



# Parkwood Village Homeowners Association



PVHA Winter Edition  
[www.parkwoodvillage.org](http://www.parkwoodvillage.org)



## SAVE THE DATE – WEDNESDAY, JANUARY 1, 2014 “PVHA NEW YEAR’S DAY OPEN HOUSE”

All residents are cordially invited to attend the 2014 PVHA New Year’s Day Open House to be held in the Community Room from **12:00 noon to 3:00 pm.**

Beverages and snacks will be provided.



### 2014 Board of Directors

President – Dana Warren  
Vice President – Jennifer White  
Secretary – Marlene Reineking  
Treasurer – Mark Habich  
Director – Jim Stahl  
Director – Nancy Evans  
Director – Marilyn Virtue



Board meetings are held on the second Monday of each month at 7:00 PM in the Community Room.

### Management Company Information

Coal Morton Incorporated  
**Office: 608-249-2736** (9:00 AM to 3:00 PM)  
**Emergencies Only:** 608-259-2820

Louis Glauner - [Lou@coalmorton.com](mailto:Lou@coalmorton.com)  
Mary Glauner - [Mary@coalmorton.com](mailto:Mary@coalmorton.com)

Make “Condo Fees” payable to: PVHA (or) Parkwood Village Homeowners Association and mailed to: PVHA C/O Coal Morton, Inc. 2318 Superior St., Madison, WI 53704

All requests for service should be submitted via the PVHA website at: [www.parkwoodvillage.org](http://www.parkwoodvillage.org).

### Welcome New PVHA Residents

Please welcome your neighbors to the community.

6624 Offshore Dr. - Bryan Helt & Samantha Albrecht  
6642 Offshore Dr. - Wei Liang

### New Maintenance Fees Due January 1, 2014

The 2014 Budget was approved by the majority of Homeowners attending in person or by Proxy at the Annual Business Meeting on November 14<sup>th</sup>. (51 approved and 3 opposed.)



Effective 1-1-14 maintenance fees will increase by \$5.00. Please contact your financial institution or Bill Pay service so they are aware of this fee change.



Percentage of Ownership	Dec. 2013 Monthly Fee	Jan. 1, 2014 Monthly Fee
1.008	\$250.00	<b>\$255.00</b>
1.057	\$262.00	<b>\$267.00</b>

### Mail and Package Delivery

Through the summer and fall months, Residents have reported mail and packages being taken from their front steps or mailboxes. Most recently, another package was taken that had been delivered to the front steps in the area between 28-38 GC Drive.

If you are a victim of property theft, please report it immediately to the west district police department (243-0500); or, if you are unable to make contact at that number, call the central or main department (261-9694.) Dial 911 if a theft is in progress.

Residents should consider having packages delivered inside their patios. This will keep them out of sight. Make the request as part of the delivery instructions or post a small note on your front door for FedEx and UPS to leave packages inside your gated patio.

## Furnace Maintenance

Schedule an appointment to have your furnace checked out with the installation company or another reputable heating company to limit the risk of interruptions during the winter months.



Newer furnaces usually require little maintenance and are designed to shut down when a problem is detected. Having a checkup before a problem occurs should be scheduled at least every other year just for peace of mind. Greater risks are present with older furnaces. Over time cracks may occur in the heat exchange that could result in carbon monoxide leaking into your home. Older furnaces should be checked annually to minimize problems. Change filters 3 - 4 times a year.

## Home Heating Assistance

Times can be challenging. If you need assistance with your home heating costs, contact the Wisconsin Home Energy Assistance Program (WHEAP) by phone (1-866-432-8947) or by going to the website: <http://homeenergyplus.wi.gov>.

This income-based program can provide free weatherization services and help to pay bills during the heating season from October to May. This is available to both Renters and Homeowners. Dane County residents can start the WHEAP application process through Energy Services, 1225 South Park Street. (Phone 333-0333.)

## Community Room Calendar on the Website

To view the monthly calendar of events and the availability of the community room for personal events, please go to the PVHA website at: [www.parkwoodvillage.org](http://www.parkwoodvillage.org).



Click on the "Community Calendar" button on the PVHA homepage to view the date of interest for your event.

The words (C-Room reserved) will appear only in the date box if the room has previously been scheduled by a Homeowner for another event.

