

6th Annual Royal Saint Patrick's Homeowners Association Meeting
Tuesday, October 28th at 5:30 PM at Crosswind Grill

Meeting Minutes

President Keith Wendtland opened the meeting by welcoming those in attendance.

Approve Minutes of November 11th, 2024, Annual Meeting

The minutes were approved as written

Secretary Report (Annual Summary Nov 2024 - Oct 2025)

- **11/11/24 2024 Annual HOA Member Meeting Minutes Summary**
 - o 2024 Treasurers Summary
 - ♣ Reported Annual Expenditures: \$7,333
 - ♣ Reported Annual Income: \$7,482 (Primary-RSP member impact fees)
 - o 2024 ARC Summary
 - ♣ Reported 13 new homes approved
 - ♣ Reported 28 Homes constructed in phases 1-5
 - ♣ Reported phases 1 & 2 had 27 undeveloped lots
 - o 2024 President Report
 - ♣ Revealed 88%-member approval rating of proposed HOA and RSP Declaration Amendment
 - ♣ Reviewed Phase 3-5 developer agreements and independence from the RSP HOA
 - ♣ Reviewed stop sign enforcement at Theunis And RSP Drive
 - ♣ Provided update on sound and crash barrier plans along (HWY 41 reconstruction project)
 - o Conducted 2024 RSP Board Of Directors Elections (2-year term)
 - ♣ Steve Hansen- nominated and elected, Len Riehl- reelected
- **12/11/24 Quarterly HOA Board Meeting Summary**
 - o Elected Officer Assignment
 - ♣ Steve Hansen approved as HOA Board of Directors Vice President
 - ♣ Len Riehl approved as HOA Board of Directors Secretary
 - o Approved HOA release forms with HOA counsel for Phase 3-5 release
 - ♣ Legal counsel for WGC and Matriarch dismissed legal claims on RSP HOA
 - o Reviewed potential candidates for HOA Treasurer position (vacated due to relocation from RSP)
 - ♣ Identified Lindsey Mickelson as an interested participant for the HOA BOD open position
 - o Updated Facebook contacts for the HOA based on November elections

- o Assembled member newsletter for annual fee, 2024 annual meeting minutes updates, and board of director nominations
 - ♣ Newsletter distributed on 12/10/24
 - ♣ Courtesy reminder letter of annual fees was reviewed and set for distribution on 1/11/25.
- **2/13/25 Quarterly HOA Board Meeting Summary**
 - o Reviewed current lot assessment collection
 - ♣ 88 of 133 property owners had completed transaction
 - ♣ Collection letters were assembled and distributed to all other property owners
 - OA BOD approved 18% late fee assessment
 - o Approved nomination of Lindsay Mickelson as HOA BOD Treasurer
 - o Reviewed current treasury balance of \$2,459.55 with no past liabilities
 - o Reviewed and approved release of funds to cover payment for annual liability insurance policy in the amount of \$1,845
 - o Reviewed property safety enclosures for special needs conditions
 - ♣ Discussed recent litigation (case-Newman vs. NARCR TRAC) for guidance
 - Determined exemptions would be reviewed on a per basis incident with enforceable terms of removal upon owner vacated the property
 - o Reviewed January 2025 sale of Lot 55 (across from RSP Clubhouse)
 - ♣ Property owner indicated new construction of a personal business rec center
 - HOA provided notification to lot owner and Village of our declaration rights to review and approve project for intent and design prior to any lot improvements.
 - o HOA BOD approved with majority member vote (concluded on 2/1/25) by amending the RSP Declaration of Covenants
 - ♣ RSP HOA BOD removed references to Phases 3-5 of subdivision
 - ♣ BOD submitted the amended Declaration of Covenants for recording to Outagamie County
 - o Reviewed WIDOT proposed sound barrier as part of the 41 Freeway Expansion
 - ♣ Per HOA president request for amendment due to new formulas to determine sound quality
 - o BOD notified Village of safety concerns due to no snow removal in Phases 3-4 for pedestrian traffic
 - o BOD notified Village of concerns over lack of pedestrian continuity due to path trail ending at County U and a safe passage plan for crossing County U
 - o BOD reviewed nuisance infraction procedure for recording and processing claims and assessing potential penalties for non-compliance
 - ♣ BOD notified Village of needed partnership on local ordinance governance

- o Welcome packets were prepared and approved for recent property owners relocating to RSP
- o BOD revived the Activities Committee as Lindsey Mickelson volunteered to administer and manage the committee
- o ARC committee continues to monitor new construction in all phases (37 total lots in phases 3-5)

