

Cottage Acres Homeowners Association

Board of Directors Organizational Meeting

Thursday, March 21, 2019 1:00 PM

Activity Center

Attendees:

Harriet Bushman
Carl Thornblad
Chris Troye
Mary Troye
Tim McNinch (by invitation)

Agenda Items

1. Election of Officers (prior to Elections the Board added the *Position of Vice President*)

Background of directors was discussed to choose individual best suited for office.

President: Carl Thornblad

Vice President: Chris Troye

Treasurer: Harriet Bushman

Secretary: Mary Troye

Discussion:

- Appoint Tim McNinch to fill vacancy. President did not allow vote, due to homeowners not being present.

Follow Up: Discussion with Attorney, Matt Cole and Harriet Bushman on Friday, March 21, 2019. Matt stated that board can vote to fill vacancy.

- Duties and responsibilities of each office. No decision made.

2. Approval of Signatures for Bank Account

Discussion:

- President and Treasurer will sign
- All officers will have ability to sign
- All checks need two signatures

General Discussion

- Changes must be made to invoices per President
- Hire Ashley Johnson as Independent Contractor to continue previous duties.
- Need updated list of home owners and addresses

3. Approval of Temporary Budget.

Discussion:

- Further discussion needed

4. Approval of Law Firm: Review information previously provided

- No discussion on previous information

Action Item

Ask Matt Cole or Dan Hawkins to be at next meeting

5. Approval of Plan of Action:

Discussion:

- **Property Utilities:**
 - Carl will check light on far side entrance
 - Mary will check with Ameritech regarding service boxes
- **Property Maintenance**
 - Need more estimates for gutter cleaning and window washing
 - **Painting;** Sauk Valley Painting estimate discussed. Need two more estimates. Chris will get estimates.
 - **Roofing:** Sky lights will be part of roof maintenance. Need three estimates. Harriet will get estimates.
 - **Streets, Drives, Mud Jacking:** Further discussion needed

Insurance for Units (not on Agenda)

Temporary insurance with Trinity Insurance and Financial Services per Carl

Further discussion needed

Next Meeting: Saturday, April 13, 2:00

Meeting adjourned at 4:20

Walk through of HOA owned units followed by Harriet, Carl, Chris and Mary

**Submitted by,
Mary Troye**