

PRAIRIE WOODS

HOA Meeting Minutes

Meeting: ____July 22, 2015____

Next Meeting Date: _October 21 ____

ATTENDEES: Scott, Lisa, Neil, Meg, Brian, plus KSN Legal representative Pam Park

ACTION ITEMS:

Date	Who	Action Item	Status
1/7	Scott	Clean up the documents	Closed
1/7	Scott	Work with lawyer on filing amendments with the county	
1/7	Lisa	Reserve Village Hall for March 11 Meeting	InProgress
11/12	Neil	Send letters to bungee mailbox owners; Waiting for better weather	pending
6/4	Lisa	Document procedures for onboarding new board members	pending
7/	Meg	"Treasurer at" for banking profile	pending
8/27	Neil	Investigate professional burn services	pending
8/27	Neil	Contact willy about reinforcing emergency road gates	pending
2/14	Brian	Backup files on 1and1 cloud storage	Feb
6/4	Brian	Signage for subdivision entrances: Slow, Children playing; No Outlet; Village put us on the list, signs are free	pending
1/7	Brian	Confirm responsibility for parkway trees	Feb
2/14	Neil	Investigate aerators	Mar

INTRODUCTION

- The president introduced the new legal representative and explained the new open format for regular board meetings
- Pam Park, from KSN, gave an overview of the KSN firm and explained to HOA members what Illinois law applies to the Prairie Woods HOA.

AGENDA

Fence vote;

- 31% of HOA members had voted which is not enough to pass the motion.
- The original date for the completion was arbitrary so the board plans to extend the vote.
- Votes not given have to be treated as a "no" vote; future communications should include notice that not voting is considered
- The vote will be extend until the next meeting at which time a vote will be taken by the board on closing the vote

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Review of previous minutes

- Recommendation to make sure everyone reviewed minutes, ask for changes/correction, then make a motion to approve
- We could post draft meeting minutes and then approve.

Newsletter updates

- write in advance and circulate to board members for review
- Need dates for when newsletter is due for mailing
- Set dates for sending in topic ideas and then dates for newsletter completion
- Brian to add dates to PWHOA Calendar / Annual Events document
- Brian to look into secure storage on the website; need a central place to store the document

Website

- Brian to check on Google Analytics for the site

Financial Update

- Only outstanding bill is the lawyer bill
- Scott to let KSN know that electronic billing should be forwarded to Meg
- Neil has payments to drop off to Meg
- Bill have been sent out
- Domain renewal – need invoice forwarded to Meg; Lisa and/or Scott to find it
- CD renewing within a month; discussion of merits of finding a better rate; Meg to call WinTrust to see about better rates possibly through a longer duration
- Neil to ask LeRoy about electronic invoices
- Investigate options for HOA members paying and or billing electronically; Brian will look into it
- Budget should be reviewed quarterly
- Discussion of how often to post budget updates on the website; KSN suggested the Treasurer could announce the budget update and then have it recorded in the minutes, which are posted on the websites

Landscaping

- LeRoy doing his best to keep up with weeds; hasn't mowed around ponds yet because they are too wet
- Rubber mulch, it would cost to have LeRoy first remove the mulch so we can't afford to do it this year in the landscaping budget
- Disposal of mowing debris from ponds – cost-prohibitive to have LeRoy remove it; ponds are not actually mowed but are manually trimmed with gas-powered trimmer (weed whacker)
- Neil to investigate other options

Mailboxes

- No more bungee cords on mailboxes, they may be fixed now
- Neil got a quote for replacement posts/arms; we need 6 arms that can support 2 mailboxes on each side of the post, cost of \$330 including shipping. Posts we need are around \$200 total but that is responsibility of builder.
- Board voted to approve the purchase of 6 mailbox arms at \$330.00.
- Meg to investigate a few contractors to install the arms
- Lisa to follow up with builder about installing post
- Neil will inspect mailboxes again after arms are installed

Response from Village Hall

- Neil to try the "other guy" (Brian?) instead of Wille to get responses on malfunctioning lights

Approvals

- Pergola
- Patio
- Shed
- Fence

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Two new neighbors, haven't done the welcome wagon

- Plans to welcome on August 1
- Scott to contact new neighbors to get contact information

Lot 22

- Huge dumpster left over from construction, also portable toilet
- Dumpster removed but toilet still there; Scott to call portable toilet company about removing it

Resident communications

- Discussion of communication responsibilities
- VP to handle direct communications / requests and forward to board members as needed

Picnic

- Date set for September 12, rain date 13th
- Budget for picnic keep the same as 2014
- Request for bouncy house
- Communication should include specific time frame during which food will be served; latecomers may miss out on the food

Neighborhood recommendations

- Rubber mulch
- Purple martens around ponds
- Pavilion at the playground
- Need to make sure we keep proper financial reserves
- Board has authority to conduct repairs but most additions/alterations should be brought before members for approval at 2/3 super majority
- Board could consider amendment to set a spending limit authority for improvements

Meeting schedule

- Quarterly, at the end of the billing cycle when payments are due
- Special meetings as needed
- Board voted to hold next official meeting on October 21

Resolutions

- Board to review and then call a special meeting to vote on adoption

Open Comment Session

- Have village update the newsletter to remove Rick's name and put Lisa's name in; Brian to do it
- Brian to follow up with village on No Outlet sign for south side
- Brian to pick up no dumping sign stashed behind the monument sign
- Lisa to follow up on mowing lot in south side; technically a violation so has to be discussed in closed session – for lot 80
- Question about additions / improvements – concern about south side vs. north side voting as some improvements may benefit one side more than the other
- Question about putting out requests for proposals for projects and/or improvements; legal representative pointed out that board members are volunteer and RFP process is more complicated than expected; larger HOAs and even management companies don't do RFPs; another resident suggested that a sub-committee be formed to handle
- Malfunctioning lights – resident suggested we call the non-emergency police number to alert them of a safety issue
- Storm drains – between lot 2 and 3 the netting is wearing out and drains are clogging; others are wearing out; talk to village about what to do to fix the flooding issue
- Question about amendments; how often can they be proposed? Officially they can be brought up at any time; board will review with lawyer to determine process

Board went into closed session

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Board met back in open session

- Motion to authorize Neil to retain a contract to have mailbox arms installed, not to exceed \$700. Motion approved 4 votes aye, 1 abstain.