Cottage Acres HOA Board Minutes Allure Activity Center May 14th 2022

This meeting of the CAHOA Board was called to order by Roger Aschbrenner, President, at the Allure Activity Center at 2:00 PM.

Board members present were: Phyllis Houck, Roger Aschbrenner, Linda Topp and Joel Klein

Absent: none

Owners / Visitors in Attendance:

18 visitors present. See last page for the list of names

Open forum:

- Question about the recent inspection of unit exteriors; will owners be informed of the results?
 Answer: the results are being reviewed and organized to decide on priority. Roger Aschbrenner gave a short summary of the findings such as sidewalk mismatch and cracks, siding cracks / holes, drainage and downspout diverter issues.
- Is exterior caulking an HOA responsibility?
- Since Bill Long is no longer a resident and not on the board is there a plan to maintain an odd number of board members?
- Discussion on property line description and who is responsible for garden areas.

Prior meeting minutes

- Approve the minutes from the 19 Feb 2022 board meeting.
 - Motion by Phyllis Houck Second by Linda Topp Motion passed.

Financial reports

- Balance Sheet 2022-03 and Profit & Loss 2022-03 approval.
 - Motion by Linda Topp Second by Joel Klein Motion passed.
- 2022 Jan Mar Disbursement approval.
 - Motion by Phyllis Houck Second by Joel Klein Motion passed.

Ratification of Actions Taken Without a Meeting (AWTM)

- 2022-04-09 Production, Printing & Distribution of (Newsletter, Revised 2022 Budget & Detail 2021 Financials w/Reserve Recon) authorization of production, distribution and expense.
 - Motion by Linda Topp
 Second by Phyllis Houck
 Motion passed.
- 2022-04-11 (30) McGill, Gary & Chyrel redesign of landscaping in front yard;
 - Motion by Phyllis Houck Second by Joel Klein Motion passed.
- 2022-05-06 (21) Panice, Gloria patio, sidewalk, windows and drainage repair/reimbursement;
 - Motion by Linda Topp Second by Joel Klein Motion passed.
- 2022-05-06 (35) Wagner, Rick & Irene Redesign landscaping bed (front yard);
 - Motion by Phyllis Houck Second by Joel Klein Motion passed.
- 2022-05-06 (50) Houck, Phyllis Reimbursement for Jackley Sewer Downspout cleanout;
 - Motion by Linda Topp
 Second by Joel Klein
 Motion passed.
- 2022-05-06 Admin Aschbrenner, Roger Reimbursement for purchases \$196.02;
 - Motion by Phyllis Houck Second by Linda Topp Motion passed.

Owner Requests:

- Gloria Panice Patio door to replace picture window;
 - Motion by Joel Klein Second by Phyllis Houck Motion passed.
- <u>Don & Linda Topp</u> garage floor coating;
 - Motion by Phyllis Houck Second by Joel Klein Motion passed.
- Doug & Debbie Riggins fence to hide utility boxes and grass seed;
 - Board requests that it be placed to allow room for mowing and trimming and to plant annual flowers only.
 - Annuals requested in case everything needs removed in the future.
 - Motion by Linda Topp Second by Joel Klein Motion passed.
- <u>Connie Dubes</u> mulch for common area flower beds;
 - Declined HOA does not assume responsibility for maintenance of the flower bed near the parking spaces on Coventry Ct. Volunteers created, planted and mulched the bed. If volunteers do not maintain, the HOA will remove the bed and seed with grass.
- <u>Connie Dubes</u> fire pit w/screened hood;
 - No decision. Additional time to be taken for investigation and evaluation;
- <u>Tom Friedlein</u> request for reimbursement of ceiling/wall damage \$350.00
 - No decision. Additional time to be taken for evaluation;

Neighbor Requests:

- <u>Heather Duren</u> fence between our properties they will remove and cleanup.
 - Motion by Joel Klein Second by Phyllis Houck Motion passed.
- <u>Jill Sander (McFalls)</u> Requests that we please stop depositing stuff on their side of the property it is not a Cottage Acres dumping area. The HOA is looking to get it cleaned up.

Property Repairs (Requested – Repaired)

- #41 Akers repair a leak around skylight;
- #35 Wagner's roof leak to laundry closet leak on ceiling;
- #40 Hodge's skylight leak in kitchen;
- #15 Gingrich's shingles on roof loose around pipe;
- Roger Hoffman is repairing post lights (6);
- #5-6-7-8 Quad Garage Doors not opening post lights not working across and down the street.