If (C-Room reserved) does not appear, the room is available and may be reserved by a Homeowner. It is important to contact Management as soon as possible to reserve the date (608-249-2736.)

## Winterization Tips

### Indoors:

- Wrap pipes with foam insulation or foam tape to help prevent freezing.
- Add insulation to outer walls, basements, and attics. It will help to save on home heating bills and could possibly help to control or prevent the buildup of ice dams due to insufficient or no insulation present. (Call a professional.) Proper insulation helps keep your home warm in the winter and cool in the summer.
- The U.S. Department of Energy and Energy Star suggest checking the leakage rate of your ducts. More than 20% of the moving air leaking out of your system means it's time to call a professional to seal your ducts.
- Check for air leaks around pipes, outlets, vents, under sinks and in closets. Plugging gaps could reduce your heating/cooling costs by up to 30%.
- Use a door snake in front of doors and windows to prevent drafts.
- Reverse your ceiling fan to pull air up.
- Keep your garage door closed for both safety and to avoid loss of heat.

### Outdoors:

- Drain and store your hose and turn off your outdoor faucet. (outdoor and indoor)
- Gas Meter - Move snow away from your gas meter. There is a vent that, if covered, could cause your furnace to turn off resulting in an expensive service call to a heating company.
- Dryer Vent - Heat from your dryer typically keeps the snow melted in that area. In a large snowfall, make sure the vent is cleared so your dryer functions properly.
- Furnaces - Many of the old furnaces vent through the roof. Newer furnaces vent through the wall to the outdoors using a white PVC pipe. Keep the vent cleared of snow to prevent the furnace from shutting down.
- A snow shovel is a good investment to maintain the level of snow around your gas meter and dryer vent.
- Fireplace - Your fireplace and chimney should be inspected by a professional before use to be sure everything operates safely and efficiently. If you have a fireplace but don't use it, close the damper to prevent drafts. Magnetic and quilt-like covers are also available at stores as added protection against drafts.

**TIP** - If you will be away for a period of time such as on vacation, stop your mail and newspaper; or, ask a friend or neighbor to pick it up for you daily. Use timer lights. Have someone put footprints in the snow so it appears as though you are home. Also, notify Management or a Board Member of plans to be away.

## Madison Water Utilities – Proposed Increase

*Wisconsin State Journal on August 27, 2013.*

Madison Water Utilities may seek a 22% rate increase for next year. The water utility last raised rates 9% in spring 2011, but if a 22% hike is approved, the utility's last five increases would raise rates a total 75% since 2006.

*Daily Cardinal on December 9, 2013.*

The proposal, which will raise the water rate from \$2.81 to \$3.40 per 1,000 gallons, is expected to help cover the costs of replacing 400 miles of water mains over the next 40 years, upgrading wells and improving general water quality, according to the Madison Water Utility general manager.

The MWU estimates that the average household's water bill will rise from about \$336 to \$410 annually.



The proposed increase will raise the Madison minimum water cost to about \$16.20 per yearly quarter, or every three months. According to a report issued by the Public Service Commission of Wisconsin, the Madison minimum water quarter bill for residential consumers' utilities as of February 2013 was \$13.50.

Click the following link to read this article in its entirety:  
[http://host.madison.com/daily-cardinal/city-proposes-increase-in-water-bills/article\\_92d7f344-609a-11e3-bf31-001a4bcf887a.html](http://host.madison.com/daily-cardinal/city-proposes-increase-in-water-bills/article_92d7f344-609a-11e3-bf31-001a4bcf887a.html)

## Do Your Part to Conserve Water

Each time you turn on the faucet, run the dishwasher or washing machine, bathe, flush the toilet, brush your teeth, or water your garden, 96 homes are affected.



Keep in mind that your monthly fees include the water bill (the most costly item in the budget.) Here are a few simple ways to help curb additional costs to the Association:

- Fill a pitcher with water and put it in the refrigerator for those times when you want a glass of water.
- Turn the water off when shaving or brushing your teeth and back on to rinse.
- Wait until you have a full load before using the dishwasher or washing machine.
- Repair leaking faucets as soon as they begin to drip.
- Replace old toilets. Madison Water Utility is offering rebates of up to \$100 until funding is exhausted. See specifics on the City website at: [www.cityofmadison.com/water/inthehome/toiletrebate.cfm](http://www.cityofmadison.com/water/inthehome/toiletrebate.cfm)
- When you water your garden, do so as early in the morning as possible. There will be less evaporation.
- If you run a humidifier, dump the water in your toilet bowl saving flushes. It can also be used in the garden on hardy, well-established plants but not edible ones due to the possibility of the copper and aluminum leaching into the water as it condenses on and runs off the coil.

