

Prairie Woods HOA

Meeting Minutes

Date: November 12, 2024 Next Meeting: January 14, 2025 - Location TBD

Open Meeting: 6:34pm (President, Vice President, Treasurer, 2 residents present;
Secretary joined the meeting at 6:53 pm)

Please silence all phones

Motion to approve Meeting Minutes from August 13, 2024

-Kochaney motion

-Duggan 2nd

-All in favor to approve August 2024 minutes

President's Report

1. Lot 70 Maintenance Responsibilities
 - a. Prairie Woods plat and Nunda Township plat reviewed by KSN attorney
 - i. The pond in question is clearly on the homeowner's property and not a part of Outlot F. Therefore, the ponds maintenance is the responsibility of the homeowner. However, the owner must comply with the Conservancy Rules and Regulations.
2. Short Term Rental Proposal
 - a. KSN attorneys provided the President with wording for the proposed change to PWHOA Rule 13 Rental Property.
 - b. The proposed changes were presented to the Board members and residents present at the meeting.
 - c. A decision to send to HOA members for a vote was postponed until the January 2025 Board Meeting.
3. Members Only Social Media Page
 - a. The Prairie Woods Homeowner's Association members only Facebook page is up and running.
 - b. The page is only for the dissemination of information.
 - c. Posts will not be open for public comments.
4. Residents' Privacy Issues
 - a. The email announcement that was sent out to PWHOA residents that displayed email addresses was done in error.
 - b. The problem can easily be addressed with the creation of a MailChimp account.
 - i. Email addresses are never displayed in any message sent out.
 - ii. There is not any cost to the HOA due to our small size and small amount of emails sent out
 - iii. President and Secretary will have equal access to the ChimpMail account
 1. Motion by Kochaney to create MailChimp account; 2nd by Duggan; 3 yea (Secretary did not vote as she was not

present for the ChimpMail explanation) 0 nay; Motion carried.

c. Electronic Billing and Payments

- i. All transactions would be through Quick Books / Intuit
- ii. The HOA Board would not be privy to any HOA members' banking or credit card information.

Vice-President's Report

1. Nothing to report at this time.

Treasurer's Report

1. FY24 YTD Budget Review
 - a. We anticipate the final 2024 Budget will show a +4000-bottom line
2. FY25 Draft Budget
 - a. Introduction only to be voted on at January14, 2025 meeting
 - b. Request to transfer \$10,000 from general account to reserve account

Motion to approve transfer by Pope; Duggan 2nd

All in favor. Motion passes.

3. Phase 2 Digital Transformation

- a. Request to add QuickBooks online
 - i. Cost approximately 420 per year
 - ii. Cost will be offset by postage and printing savings
 - iii. Will be able to offer digital billing and payments
 - iv. Paper and check will still be an option

Motion to approve QuickBooks funding by Aguilar; Pope 2nd

All in favor. Motion passes.

Secretary's Report

1. Nothing to report at this time.

Special Project's Report

1. No report as Geist was absent.
2. It was noted by the Board that all landscaping contracts are expiring in 2025. They will be open for bids in 2025.

Residents' Comments

No resident made any comments.

Executive Session

No executive session issues.

Adjournment

Motion to adjourn by Duggan; Kochaney 2nd

All in favor. Meeting adjourned at 7:24pm