Quote / Project Considerations

• K&B Gutters is replacing gutters – 8 ½ buildings done, as of today, 11 yet to do.

Request we reallocate funds to do 3 more buildings this summer –

(#61-62) (#9-10) & (#5-6-7-8) quote of \$6,093.00;

Outside corner (16) gutters and downspouts - \$1,872.00;

Funds to reallocate come from gazebo savings and moving mud jacking to next year.

- Motion by Phyllis Houck Second by Linda Topp Motion passed.
- <u>Drainage Issues</u> Buntjer Landscaping delay until fall to avoid having a lot of grass seed to water, from unit owners, through the heat of summer.
- Gazebo Roof Rebuild approve Lauts Construction quote for \$1,962.00.
 - Motion by Joel Klein Second by Phyllis Houck Motion passed.

900.00

150.00

500.00

900.00

150.00

500.00

- Striping of Roads (yellow with reflective beads) approve Quality Strip (John Ordean) \$320 quote Map of painted locations available but will include all turns and the entrance.
 - Motion by Joel Klein **Second by Linda Topp** Motion passed.
- Dave Jackley declined to camera the 33 buried downspouts no solution yet.
- Gutter Cleaning working on finding a provider (Dravis quote for \$500 per occurrence).
 - Gutter guards recommended for gutters under the pine trees.
- Snow Removal contract:

Dravis Landscaping Quote

price per ice/ snow fall

Quotes requested from seven	plowing	Plowing roads, residential driveways
companies, five of which declined to		shovel residential sidewalks Price per snowfall
quote.	Shovel Si	dShovel common walk
Reviewed the quotes from Dravis	Salting	Salt road price per ice/ snow fa

Landscaping and Habben Lawn and Landscape.

Accept the Dravis quote per snow occurrence.

 Motion by Joel Klein Second by Linda Topp Motion passed.

- Tree replacement scheduled for the fall to avoid having to water them through the hot summer months. Costs from McCormicks and Dial-a-tree received.
- A meeting was held with Edgewood Landscaping and the trimming and mowing has improved this last mowing.
- Discussion on the HOA board treasurer's position. Consensus is that, it is unlikely that someone within CA will have QuickBooks and accounting experience and a desire to take on the board responsibility of Treasurer. Therefore, quotes have been requested from accounting firms to assume partial or complete CA accounting responsibility.

Approve the engagement of McFalls Berge, for \$200 per month, to assume the responsibility of invoicing of HOA fees, processing ACH batches and preparing financial statements. The HOA treasurer will make deposits of maintenance fee checks and pay the HOA bills (AP).

 Motion by Joel Klein Second by Phyllis Houck Motion passed.

Banking Considerations

- Switch Reserve bank account types from regular checking to Money Market accounts (to earn interest on collected balances).
 - Motion by Phyllis Houck Second by Joel Klein Motion passed.
- Transfer funds of \$70,491.78 from the Road Reserve account to the Roof Reserve account.
 - Motion by Linda Topp Second by Phyllis Houck Motion passed.
- Change Account Title from "Reserve for Taxes" to "Reserve for Emergencies".
 - Motion by Joel Klein **Second by Linda Topp** Motion passed.
- Consider setting only a couple of monthly ACH deduction times. (1st & 10th)

Lease Form

- Review and approve the modified Lease Agreement form as presented.
 - Motion by Linda Topp Second by Joel Klein Motion passed.

Distribution of Documents

Aschbrenner reported that the Board completed the distribution of documents (Newsletter, Revised 2022 Budget, and Detail 2021 Financials w/Reserve Recon) to all residents/owners.

- (1) In Person deliveries = 58 which included 17 visits;
- (2) Email deliveries = 9;
- (3) Email deliveries to others = 4; and
- (4) Welcome Packets were delivered to 2.

Adjournment

- Adjourn the meeting at 4:20 PM.
 - Motion by Joel Klein

Second by Linda Topp

Motion passed.

