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Cottage Acres HOA Board Minutes  
Allure Activity Center  
February 19<sup>th</sup> 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: Bill Long, Phyllis Houck, Roger Aschbrenner, and Joel Klein  
Absent: Linda Topp

**Owners / Visitors in Attendance:**

Jan Kuepker  
Laurie Gingrich

Bernice Warren  
Jennie Brauer

Sally Oelrichs  
Penny Lindstrom

George Vrhel  
Connie Dubes

**Prior meeting minutes**

- Approve the minutes from the 15 Jan 2022 board meeting.
  - **Motion by Phyllis Houck      Second by Joel Klein      Motion passed.**

**Financial reports**

- Ratify the “Action Taken Without a Meeting”, approved on February 16<sup>th</sup>, documented and signed by all the board members in favor, to approve the distribution of the following documents to Owners - Balance Sheet 2021-12 & Profit & Loss 2021-12
  - **Motion by Phyllis Houck      Second by Bill Long      Motion passed.**

**Banking Considerations**

Consider switching our Reserve bank account types from checking to Money Market or NOW accounts (to earn interest). Roger Aschbrenner is also looking at other risk averse investments and will meet with the investment officer, Robbie Minor, next week.

**Review & Approve / Ratify**

- Ratify the Resolution, dated January 14<sup>th</sup>, approving the sale of 710 B Coventry Lane to Peggy Harrington.
  - **Motion by Bill Long      Second by Joel Klein      Motion passed.**
  - *Note: This document is requested/required by the Kenzley Title Company.*
- A policy statement setting forth the Caring Committee purpose and process was reviewed and approved as written.
  - **Motion by Phyllis Houck      Second by Bill Long      Motion passed.**
- Welcome packet updates were reviewed and approved as modified with the listing of the current HOA board members terms of service.
  - Cover Page
  - Welcome Letter
  - HOA Information Listing
  - Services Information Listing
  - Treasurer Letter
  - ACH Authorization form
  - Owner Acknowledgement form
  - UPDATE of RECORDS form
  - SURVEY of AGE VERIFICATION form
  - **Motion by Joel Klein      Second by Phyllis Houck      Motion passed.**

- Review and ratify the reconstructed list of actions taken by the 2021 board of directors, as there were no minutes or ATWM forms recording the actions taken.
  - Motion by Phyllis Houck      Second by Bill Long      Motion passed.**

**Rules & Regulation Reminder**

Discuss and reiterate the need to clean up after your pet and keeping your pet on a leash. We remind all the owners/residents of these guidelines.

**Resident Directory Listing**

The EXCEL format of the Resident Directory is preferred over the WORD format as it is a bit easier to follow. Before distribution the file would be converted to a PDF print file.

**Budget - Review & Modification for 2022**

- Approved the modified budget for 2022 as shown below.
  - Motion by Phyllis Houck      Second by Joel Klein      Motion passed.**

ACTION: Bill Long to find the paragraph in the declarations defining budget approvals requiring a vote of approval by the Voters or Owners.

ACTION: Joel Klein to put together report of attic ventilation at 903B Coventry Ln. If possible when roofs are replaced the ventilation should be improved.