Rate increases are inevitable; but, we can avoid additional costs by being both creative and conservative.

## Schools Assist Association With Security

*By Mary Glauner, Management*

Management has been in contact with Bruce Dahmen, Memorial High School, and Anne Fischer, Jefferson Middle School, regarding the ongoing student traffic through the community.



Both Principals are taking a positive approach to work with us to curtail the student trespassing and loitering within the Association and the surrounding community. The high school security has been highly visible within the community in golf carts, along the bike path, and in the Mineral Point Park. Teachers are also walking the bike path toward the end of the day when weather permits. The middle school also planned to include a note to the parents as a reminder that this is a private community.

Both Bruce and Anne make themselves very approachable. They are quite realistic about community issues and are taking a proactive approach in working with the community, the students, and the parents to help to resolve issues. Through our conversations and emails, my personal experience assures me they go beyond what is expected of an educator.

## Addressing Resident vs Resident Complaints

**SPEAK WITH YOUR NEIGHBOR** - Most often issues that arise between neighbors can be resolved simply by talking with each other in a polite and courteous manner. While one neighbor may be distraught, the other may not even be aware there's a problem. It's highly unlikely that their actions are deliberate. It's the lack of communication that creates problems.

With little separation between units and no real sound-proofing, be aware that you are sharing your lifestyle with your neighbor. The volume of your stereo/TV, when you're showering, doing laundry, running the dishwasher, and phone conversations are frequently overheard by your neighbor. These routine activities can become very annoying to your neighbor(s) when they occur consistently between the hours of 10:00 PM and 6:00 AM when most individuals are trying to sleep. This is considered to be "quiet time."



**BE A GOOD NEIGHBOR** - It is understood that no one lives by the same schedule; and, yes, there will be times when it is necessary to shower or do laundry late at night. But every night is not acceptable during the hours designated as "quiet time." It is not acceptable to force your neighbor to adjust to your lifestyle just as it is not acceptable for the neighbor who works all night and sleeps during the day to ask you to adjust to theirs. Common courtesy and consideration must be exerted when you live in a multi-family community.

If you would like Management or the Board to address an issue you're having with a neighbor or neighbors, **you must submit the request in writing before action will be considered.**

## Rules That Require Reminders

Rules promote a sense of respect and responsibility and are necessary for the Association to operate efficiently. [www.parkwoodvillage.org/policies.html](http://www.parkwoodvillage.org/policies.html)

*It is important for everyone to clearly understand that rules have been designed in the best interest of the community and that policy mandates procedures be in place (fines/penalties) for non-compliance.*

**Fees** – Fees are due on the first of the month. If they are received after the tenth, they are considered late, regardless of the date on your check, and are subject to a \$10 penalty. An additional \$15 will be applied if fees are not paid before the end of the month. Allow sufficient time for your payment to arrive.

*Of note: Effective after the first of the year, PVHA will be moving their account from the Wisconsin Bank and Trust to Summit Credit Union. (See information below.)*

**Trash & Recycling Carts** – Place them out AFTER 5:00 PM the day before pickup and REMOVE them on or before 12:00 noon the day after pickup. Fines will be imposed for noncompliance.



**Move Your Vehicle** – Owners, Tenants, and Roomers are required to move their vehicles after a snowfall of 1" or more for plowing. Should it be necessary for the shovelers to come back to clean an area where a vehicle did not move, per the rules a \$20 fine will be imposed.



**Designated Parking Spaces** – All vehicles should be parking in designated parking spaces only. If it is necessary to park (temporarily) in your driveway, please use your flashers.

**Two Vehicles** – Each household may park two vehicles on the lot if they display a current PVHA sticker, current license, are operable, and are not listed in the non-acceptable category for parking on the lot. View the Parking Policy on the website for complete details.