Submitted by: Joel Klein Secretary CA HOA

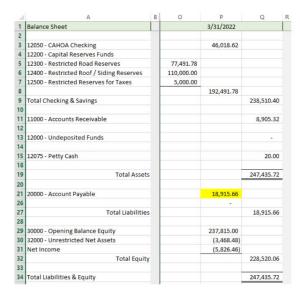
Supporting Exhibits

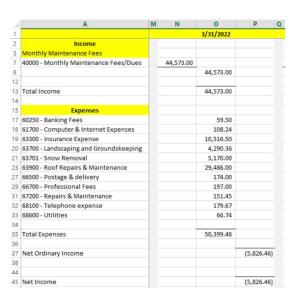
Owner / Visitor list:

Jan Kuepker	Debbie Riggins	Janet Meter	Linda Dowd
Connie Dubes	Loren Freed	Laurie Gingrich	Bernice Warren
George Vrhel	Penny Lindstrom	Eleanor Klein	Peg Landes
Susie Cedro	Carlene Jenner	Jennie Brauer	Gene McBride
Wanda McBride	Gloria Panice		

Balance Sheet - Profit and loss

As of March 31, 2022





Disbursements

4	A	В	С	D	E
1	Date	Ck Num	Vendor	Expense for	Amount
2	01/14/2022	1323	verizon wireless	Association Cell Phone	(59.89)
3	01/14/2022	1324	Edgewood Landscapes, Inc	Snow Removal	(2,765.00)
4	01/28/2022	1325	William Roy Long	Stamps Purchased	(58.00)
5	01/28/2022	1326	Roger Hoffman	Photo Cells for Lamp Posts	(151.45)
6	01/28/2022	1327	Rockford Mutual Insurance Company	Insurance Premium	(5,264.25)
7	01/28/2022	1328	Ward, Murray, Pace & Johnson, P.C	Budget Questions & Annual Report	(197.00)
8	02/06/2022	1329	ComEd	Quad - Electric Svs	(38.88)
9	02/06/2022	1330	Edgewood Landscapes, Inc	Snow Removal	(1,665.00)
10	02/17/2022	1331	verizon wireless	Association Cell Phone	(59.89)
11	02/17/2022	1332	Natiowide Insurance	Bond Insurance	(391.00)
12	02/17/2022	1333	Rockford Mutual Insurance Company	Insurance Premium	(5,271.25)
13	02/17/2022	1334	Edgewood Landscapes, Inc	Snow Removal	(480.00)
14	03/12/2022	1335	Ward, Murray, Pace & Johnson, P.C		(135.00)
15	03/12/2022	1336	ComEd	Quad - Electric Svs	(27.86)
16	03/12/2022	1337	verizon wireless	Association Cell Phone	(59.89)
17	03/15/2022	1338	William Roy Long	Postage Pd using Credit Card	(116.00)
18	03/15/2022	1339	K & B Seamless Gutters, Inc.	Deposit for Materials	(10,000.00)
19	03/15/2022	1340	Edgewood Landscapes, Inc	Snow Removal	(260.00)
20	03/15/2022	1341	Edgewood Landscapes, Inc	Lawn Care - Contract 1st Pmt	(4,290.36)
21	02/07/2022	Debt Card	Microsoft	Annual Membership	(108.24)
22	01/14/2022		Transfer between Bank Accounts	Funds Transfer for Reserves	(1,500.00)
23	01/31/2022		Sauk Valley Bank	Service Charge	(17.50)
24	02/28/2022		Sauk Valley Bank	Service Charge	(17.50)
25	03/31/2022		Sauk Valley Bank	Service Charge	(17.50)

Gazebo roof quote

Lauts Masonry & General Cont
Licensed, Bonded, Insured • Free Estimates
Material and Indos to remove
in a shaker and cupia
1. It is now were
existing was to roy with 12" cday
The gazion, south architectural and reshingles with architectural shingles abuild Cupain
, , , , , , , , , , , , , , , , , , , ,
shingers 1962.00
95000 needed in advance for motional, Pallace des apor
Tropal Ballace dus apor
motherit
pamper
Thank you
Jan Lanto
/ Jun Xumes