- **6/4/25 Quarterly HOA Board Meeting Summary**
 - o Treasurer reported balance of \$4,465.28 with no outstanding liabilities
 - o HOA BOD President assigned the HOA checkbook and accounting files to the Treasurer
 - ♣ Files include title company requests, expense ledgers, checking account statements, and audit files
 - o Nine lot owners were determined to be delinquent on the annual fees, further collection efforts with penalties were approved and set in motion to proceed
 - o Reviewed concerns of property improvement duplication at 221 RSP
 - ♣ ARC worked with the contractor to resolve design modification to satisfy RSP Covenant
 - ♣ ARC also worked with the same contractor for construction of three projects on Theunis Drive to ensure compliance with Covenant standards of unique design and material specifications
 - o Attended Village Board meeting to review concerns on safety plan for crossing at County U approved path continuation project
 - ♣ Village assured BOD of safety markings and crosswalk signal implementation at County U
 - o BOD discussed RSP concerns over Group Recovery Home property purchases in Phase 5
 - ♣ BOD voiced and noted concerns to Village Board on behalf of RSP Members (Phase 1-2)
 - o BOD notified Village of concerns of lack of property management in RSP subdivision in violation of Village ordinances
 - ♣ BOD members attended Village Board meetings to state concerns over lack of governance on Village Ordinances (Last noted attendance was 9/2/25 for request of Village to intervene)
 - Village and BOD agreed to a walk-through of the subdivision on 9/9/25 to assess the current condition and proposed violations
 - o Keith Wendtland and John Wollner provided notice of not seeking reelection at the 2025 Annual meeting for positions on the HOA Board (John will remain as ARC leader for the RSP Phase 1 and 2 development)

- o ARC committee continues to monitor new construction in all phases (64 total lots in phases 3-5)
- o Reviewed and approved the final version of the Activity Committee Community Picnic in the Park scheduled for 6/22/25.
 - ♣ HOA BOD approved funding for entertainment and treats
 - ♣ Activity Committee worked with the village to provide extra tables and amenities
- o HOA BOD President conducted a final assessment and walk thru of the RSP Subdivision on 10/17/25
 - ♣ The assessment was shared in preparation of the Presidents departure from the BOD

Treasurer's Report

<u>REVENUE</u>	<u>EXPENSES</u>		
Beginning Balance	10/31/2024	\$259.55	Insurance
HOA Fee Collections	2/1/2025	\$2,200.00	Legal Expenses
	Pay Pal Deposit	\$3,176.00	Miscellaneous
	Misc. Deposits	\$760.00	Activities Committee
TOTAL REVENUE:	\$6,395.55	TOTAL EXPENSES:	\$2,799.47
TOTAL Revenue - TOTAL Expenses:	\$3,596.08	2025 Legal Expenses	
Balance as of 10/15/25	\$3,596.08	Menn Law	\$0.00
Unaccounted difference:	\$0.00	Total:	\$0.00
		Miscellaneous Expenses	
		Welcome Packets	\$67.74
		Stationary & Postage	\$106.01
		VOW FOI Copy Charges	\$229.30
		Total:	\$403.05

Activities
Committee
Expenses

Permit, Ice Cream, Water	\$56.42
Bouncy House	\$150.00
Snow Cones	\$125.00
Face painting	\$220.00
Total:	\$551.42

Activities Committee Report

Lindsey Mickelson reported that a successful Fun in the Park event was held this past summer. There was a jump house, face painting, and snow cones which made it a very family friendly event. For 2026, additional events are in the initial planning stages including an Easter event in late March or early April. Contact Lindsey if you are interested in helping out and stay tuned for more information.

Architectural Review Committee Report

Decisions made since June 2025

New home construction at 221 Royal St. Patrick's Drive

One story, zero lot line lot: 1,500 square feet (1,500 sq. ft. required)

Issues: Plans included two potential roof designs; HOA required builder to use gable roof design to create differentiation from the design of an identical floor plan built at 278 RSP Drive.

Decision: Approved by the ARC on 4/17/2025 after builder agreed to the preferred roof design.

Addition of egress window at 324 Royal St. Patrick's Drive

Issues: None

Decision: No action required from ARC (6/23/2025)

New home constructions at 103, 109, and 115 Theunis Drive

One story, zero lot line lots: 1,500 square feet each (1,500 sq. ft. required)

Issues: Original designs by the contractor had three identical floor plans with identical external appearance. After discussions with the contractor, he agreed to differentiate the appearance of the homes with different roof lines, varying brick/stone styles, reversing the garage, different color vinyl siding, and the addition of a porch to one of the designs.

Two of the homes will be corner lots with masonry on both street-facing sides.

Decision: Approved by the ARC on 8/6/2025.

Home addition at 344 Royal St. Patrick's Drive
Addition of two bedrooms and family room to the home
Issues: None
Decision: Approved 8/13/2025

Excavation for basement reinforcement at 469 Royal St. Patrick's Drive
Issues: None
Decision: No action required from ARC (9/22/2025)

President's Report

This past year was a good one for the HOA.