Budget Modification Plan

2022

MONTHLY MAINTENANCE FEES			2022 Budget	Mthly P/UNIT	Mthly Assmt P/UNIT	MONTHLY MAINTENANCE FEES			2022 Budget	Mthly P/UNIT	Mthly Assmt P/UNIT
Operating Expense Portion			\$ 155,756.00			Operating Expense Portion			\$ 164,241.00		
Capital Reserve Portion			\$ 18,000.00			Capital Reserve Portion			\$ 44,055.00		
Excess / Shortage			\$ 4,540.00			Excess / Shortage			\$ (30,000.00)		
<b>Maintenance Assessment</b>			<b>\$ 178,296.00</b>			<b>Maintenance Assessment</b>			<b>\$ 178,296.00</b>		
<b>OPERATING EXPENSES ADMINISTRATIVE</b>						<b>OPERATING EXPENSES ADMINISTRATIVE</b>					
Property Taxes		\$ -				Property Taxes		\$ -			
Banking Fees		\$ 216.00				Banking Fees		\$ 216.00			
Computer		\$ -				Computer		\$ -			
Insurance		\$ 30,000.00				Insurance		\$ 30,000.00	2		
Office Supplies		\$ 2,400.00				Office Supplies		\$ 2,400.00			
Postage		\$ -				Postage		\$ -			
Telephone expense		\$ -				Telephone expense		\$ -			
Prof Fees - Legal & Acctg		\$ 1,700.00				Prof Fees - Legal & Acctg		\$ 1,700.00			
<b>MAINT / REPAIRS</b>						<b>MAINT / REPAIRS</b>					
Utilities		\$ 1,440.00				Utilities		\$ 1,440.00			
Landscaping / Snow Removal		\$ 50,004.00				Landscaping / Snow Removal		\$ 50,004.00	3		
Gutter Cleaning (2x @ 2,250)		\$ -				Gutter Cleaning (2x @ 2,250)		\$ 4,500.00	5		
Maintenance/Repairs		\$ 69,996.00				Maintenance/Repairs		\$ 73,981.00			
	(2) Roof			4			(20) Gutters	30,000.00		6	
	(15) Gutters					Misc	11,481.00			13	
	Gutter Cleaning					Mud Jacking	6,000.00			7	
	Misc Repairs					Stripping Road	2,000.00			8	
						Gazebo Roof	9,500.00			9	
						Landscaping	15,000.00			10	
										11	
<b>Article 6.02 (a)</b>			<b>\$ 155,756.00</b>	\$ 190.88	<b>\$ 190.88</b>	<b>Article 6.02 (a)</b>			<b>\$ 164,241.00</b>	\$ 201.28	<b>\$ 201.27</b>
<b>CAPITAL RESERVE ALLOCATION</b>						<b>CAPITAL RESERVE ALLOCATION</b>					
Roof / Siding /Gutters		\$ 18,000.00				Roof / Siding /Gutters		\$ 44,055.00	12		
Roads		\$ -				Roads		\$ -			
<b>Article 6.02 (b)</b>			<b>\$ 18,000.00</b>	\$ 22.06	<b>\$ 22.06</b>	<b>Article 6.02 (b)</b>			<b>\$ 44,055.00</b>	\$ 53.99	<b>\$ 53.99</b>
<b>Article 6.02 (c)</b>			\$ -			<b>Article 6.02 (c)</b>			<b>\$ 30,000.00</b>	1	\$ (36.76) \$ (36.76)
			\$ 173,756.00	\$ 216.94	<b>\$ 212.94</b>				\$ 178,296.00	\$ 218.50	<b>\$ 218.50</b>
<b>Article 6.02 (d)</b>						<b>Article 6.02 (d)</b>					
Excess / Shortage			\$ 4,540.00	\$ 5.56	<b>\$ 218.50</b>	Excess / Shortage			\$ -	\$ -	<b>\$ 218.50</b>

**Projects to get started in 2022**

- Approve the replacement of the roofs, and skylights on 3 buildings using Licocci Construction. Funding to come from the Capital Reserve Accounts. The units are 905 A/B Florence, 906 A/B Village and 903 A/B Coventry Lane.
  - **Motion by Phyllis Houck      Second by Bill Long      Motion passed.**
- Approve the replacement of gutters on 19 ½ buildings using K&B Seamless Gutters, buildings identified on the gutter replacement map.
  - **Motion by Joel Klein      Second by Phyllis Houck      Motion passed.**

*Note: the ½ unit is finishing gutters on a building on which ½ was completed in 2020.*
- Approve the quote from Buntjer Landscaping, of \$13,500, to improve CA drainage as shown on the drainage analysis map.
  - **Motion by Bill Long      Second by Joel Klein      Motion passed.**

**Miscellaneous**

A property inspection is planned for April 2022 by the BOD;  
The next BOD meeting will be in May 2022;  
Board member and Treasurer Bill Long has sold his unit. He has agreed to continue to serve as treasurer until the end of April as we transition this responsibility to another board member. Thanks to Bill for his service to Cottage Acres!

**Open forum**

Question on who will landscape the public area near 710B Coventry Ct since the previous resident was planting flowers. Most likely it will be seeded and mowed like the other common areas.

**Adjournment**

- Adjourn the meeting at 3:30 PM.
  - **Motion by Phyllis Houck      Second by Joel Klein      Motion passed.**

Submitted by:  
Joel Klein  
Secretary CA HOA

Pursuant to the CAHOA Bylaws Article/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 written approval of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors."