Snow removal quote

21561 Bud	11 Rd			
Sterling,	IL 61081 US			
+1 815499				
dravistar	dscaping.com			
Estimate	#: 1861			
Date:	04/11/2022			
Exp. Date				
Address:				
Roger				
Service	<u>Description</u>	Qty	Rate	Amount
plowing	Pleasing reads.	1	986.00	980.0
plowing	Plowing reads, residential driveways as thovel residential		900.00	98 0 . 0
plowing	residential driveways an shovel residential sidewalks		900.00	986.8
	residential driveways an showel residential sidewalks Price per snowfall	ıd		
	residential driveways an shovel residential sidewalks Price per snowfall (dShowel common walk		999.00	980,0° 150,0°
Shovel Si	residential driveways an shovel residential sidewalks Price per snowfall dShovel common walk price per snowfall	ıd		
	residential driveways an shovel residential sidewalks Price per snowfall (dShowel common walk	1 1	150.00	150.8
Shovel Si	residential driveways an shovel residential sidewalks Price per snowfall idshowel common walk price per snowfall Salt road	1 1	150.00	150.8
Shovel Si	residential driveways an shovel residential sidewalks Price per snowfall idshowel common walk price per snowfall Salt road	1 1	150.00	150.8
Shovel Si	residential driveways an shovel residential sidewalks Price per snowfall idshowel common walk price per snowfall Salt road	1 1	150.00	150.8
Shovel Si	residential driveways an shovel residential sidewalks Price per snowfall idshowel common walk price per snowfall Salt road	1 1	150.00	150.8
Shovel Si	residential driveways an shovel residential sidewalks Price per snowfall idshowel common walk price per snowfall Salt road	1 1	150.00	150.8

Gutter quote

			p No.
W7-15	LESS GUTTER: 10535 Hoover Rd. Rock Falls, IL 61071 800/362-8		PROPOSAL AND ACCEPTANCE
PROPOSAL SUBMITTED TO	. ///	PHONE 2/ 176	27 DATE 5/11/22
STREET	154 Burger	05/-1-1	11 1 100
		Ce	stage Mixis
CITY, STATE AND ZIP GODE		JOB LOCATION	5/
ANCHITECT	DATE OF PLANS		JOB PHONE
We hereby submit specifications a	and estimates for:	111	11 1 511.
	INST.	2/1 5 gr	for to Following
bulgings u	114 324 0	dercis po	ts. Moskett
Brown -	Olor.		
007 747 7		10.00	2
800 4 80 CO	reedly Ct -	\$208-	۹
205 101	#D Country	- 422	29
ous AOC.	AN CORNER O	7 120	/
906 A 96	Country	ct #17	32
13th 1 110		/2	
Thate c	OFFIRS IF 11	1 per cor	of 16 of that
J. 601100	C 15000 40	C 4 1474	\$ 1.872
	All gutte	rs 5-inch .032	gauge thickness
			unless otherwise state
			uniess otherwise state
We Propose	White in	color.	
We Propose	White in	color.	
-	White in	color.	
We Propose ment to be made as follows:	White in hereby to furnish material and	color. labor – complete in acco	rdance with above specifications, for the sum
-	White in hereby to furnish material and	color.	rdance with above specifications, for the sum

Road striping quote

Parking Lot Striping 1113 W. 5th St. Rock Falls, Illinois 61071 815/625-8882 Cell 815-441-0465 Fax 815-626-6011 quality.stripe@yahoo.com

May 5, 2022

Cottage Acres

Lease form

LEASE AGREEMENT

of	(Street Address	of property to be leased)
in the City of		(City Name),
State of		
Hereinafter known	as the "Owner".	
AND Lessee(s)		
Name		_Age
Current Address		
Name		_Age
Current Address		
Hereinafter known	as the "Lessee(s)"	
Agree to the following:		
Lessee(s) will comply with all Covenants, E	sylaws and Rules of C	ottage Acres HOA
OCCUPANT(S) – The premises is to be occuping with the following individual(s) in additional states of the control of the contr		idential dwelling
Name		_ Age
Current Address		
Name		_Age
Current Address		
Terms: the lease is from which must be a minimum of one year.	(Date) to	(Date)
Amount: the amount of the lease per year	\$ (can be	zero if that is your desire)
Signed by Owner:		Date
Signed by Lessee:		Date
	FCRM 2022	2.05.01 – CAHOA Lease Agreeme

ATWM – Wagner

Cottage Acres Homeowner's Association Action Taken Without a Meeting May 6, 2022

suant to the CAHOA Bylaws icle/Section 4.09 Action Taken Without a Meeting "The Directors shall have the right to take any action in the absence of a meeting, which they could take at a meeting by obtaining the writte approval of all the directors. Any actions oo approved shall have the same effect as though

Action Taken:

Approve the request of Rick & Ilene Wagner to redesign – remove plants – move rock within their landscaping, design attached.



