

PRAIRIE WOODS

HOA Meeting Agenda

Meeting: December 5, 2019

Next Meeting Date: To Be Determined

ATTENDEES:

✓ **President:** Meg Natzke ✓ **Vice President:** Lisa Mitchell **Secretary:** Rich Aguliar
✓ **Treasurer:** Scott Kochaney ✓ **Special Projects:** Jason Geist

UPCOMING BOARD MEETING DATES

FEB 12, 2020	APRIL 7, 2020 (ELECTION)	TBD	TBD
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OPEN MEETING

SILENCE PHONES - CALL TO ORDER - MEETING MINUTES REVIEW -

APPROVE MINUTES FROM LAST MEETING

Meeting minutes were not published

BOARD POSITION UPDATES

UPDATES – I HAVE INCLUDED WITH THE CURRENT ACTION ITEMS, AS MOST OF THESE ITEMS I
DISTRIBUTED BETWEEN MEETING TO CURRENT

LAST ACTION ITEMS FROM LAST BOARD MEETING:

- BACK DOOR ACCESS – MEMBERS ONLY
- WEBSITE UPDATES
- TAX PREP 2019
- ENTRANCE WAY UPDATES
- PONDS AND COST
- DONATIONS

ACTION ITEMS FROM MEETING:

- ☐ Scott: Incorporate budget changes and circulate for board approval
- ☐ Jason will ask Macs for a separate quote to mow the vacant lots every 2 weeks.
- ☐ HOA will present quote to SR Jacobsen to see if it is less than their current company.
- ☐ Meg to follow up with current accountant; How much would they charge to manage financial aspects of HOA?
- ☐ Lisa to follow up with PSI Property Mgmt in Rolling Meadows
- ☐ Lisa to scan and upload letters / documentation on Outlots

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SECRETARY

Not present; no updates were given.

Date	Who	Action Item	Status
	Rich	Meeting Minutes	Ongoing
	Rich	Website	Ongoing
	Rich	Winter picture	Ongoing
	Rich	Software/ community page	Ongoing
	Rich	Q1 2020 Newsletter ready by 12.20	

TREASURER

Date	Who	Action Item	Status
	Scott	Tax Prep	
	Scott	Budget	
	Scott	Books – tie out / outstanding invoices with vendors	
	Scott	Dues – closed item	
	Scott	Q1 2020 Billing due by 12.20	

Budget:

Need to finalize budget in order to submit to accountant to file 2019 taxes.

- ☐ Incorporate budget changes and circulate for board approval

SPECIAL PROJECTS

Date	Who	Action Item	Status
	Jason	Mailboxes	
	Jason/ Lisa	Ponds – dredging <i>Refer to reserve study</i>	
	Jason	2020 landscaping contract – open lots added	

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Mac's may not trim the ponds until Spring due to early snow.

Residents complain that empty lots are not mowed frequently enough. SR Jacobsen is out of state and does not see overgrown empty lots. May be better landscaping maintenance if all mowing is handled by same company.

- ☐ Jason will ask Macs for a separate quote to mow the vacant lots every 2 weeks.
- ☐ HOA will present quote to SR Jacobsen to see if it is less than their current company.

VICE PRESIDENT

Date	Who	Action Item	Status
	Lisa	Management companies	
	Lisa	Reserve study and cost \$2850.00	
	Lisa	Front Entrance – costs/ estimates - \$3-5k	
	Lisa	Communication with residents	

Front Entrance

- ☐ Board agreed to execute the plan to re-landscape the front entrance in the Spring.
This is an example of a common element that has reached its useful life and replacement / maintenance should be planned for with a reserve funds.

Management Companies:

Foster Premier and First Service (formerly Lieberman) declined to give estimates because we are too small

Full Service: Resident correspondence, monthly inspections, billing, receivables, etc.

Financial: Billing, Receivables, Collections, Payables, statement reconciliation

NW Mgmt – Crystal Lake estimated \$800 / month for full service property mgmt.

\$600 / month for financial management only

Blue Stone - \$5680 annually plus \$400 quarterly

Century - \$7000 annually out of state company

- ☐ Meg to follow up with current accountant; How much would they charge to manage financial aspects of HOA?
- ☐ Lisa to follow up with PSI Property Mgmt in Rolling Meadows

Reserve Study

Reviewed purpose, benefits and cost \$2850

Help with financial planning for HOA elements

Update annually

Include the explanation of Reserve Study in newsletter

Put the expense up to a vote with the residents.

Can we add it to the April election?

Park – is it HOA or Village?

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Technically it is village, but HOA has been maintaining. Mowing, rubber mulch, replacing swings.
Assumption: If HOA doesn't maintain the park will not be as well maintained.
Should it be included in the Reserve study?
It would be a separate line item.

Social Activities

HOA will stop hosting picnic, pumpkin painting, and egg hunt to reduce HOA expenses
Social activities are not being enjoyed by all residents
Social activities are extra work for board members that have limited capacity
Promote the existing village activities to foster community

PRESIDENT:

Date	Who	Action Item	Status
	Meg	Management Companies	
	Meg	Annual reports	Complete
	Meg/ Scott	Taxes	
	Meg	Cancellation of all events	

NEW BUSINESS

- Q1 BILLING AND NEWSLETTER CONTENT
- APRIL ELECTIONS/ MEETING REGARDING MANAGEMENT

2 positions up for election

Newsletter Content:

Meeting dates
Election – solicit for candidates
Reserve Study – explain
Budget -

CLOSED SESSION

- DELINQUENT ACCOUNTS
- HOMEOWNER ISSUES

MEETING ADJOURN