Cottage Acres Homeowner's Association  
Action Taken Without a Meeting  
February 16, 2022

**Action Taken:**  
To approve the attached 2021 Balance Sheet and 2021 Profit & Loss statements for distribution to Owners in accordance with the Bylaws Article/Section 4.11.

Cottage Acres HOA, CO. Balance Sheet As of December 31, 2021		Cottage Acres HOA, CO. Profit & Loss January through December 2021	
ASSETS	2021-12-31	LIABILITIES	2021-12-31
Current Assets	26,889.94	Accounts Payable	1,000.00
Cash	26,889.94	Accounts Receivable	0.00
Accounts Receivable	0.00	Deferred Contributions	0.00
Prepaid Expenses	0.00	Other Payables	0.00
Other Current Assets	0.00	Accounts Payable	1,000.00
Total Current Assets	26,889.94	Total Current Liabilities	1,000.00
Non-Current Assets	0.00	Capital	25,889.94
Capital	0.00	Contributed Capital	25,889.94
Retained Earnings	0.00	Reserves	0.00
Total Non-Current Assets	0.00	Total Capital	25,889.94
Total Assets	26,889.94	Total Liabilities & Capital	26,889.94
LIABILITIES & EQUITY	2021-12-31		
Accounts Payable	1,000.00	Revenue	0.00
Deferred Contributions	0.00	Expenses	0.00
Other Payables	0.00	Net Income	0.00
Total Liabilities	1,000.00	Total Revenue	0.00
Contributed Capital	25,889.94	Total Expenses	0.00
Reserves	0.00	Net Income	0.00
Total Equity	25,889.94	Total Revenue	0.00
Total Liabilities & Equity	26,889.94	Total Expenses	0.00

\_\_\_\_\_  
Phyllis Houck  
President  
Date: 2-19-2022

\_\_\_\_\_  
Joel Klein  
Secretary  
Date: 2-23-22

\_\_\_\_\_  
Joel Klein  
Secretary  
Date: 19 Feb 22

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Bill Long  
Treasurer  
Date: 2-19-2022

\_\_\_\_\_  
Phyllis Houck  
Member at Large  
Date: 2-19-2022

Date: \_\_\_\_\_  
Of Board Meeting (Regular) at which this action was ratified by the board members and recorded in the minutes.  
Secretary's initials \_\_\_\_\_

Caring Committee  
Adopted: February 19, 2022  
BOD Meeting

Cottage Acres Homeowner's Association  
Board Policy & Procedures

Caring Committee

**Purpose:**  
To provide a caring recognition of life events involving our Owner/Resident(s) on behalf of the Cottage Acres community. To promote a celebratory atmosphere and a caring feeling towards and within the residents of our community.

- Commitment to:**
- On death of resident or spouse of resident, a gift or flowers, plant or memorial contribution would be sent;
  - Set up a Cottage Acres account with a local florist to purchase a gift of flowers or plant; Cottage Acres would contact the florist upon the death, and they would send out the gift and bill Cottage Acres;
  - A \$50.00 limit for death gift;
  - Sympathy card would be sent to resident for loss/death of an immediate family member;
  - Send out birthday cards to residents annually;
  - Institute other activities or recognitions to foster goodwill within the community;

**Reporting to:**  
The committee will share actions taken and/or expense incurred, as noted above, at the next regular board meeting for board member acknowledgement and ratification.

Cottage Acres HOA  
2021 Actions taken by Board  
Reconstructed

Approved Insurance Renewals.

Jan 2021	Travelers Insurance	766.00	Renewal of Umbrella Policy 1/21-1/22
Jan 2021	Travelers Insurance	22,903.00	Renewal of Property Policy 1/21-1/22

Approved Lawn Care Contract for (3) Years.

July 2021	Edgewood Landscaping	4,290.36	Lawn Care contract p/month 4/22 – 10/22
		4,419.08	Lawn Care contract p/month 4/23 – 10/23
		4,551.66	Lawn Care contract p/month 4/24 – 10/24

Approved Masonry work projects to exterior brick walls on various units.