Lynd Bophum Rundas Vopp

VACANT Board Position Phyllina Houck

Date: 6 May 22 5-6-22 Of Board Meeting (Regular) at which this action was ratified by the board members and recorded in the minutes. 6 May 22 Secretary's initials

ursuant to the CAHDA Bylaws rticle/Section 4.09 Action Taken Without a Meeting.

5-6-22

ATWM - Panice

Cottage Acres Homeowner's Association Action Taken Without a Meeting May 6, 2022

Action Taken:

- her front porch (concrete):
- her front porch (concrete):
 add a sidewalk from the front porch around the
 north side of her unit;
 to an added patio;
 it as an added patio;
 in addition, to replace (2) windows (north and west side) with the
 same color trim, similar to the windows installed by Kness
 Construction at Bernieß Reyce 's unit (18);
 Add drainage tile and a drainage field, installed to provide rain
 runoff away from the unit to the north and west grass areas;
 Connect buried downspouts from the Panice unit (#21) and the
 Lancaster unit (#20) and te lien for drainage tile;
 Replace a damaged Post Light in the front yard;
 Add dirt and grass area to the front yard in an effort to raise the
 grade level of the front yard.

An easement may be necessary, under evaluation by legal counsel, for the patio as the addition and placement places the patio outside the property line of 2405 B Coventry Court.

5-14-2022

5-14-2022 Date

14 May 22

5 H. 2022

ste: 14 May 22

Secretary's initials

Regar a Botherm

Phylli a Houd

ATWM - Magill

Cottage Acres Homeowner's Association Action Taken Without a Meeting

rsuant to the CAHOA Bylaws cicle/Section 4.09 Action Taken Without a Meeting

Action Taken:

Approve the request of Gary & Chyrel Magill to replace the rock in their landscaping beds with patio pavers, design attached.

- Replace the rock with pavers.
 Replace porch lights with a similar design and black color.
 Painting of metal trim with a similar color.
 Repaint outside post lamp with black paint.

Did not approve the planting of a tree at this time



Royal Bollow Sinds Topp

Vacant board seat

Correction 141 May 22

Date: 6 May 22 4-11-2322 Of Board Meeting (Regular) at which this action was ratified by the board members and recorded in the minutes. 11 Apr 22

4-W-2022

4-11-2022 Date

Pura Date: 14 May 22

Of Board Meeting (Regular) at which this ction was ratified by the

Secretary's initials

ATWM - Documents

Cottage Acres Homeowner's Association Action Taken Without a Meeting April 9, 2022



5-14-2022

Kinda Topp Phyllis a. Houd

Date: 14 May 22 5-14-2022 14 May 22 5.14.2022

ATWM – Jackley Sewer

Cottage Acres Homeowner's Association Action Taken Without a Meeting

May 6, 2022

Action Taken:

Approved the reimbursement to Phyllis Houck, in the amount of \$150.00, for Jackley Sewer & Excavating camera work, buried downspout cleaning and excavating the exit point of the buried downspout.

By C Cookhume Kunda Topp Jud F Kei Seffetary VACANT Board Position

Phylle a. Houce

5-/4-2022 Date Date: 14 May 22 5-14-2022

5.14.2022

Of Board Meeting (Regular) at which this action was ratified by the board members and recorded in the minutes. 14 May ZZ

ATWM - Purchases

Cottage Acres Homeowner's Association Action Taken Without a Meeting May 6, 2022

Action Taken:

Under Placett Gosmick (L. 201) Amende dem order australin (U. 4) PROS. (1994) Sedan Scholl (198-87)	
Shipped on Duck	
Stanta Ordered Laft An Equipment July (Subjects a Jackson) Society - No. 700 (represented valler parties)	Miles STR 62
(selection)	
Michael Administration (Appl. A Administration (Appl. Appl. Co. (Appl. Appl. (Appl. Co. (Appl. Appl. (Appl. Co. (Appl. Appl. (Appl. Appl. (Appl. Appl. (Appl. Appl. (Appl. (Appl. Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (Appl. (App	
Militaring States (1921 1770s) 30 Sept.	
Payment inf	ermeton
Was I had digital vision	Annual Sufferior Sile 63 Imparts 6 feeding - 80 cm
Miling and one	ferenterine has artists for the series of th
CONTRACTOR OF STREET	Street Table 200.87

Date Place Description of the Tento State Control of the Control o THE RESERVE TO SERVE THE PARTY OF THE PARTY

See Tree Art A. C. 5-14-2022 5-25-2022

27May 22