

PRAIRIE WOODS

HOA Meeting Minutes

Meeting: ___October 21, 2015___

Next Meeting Date: ___January ___

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

INTRODUCTION

- The president welcomed the board and residents, and explained the meeting format.
- The meeting minutes from the previous meeting were approved.

SECRETARY UPDATE

- Shared documents repository Discussion
- Google drive? We have one from before
- Dropbox?
- Host on website?
- 1 and 1 not working
- Recommendation to use Google Drive – we still have it, so existing documents should be updated
- Also need a way to make sure we backup local files on cloud storage.
- Brian will update Google drive with documents.

Parkway Trees

- Brian to make appointment with Village Works to determine responsibility of parkway trees

Pay assessments electronically

- Meg and Brian to find system to enable this
- Use third-party system to enable payments to ensure security.
- Website could provide access to login of a third-party system.

TREASURER UPDATE

- 2016 Estimated budget discussion
- Landscape costs not confirmed as the board is looking for new landscapers; will include mulch

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- Legal expenses will go up; current plan was for one year so that cost is consistent through May 1st of next year; after the one year commitment with the legal firm we can downgrade to a cheaper plan, roughly half the cost
- Revenues will go up because of additions to the neighborhood
- Some fees will go up – insurance, county recording
- Next scheduled board meeting is January, so a special meeting will be needed to approve the final budget for 2016
- We wanted electronic invoices from LeRoy, however he refused. As the board is looking to replace LeRoy Landscaping the board will not pursue this further.
- Better interest rate on CD; bank said there was nothing they could do to get us a better rate.
- Bank discussion; WinTrust does not provide adequate online business checking features; we are unable to electronically verify checks. The Treasurer is currently photocopying checks to make sure we have records. Most other banks offer this service.
- Meg will investigate and present a recommendation for a new bank. The expectation is that we find a new bank with the features and services we need but without extra fees.

SPECIAL PROJECTS

- Landscaping; Neil has been calling around and few people have been calling back.
- Only one bid has come in so far, and the price is much higher than what we're paying. Mulch is 3 times as expensive.
- Jason Geist and Sam Duggan mentioned they had suggestions; Scott will follow up with them to get names/phone numbers
- Rubber mulch is a priority for next year; mowing of ponds the year after.
- Discussion of how frequently ponds should be cut. They are cut every other year.
- A number of residents have expressed support for a burn. A burn would work however herbicide must also be applied or the burn would be pointless; the herbicide is extremely expensive – over \$10,000, so this may not be an option.
- Suggestion to do a burn on the pond on the Arbor side as a test to see how effective it is.
- Neil to investigate in 2016, goal to have a solution in place for 2017.
- Neil still working on getting quotes for mowing the ponds; goal to have something by end of November, will be reviewed at special meeting.
- Mailboxes were repaired, the contractor did a great job and was very inexpensive.
- Streetlights – lights were fixed but now other lights not previously a problem are having issues.
- Emergency road gates – Neil working with the village to get the emergency gates reinforced; we are on the list

VICE PRESIDENT

- Updates to HOA information, covenants, declarations – getting them officially recorded with the county. The original documents were only photocopies so they had to be transcribed to be editable.
- To certify the new documents with the county all board members must review the documents and certify that they are accurate.
- Scott passed out the certification document and the HOA documents that need to be reviewed and explained the process. Board members must carefully and exhaustively review the transcribed documents against the original photocopies provided to the HOA by Kenneth James when they handed over the HOA to residents.
- Board to complete review by Monday, November 16. Email any corrections to Scott, include page, location on page and correction. Scott will send a Word version of the document to everyone and they will use Track Changes to point out errors.
- Scott has responded to all requests and questions to the board; the entire board is copied as appropriate, otherwise questions are answered directly.

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PRESIDENT

- Contacted Wayne Schnell, building commissioner, about netting in storm drains. Public works is aware of the issue however they have not followed up with us.
- Also contacted them about a lot with tall weeds that may violate village ordinance
- Request to KSN about requests from residents to make changes to amendments and formats of secret ballots.
- Motion to pursue a procedure for anonymous voting by residents. Motion was seconded and approved. President will follow up with KSN/legal to get recommendations for format.
- KSN option to appeal tax assessments; they offer this service as voluntary to residents, to bundle appeals. Brian to put together a request which will then be forwarded to Scott for discussion with KSN.
- Request came from Island Lake PD to organize community watch; request went out to HOAs throughout town; Lisa to follow up

OTHER BUSINESS

- Discussion of resident requests regarding percentages needed for amendments to be approved, and frequency of recommending amendments and voting on them
- Need a process from submitting and collecting amendment proposals; will be discussed with other items for KSN/legal review

OPEN SESSION

- Question about township and its responsibilities; not really HOA business but residents decided to discuss anyway
- Concern about security of collecting payments electronically; suggestion to just use third-party tool and provide access to login via the website
- Parkway trees – confirm with village are they replacing trees? Will they reimburse homeowners that replace them on their own?
- Burn – concern expressed over burn, not in favor because of the possibility of damage to homes
- Concern about whether or not the HOA can make profits, does the CD put the HOA at risk for violation?
- Submitted question – is there a way to put in a crosswalk or sidewalk across Dowell

THE BOARD WENT INTO CLOSED SESSION.

MOTION TO ADJOURN MEETING WAS SECONDED AND THE MEETING WAS ADJOURNED.

ACTION ITEMS

- Scott and Lisa to team up on legal inquiries to KSN
- Meg and Brian to team up on online payments
- Neil and Brian to team up inquiries to the village