**Two Parking Stickers** – Each home is assigned two parking stickers that identify the household and vehicle(s) registered to those stickers. Maintain current information and report changes in vehicle(s) or plates to Management. Lost/stolen stickers will be replaced at a cost of \$5.00 per sticker. Previously issued stickers are then listed as void. Use of a voided sticker on a vehicle will result in a fine.

If a sticker registered to your household is loaned to another Owner, Guest, Tenant, or Roomer, please understand that you are responsible should the vehicle displaying the sticker incur any fines during that time.



**Speed Limit** – For the safety and well-being of all residents (walkers, bikers, children at play) the speed limit throughout PVHA is 5 MPH. Please respect it. And, approach all corners with caution.

## Curbside Pickup - City of Madison Policy

*City Ordinance 10.18 1 - Items must not be placed on the city terrace more than twelve (12) hours before the date designated by the Streets Superintendent for rubbish collection in the district which said premises are located.*

Items placed on the terrace during a non-collection week and left to sit until the following week, items put out that require but don't display stickers, and things no longer collected by the City all put the Association at risk of fines.

When you, your neighbors, or someone passing by sets a microwave, mattress, box spring, or anything that requires a sticker on the terrace for collection and doesn't purchase the proper sticker, fines are incurred if one is not displayed at the time of pickup.

Computer equipment, monitors, and televisions are no longer collected by the City yet continue to appear on the terrace. Maintenance and volunteers move them from the terrace to maintenance where they are kept until they can be properly disposed of, picked up, taken to a location that accepts non-collectibles, or a sticker is purchased when necessary. This takes time, disrupts regularly scheduled maintenance and has cost the Association hundreds of dollars in disposal fees.



The largest matter of concern is that the City is holding the nearest household to where the items are placed on the terrace accountable for these actions regardless of how they got there. When the Homeowner or the Association does not respond to the letter issued by the City to purchase and attach the proper stickers, a second letter will be received with a much larger amount due. If left unpaid, it then becomes an assessment against the property taxes.

"Illegal dumping" is a crime! Help us stop it. If you see this happening and it's possible, try to get a vehicle description, license plate number, or any information that will be helpful to the police in catching these people.

Illegal dumping should be reported directly to the City of Madison by going to their link at: [www.cityofmadison.com/reportaproblem/collection.cfm?mode=1](http://www.cityofmadison.com/reportaproblem/collection.cfm?mode=1).



## Summit Credit Union Information

Summit Credit Union  
Yellowstone Branch  
401 S. Yellowstone Dr., Madison, WI 53719

Lobby Hours  
8:30 am – 5:00 pm Monday – Thursday  
8:30 am – 6:00 pm Friday  
8:30 am – 1:00 pm Saturday

Drive-up  
7:30 am - 6:00 pm Monday – Friday  
8:00 am – 1:00 pm Saturday

[www.summitcreditunion.com/yellowstone.html](http://www.summitcreditunion.com/yellowstone.html)

## Adopting a Pet



Those adorable little faces are difficult to resist; but, you should never act impulsively when adopting a pet. Nor should you ever give a pet as a gift without consent of the adult recipient responsible for the care-giving. Your pet is an extension of your family and a long-term commitment. There's much to consider.

Do you have enough space? Have you considered the extent and cost of its care? Some animals don't do well if left alone for long periods of time. Will this pet be able to adjust to your schedule? Does your insurance carrier cover this breed? Get the answers to these questions before you begin your search for a pet or you will quickly lose sight of the responsibilities of pet ownership. (It's like going grocery shopping on an empty stomach. Everything is irresistible.)

All pet owners want a healthy and happy animal. Make sure the pet you select gets the proper nourishment and the required medical attention as is required by law. Please return the Pet Information Sheet previously sent to all PVHA Homeowners. A copy of your pet checkup sheet from your veterinarian showing your pet has the required shots must be provided to Management on a yearly basis. (See "Rules & Regulations, section -4- Pets and Animals) to view the requirements of all pet owners.

## PVHA Exchange Page

The PVHA Exchange Page is available for use by the residents of PVHA. If you are searching for a specific item or trying to sell an item, email Management with your contact information, description, a picture if possible, and the dollar amount. We will list it on the Exchange Page at no charge. It is your responsibility to notify Management once an item is no longer available.