May 2021	Lauts Masonry	250.00	806 A&B Village (Aschbrenner-Montee)
		132.00	Additional Charges for Masonry
		30.00	807A Village (Moreth, Michael)
		120.00	710A Coventry (Thornblad, Carl)
		120.00	801A Coventry (Jenner, Carlene)
		60.00	2506A (?)
		117.00	Materials (Brick, Die, Mortar, wall ties, disposal -delivery)
May 2021	Benson Stone	73.41	Brick for 806 A&B

Approved Gutter Repair to units on various units – see attached list.

Jul 2021	Lauts Masonry	1,000.00	Gutter Repair & Maintenance
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Approved Capital Reserve Expenditures for Roads & Roofs.

May 2021	Helm – CIVIL	28,675.00	Driveways (Megan, Katey, Florence, Village)
Jul 2021	Helm – CIVIL	49,250.00	Roads (Megan, Katey, Florence, Village)
Jul 2021	Helm – CIVIL	57,175.00	Roads (Coventry Cr, Coventry Ln, Coventry Dr)
Sept 2021	Licocci Construction	19,175.00	2504 A&B Katey (Friedlein & Akers)

Approved Driveway Extensions and Special Assessment for Owner Reimbursement of Extension Cost.

July 2021	Helm – CIVIL	13,200.00	Driveway Extensions (10) Owner expense
	Special Assessment	1,320.00	904A Village – Topp, Don & Linda
	Special Assessment	1,320.00	904B Village – Block, Helen
	Special Assessment	1,320.00	905B Village – Wait, Rhonda
	Special Assessment	1,320.00	906B Village – Mattson, Helen
	Special Assessment	1,320.00	2503A Megan – Stigall, Darla
	Special Assessment	1,320.00	2504B Megan – Warren, Bernice
	Special Assessment	1,320.00	2506A Megan – Esgar, Kathryn
	Special Assessment	1,320.00	2504A Katey – Akers, Barb
	Special Assessment	1,320.00	2504B Katey – Friedlein, Tom
	Special Assessment	1,320.00	2506A Katey – Reuter, Tom

Page 1

Cottage Acres HOA  
2021 Actions taken by Board  
Reconstructed

Approved Repairs and materials to repair items of road project.

Sept 2021	Furr Excavating	1,050.00	3 loads of dirt for use around property
Aug 2021	Quality Strip	150.00	Line Stripping of Parking Spaces (4) areas
Sept 2021	Buntjer Landscaping	4,980.00	Drainage issues and redo areas damaged during road construction
	2503 B Megan	385.00	Gatz, Russell #1
	2506 A & B Megan	265.00	Houck & Esgar #2
	904 A Village	335.00	Topp, Don & Linda #3
	NE Stratton/Village #4	375.00	
	End of Road Village #5	350.00	
	End of Road Coventry Ln#6	300.00	
	Easement Road #7	40.00	
	805 C&D Coventry Ln	760.00	Waldschmidt & Long #8
	803 B Coventry Ln	960.00	Corp #9
	801 V Coventry Ln	820.00	Jenner, Carlene #10
	807 A Village	145.00	Moreth, Michael
	2405 A Coventry Ct	80.00	Crownhart, Eileen
	808 A Coventry Ln	165.00	Magill, Chyrel
Sept 2021	Roger Hoffman	844.24	Labor-Fuel-Wire (repair streets shoulders)
Oct 2021	McCormicks Nursery	512.91	Grass Seed for ground repair (shoulders)
Aug 2021	Diaz Landscaping	1,500.00	Drainage repair 801 A Coventry Ln – Klein, Eleanor
Jul 2021	Republic Services	790.96	Dumpster Svcs during road construction

Approved ground repair as a result of large tree removal and grinding.

Nov 2021	Buntjer Landscaping	965.00	Ground repair 801 A Coventry Ln – Jenner, Carlene
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Approved tree trimming, stump grinding and bush transplanting.

Sept 2021	Kobbeman Tree Svcs	7,500.00	5 Stumps, Trees trim, bushed pull, 2 stumps
May 2021	Kobbeman Tree Svcs	250.00	
Nov 2021	Kobbeman Tree Svcs	300.00	
Oct 2021	Marty Kobbeman	250.00	801 A (bush removal – 2 stumps removed)
Feb 2021	McCormicks Nursery	225.00	Move Blue Spruce

Approved the replacement of gutters on two (2) buildings.

