com. Rick has estimated the cost at \$6,500 for the mapping the infrastructure. The work will be done on a "FILL-IN, HOURLY" basis giving RA Smith 3-4 months to complete. This way the Association only expends whatever hours RA Smith invests. RA Smith will keep SGMA informed of progress and recommendations so we remain in control of costs. Recommendations will be provided as work progresses.

Rick will provide a written scope of the work and his fee. The Board will meet Rick in spring of 2010 for a review.

MOTION: To add \$3,500 to the SGWT Accrual Budget for 2010 to cover the estimated fees to map the Squires Grove Water Trust Infrastructure for anticipation of the work being done in Spring/Fall of 2010. Scott

Second: Marcia

In favor: All

Opposed: None

Water Conservation: Squires Grove consumes over 23 Million Gallons of water per year. A basic water conservation memo will be developed for distribution to the annual condo and homeowners meetings. Community awareness of our high water usage is the beginning of efforts to conserve water. Scott made us aware again of rumors of DNR discussions concerning water consumption by Associations with shared wells. Individual

Condo unit and residential metering of water consumption could be a result of any looming DNR regulations. That would be a huge expense to the SGWT.

We agreed to invite **Eric's Landscaping** firm we use to come to a fall meeting and meet the board. Terry indicated that his firm responsive to the snow plowing needs of the SG Condo owners. Eric has expressed an interest in expanding his services to service more of the Pond Committee's recommendations.

New Business:

Individuals the Board will arrange to meet and interview.

RASmith National: President Rick Smith. In Feb/March 2010.

Craftmaster: Mike Ford. Meet at next meeting on 9/29 at 6:30 Pm.

Eric's Landscaping: Eric Winberg. Meet at next meeting on 9/29 at 7:00 Pm

Tallgrass Restoration: Gordan Roll. In spring 2010.

Henkle & Freeberg: Don Henkle and his Assistant. In Feb/March 2010.

MOTION: To repair/fill the muskrat holes (Safety Hazard) on the ground on the east side of the pond near the bridge by Eric's landscaping. Per SGMA Accrual Budgeted line item Annual Grounds repair (\$250.00). Frank
Second: Scott
In favor: All
Opposed: None

MOTION: To repair/fill the exposed edge of the walkway, and the major cracks where the gravel foundation has been exposed by Kettle Moraine Sealing. The cracks are located around the pond and the exposed edge is on the east side of the pond near the bridge. Per SGMA Accrual Budgeted line item Walk Path Inspection. Rick
Second: Marcia
In favor: All
Opposed: None

2010 Budget Discussion

SGCA is planning for their fall 2009 Annual meeting. Part of the SGCA meeting includes discussion of the SGMA & SGWT budgets. This discussion was to review how the second year (2009 Budget) of the Accrual Accounting method is working and to begin developing the 2010 budget. SGMA Prior to the meeting Members were encouraged to review last year's budget and bring additional considerations to could be added to the budget.

Reminder, the By Laws of the SGMA and SGWT do not allow for the accumulation of a "reserve" of funds to pay expenses. The Accrual process of budgeting for anticipated

expenses was initiated in 2008. The current SGMA account balance is above \$27,000. The current SGWT account balance is above \$11,000.

The Inflation rate applied to the 2010 SGMA Maintenance Fund & 2010 SGWT Maintenance Fund for estimated annual expenses will be 3%.

Scott presented a letter dated 9/2/09. Municipal Well and Pump which provided a current assessment for the Water System. The letter listed 5 areas of concern with our water infrastructure. Scott provided photo's of all areas of concern to help Board members understand the problems identified.

Item # 1: \$570 for electrical wiring for shut down boosters in the event of over pressure.

Item # 2: \$1,190 for the replacement of the water meter head for pump # 2.

Item # 3: \$1,980 Option to Item # 2 for replacement of water head and including the 3" diameter flow pipe below the meter.

Item # 4: \$3,120 to replace 3 Butterfly valves for the pressure tank.

Item # 5: \$636 to add addition floor supports to existing piping.

There is also a concern regarding 4 fire hydrants that do not drain and need to be repaired. Each "Iowa" Brand hydrant is notorious for their inability to be rebuilt and need to be replaced.

It is Scott's recommendation that all items listed be properly addressed in a timely manner. These costs need to be added to the 2010 budget, evaluated and voted on at the next Board meeting.

MOTION: **1:** Change the SQWT Accrual account budget "*1 Valve per Year for Pressure Tanks/Pumps*" line item from \$250.00 per year to \$500.00 per year. **2:** Change the SQWT Accrual account budget "*Repair two fire hydrants every year \$1,200*" line item to reflect the actual cost of four Hydrant repairs as determined from a quote from Municipal Well and Pump. **3:** Add a new line item "*Annual Ground Repair*" for \$250 to SGMA Maintenance fund. **4:** Add a new line item "*Annual Mechanical Repair*" for \$750 to SGMA Maintenance fund. **5:** Separate the Insurance line item into "Pump House" under SGWT Maintenance and "Errors & Omissions" under SGMT. Frank
Second: Terry
In favor: All
Opposed: None

Rick will update the spread sheet and send all Board Members a preliminary copy of the 2010 budget. The Motion for approval will be done at the next meeting.

SGHA will have its annual meeting in the first week of October. An e mail invitation and written follow-up will be delivered to each home owner. Rick will extend the invitations.

The SGWT will invite the condo and homeowners from the 28 residences outside Squires Grove who contribute to the Water Trust in either November or December for an opportunity to meet and have the Board answer any questions they have. Rick will extend the invitations

MOTION: Accept the offer of John and Helen Shiely (Squires Grove Home Owners) to pay ½ of the cost to remove the unsightly tree at the North end of the pond east of the path. SGMA will get a proposal from Buckley Tree Service to confirm the estimated \$3,000 cost. The remaining balance will be added to the 2010 Budget. Rick

Second: Marcia

In favor: All

Opposed: None

THANK YOU THE SHIELY FAMILY! Your generous offer may be the just the thing that inspires other community minded families of means to offer their financial resources or talents to improve the appearance of the pond.

Next Meeting on 9/29/09 @ 6:30-9:30PM Goal: to review and discuss 2010 budget.
Conference Room in the Village Hall.
Reserved by Frank Falsetti on 9/3/09.

Adjourn – 9:15 PM