*By requesting an item or search be posted to the website, you are agreeing to release Management, the Board, and the Association from any liability related to the posting.*

Please visit the Exchange Page at:  
[www.parkwoodvillage.org/pvha\\_exchange.html](http://www.parkwoodvillage.org/pvha_exchange.html)

Contact Mary at Coal Morton with questions or to post an item on the website. [Mary@coalmorton.com](mailto:Mary@coalmorton.com)



## Maintenance Requests



All requests for service should be submitted through the PVHA website. This eliminates the guesswork as to what you are requesting. Submitting a service request to maintenance while they are in the middle of another project could be forgotten by the end of the day if it's not written down. Always use the website form to eliminate the risk.

### Renters

All requests must be submitted directly to your Landlord, the Homeowner, who is then responsible for contacting Management (preferably by email or via the website) to authorize and schedule the repairs.

### All Residents

It is not always possible for maintenance to be available to perform a request on the same day it is received. Many times it's necessary to group similar requests to be more time-efficient (i.e. gate repairs, fence repairs, light replacement, etc.) Also, note that only so much is possible each year to be able to remain within budget. Of course there will always be emergency situations and those are dealt with accordingly.

### Seasonal Requests

Outdoor projects are performed during the summer and fall seasons. Indoor projects are squeezed in whenever possible but are normally scheduled for winter and spring when outdoor work is extremely limited.

Be assured that all work orders submitted from the website are logged in and will be done as soon as time permits. Requests for repair or installation work not covered by the Association, to be paid by the Owner, will be scheduled and performed as efficiently as possible.

To Submit A Service Request:  
[www.parkwoodvillage.org/Service\\_Requests.asp](http://www.parkwoodvillage.org/Service_Requests.asp)

## PVHA Cookbook



Help to move the PVHA Cookbook into production by submitting your recipes. Share ideas for special events or how to turn leftovers into something fresh.

All recipes should be submitted to:  
Judy Carlson at:  
[sunnyboy1@tds.net](mailto:sunnyboy1@tds.net)

## Christmas Tree Pickup Dates

The City of Madison Streets Division has scheduled two rounds of curbside pick-up for Christmas trees. Round one begins January 6th; round two begins January 21st.



Collection could be delayed due to winter weather as snow and ice operations have priority over tree collection.

Have your tree out on the above dates to insure collection. It takes 8 to 10 working days to complete a round of collection.

Residents should:

- Remove all tree stands regardless of whether they are metal or wood.
- Remove all light strings, ornaments and metal objects.
- Remove any tree bags.
- Place trees at the street edge only.
- If trees become buried under snow residents are asked to dig out trees.



**Wreaths, evergreen rope, garlands, and boughs will NOT be collected with holiday trees.** These items must be disposed of in your Waste Management trash cart.

Reminder from the City of Madison:

Bring outdoor electrical lights inside after the holidays to prevent hazards and to make them last longer.

The following items can now be recycled at the City drop off sites at 1501 W. Badger Road or 4602 Sycamore Avenue:

- Styrofoam block (no peanuts)
- Holiday lights and extension cords
- Cooking oil

The collection bins for the lights and cords are next to the electronic recycling bins and are marked by a sign. There is no limit to the number of lights and cords you can bring in for recycling and there is no fee for this program.

Questions on cooking oil recycling should be directed to [gdreckmann@cityofmadison.com](mailto:gdreckmann@cityofmadison.com) or 608-267-2626.

For more information on the drop off site hours and locations, visit the following link: [www.cityofmadison.com/streets/refuse/dropoffSites/large.cfm](http://www.cityofmadison.com/streets/refuse/dropoffSites/large.cfm)

## OPEN HOUSE REMINDER

# SAVE THE DATE



**WEDNESDAY  
JANUARY 1, 2014**

**Parkwood Village  
Homeowners Association**

**New Year's Day Open House**

**All Residents of PVHA  
are  
cordially invited  
to attend**

**the**

**2014 PVHA New Year's Day  
OPEN HOUSE**

**Location  
Community Room**

**Time  
12:00 Noon to 3:00 pm**

Beverages and snacks will be provided. However, you are also welcome to bring something to share ... cheese, sausage, crackers, cookies, etc.

"Happy Holidays"