There were no legal fees as the “dust” seems to have settled, and the disputes between the Developers in phases 3, 4, and 5 and the HOA have been resolved.

There is now connectivity with a sidewalk that connects the residents and visitors of RSP to the Village, allowing safer passage for walkers & bikers looking to cross CTH U.

With the US 41 highway construction, there will be crash and sound barriers along and between a significant section of the highway and the East Frontage Road. These will provide better protection for drivers and pedestrians traveling along the Frontage Road as well as offering some noise relief from the increased highway traffic volumes.

We enjoyed a fun and well attended 1st annual “Picnic in the Park” event this past summer. Those who attended were able to enjoy ice cream treats, face-painting, a bouncy house, games, and other activities. There was ice cold water (and other beverages), and it was a great time and opportunity for residents of the neighborhood to introduce themselves and get to know their neighbors. Everyone that attended had a good time, and we hope this event continues to grow in size and support.

Members of the HOA Board have and will continue to attend and speak at Village Board meetings, to address concerns (snow removal from sidewalks, excessive vegetation and noxious weeds in undeveloped lots, maintenance, and speed limit issues along Golf Course Drive, etc.), of residents within the HOA.

Within the past year we have welcomed eleven (11) new families and homeowners to our subdivision and two (2) new lot owners to the HOA.

As of today, there are still nineteen (23) vacant, buildable lots remaining in phases 1 & 2 of the HOA. Although a couple of these are owned by adjacent homeowners, all are expected to adhere to the ARC standards and requirements of the HOA when homes are built.

Financially, we are on the right track – we’re in the black! Without the legal expenses that completely drained our accounts the past two years, the Board is expecting to maintain the annual HOA fee at \$50/lot, with the desire to use those funds to provide for insurance, some maintenance, fund additional HOA activities, and build a reserve for unexpected expenses.

Questions??

In closing, I would like to thank everyone in the subdivision for their support and assistance provided as the HOA has evolved over the past six (6) years. From the efforts to form and become an active HOA in 2019, until now.

Nick Stephens – you have been cooperative even before we became an active HOA. Always taking my calls, emails, texts, and unannounced visits to catch up on the latest developments. Your efforts to assist with whatever has been asked, from mass mailings and coordinating fee collections, to allowing us to meet here tonight are so much appreciated.

John Wollner – you have done a phenomenal job keeping track of the plans for every home built in the development since 2019. Your leadership and coordination of the Architectural Review Committee have not been fully appreciated and few know of all of the work you do contacting and working with potential buyers, home-builders and contractors to preview, review, and approve plans to assure that the standards for homes in our HOA are maintained and adhered to. You have been a reliable counsel for me on many occasions and a number of issues and I sincerely appreciate all you've done on behalf of the HOA – and for me.

Len Riehl – you have been a rock star in keeping minutes as the HOA Secretary. The level of detail in your transcripts is great for our records. You have also been a true and dedicated advocate for several HOA issues and concerns. Your presence and presentations at Village Board meetings are “spot on” in detailing the problems and offering potential solutions. Len worked tirelessly to condense and draft the current version of our Covenants and was responsible for the reduction of the speed limit and efforts to clean up and maintain the berms and trees along Golf Course Drive. Thank you, Len, for all your work.

Steve Hansen – Steve has supported the HOA well before becoming a director and has been putting together Welcome packets since 2020. He has recently taken on the responsibility of coordinating Mailbox issues for residents. Trust me, it's no easy or enviable task, working with the Post Office. Steve has provided wonderful and thoughtful ideas and has always been willing to step in and help with whatever needed to be done. Thank you, Steve.

Lindsey Michelson – Lindsey has been a spark plug of enthusiasm for the HOA. Her energy and can-do approach have been both refreshing and motivating – and I am excited to see what she has planned for next year. Thank you for stepping up and filling the Treasurer vacancy we had on the Board. Your efforts and interest have been a blessing for all of us.

Looking back, it was a worthy cause to form the HOA. It gave us, the residents who live here, input into how this subdivision, in the absence of a Developer, would continue to grow and develop. Though we faced some challenges along the way, I believe those have only made the HOA stronger in its position to support its residents.

I wish to thank all of you for your support and encouragement these past six years – and would ask that you continue to support your HOA and the Directors you elect to represent your best interests in our neighborhood.

Thank you – and now, on to the election of new Directors...

Member Q & A

Multiple individuals expressed their gratitude to Keith Wendlandt and John Wollner for their outstanding support if the RSP HOA and community.

Director Nominations – Two (2) Director positions (2026– 2027)

There was no nomination of new Directors from the floor.

Election of Directors

No new Directors were elected.

Adjourn