Sept 2021	K & B Seamless Gutters	1,543.00	2405 A&B Coventry (Panice & Crownhart)
Sept 2021	K & B Seamless Gutters	1,261.00	2506 A&B Megan (Houck & Esgar)

Approved Roger Hoffman's cleaning the gutters on all units at no cost to the Association.

Page 2

Cottage Acres HOA  
2021 Actions taken by Board  
Reconstructed

Approve the following Unit Owner/Resident requests.

2021	2504B Megan Ct	Warren, Bernice	Move Dish to Privacy Fence;
2021	2506A Megan Ct	Stigall, Darla	Remove & Replace private garden;
6/28/2021	2506B Megan Ct	Houck, Phyllis	Cement Edging around flower beds and porch & patio covering;
6/29/2021	804A Coventry Ln	Dubes, Connie	Plantings by Privacy Fence;
6/29/2021	807A Village Ln	Moreth, Michael	Pavers in landscaping beds;
7/1/2021	2403B Coventry Ct	Shuman, Arletta	Replacement of Window;
7/5/2021	808A Coventry Ln	Billings, Dave	Install edging around garden area;
7/13/2021	807A Village Ln	Moreth, Michael	Install (2) rods to receive and transmit radio signals;
7/13/2021	904A Village Ln	Topp, Don & Linda	Install 4x4 post to hang garden hose reel;
7/14/2021	903B Village Ln	Forward, Elaine	Redo the landscaping within her private garden area;
7/14/2021	904A Village Ln	Topp, Don & Linda	Install gray slag stone in culvert on the corner of Stratton & Village;
7/21/2021	2403B Coventry Ct	Rayner, Dawn	Replacement of Window;
10/11/2021	905A Florence Ln	Saunders, Bill	Add brick boarder around a tree (front yard);
10/11/2021	2506B Megan Ct	Houck, Phyllis	Replace porch railing with laminated vinyl in a similar color to the present railing;
10/20/2021	2503B Katey Ct	Beien, Sheryl	Redo her landscaping in private garden;

Approve sending letters to Owners/Residents needing their attention.

3/16/2021	804A Coventry Ln	Dubes, Connie	Chimes making too much noise;
10/13/2021	906B Coventry Ln	Brauer, Jennie	Dog not on leash, jumped up on side of car and scratch the car;

Approve letter to Owner regarding foundation concerns.

9/30/2021	804A Coventry Ln	Dubes, Connie	Notice that her foundation issues will be added to the list of concerns to be evaluated in 2022;
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RESOLUTION approving sale of unit.

2021	801A Coventry Ln	Jenner, Carlene	Approve the sale of unit;
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Page 3

Cottage Acres HOA  
2021 Actions taken by Board  
Reconstructed

Adopt the 2022 budget on October 30, 2021.

	A	B	C	H	J	K
1	MONTHLY			2022 Budget	Mthly P/UNIT	Mthly Asgmt P/UNIT
2	MAINTENANCE FEES					
3	Operating Expense Portion		\$	155,756.00		
4	Capital Reserve Portion		\$	18,000.00		
5	Excess / Shortage		\$	4,540.00		
6	Maintenance Assessment		\$	178,296.00		
7	OPERATING EXPENSES					
8	ADMINISTRATIVE					
9	Property Taxes		\$	-		
10	Banking Fees		\$	216.00		
11	Computer		\$	-		
12	Insurance		\$	30,000.00		
13	Office Supplies		\$	2,400.00		
14	Postage		\$	-		
15	Telephone expense		\$	-		
16	Prof Fees - Legal & Acctg		\$	1,700.00		
17	MAINT / REPAIRS					
18	Utilities		\$	1,440.00		
19	Landscaping / Snow Removal		\$	50,004.00		
20	Gutter Cleaning (2x @ 2,250)		\$	-		
21	Maintenance/Repairs		\$	69,996.00		
22	(2) Roof					
23	(15) Gutters					
24	Gutter Cleaning					
25	Misc Repairs					
26						
27						
28						
29						
30						
31						
32	Article 6.02 (a)		\$	155,756.00	\$ 190.88	\$ 190.88
33	CAPITAL RESERVE ALLOCATION					
34	Roof / Siding / Gutters		\$	18,000.00		
35	Roads		\$	-		
36	Article 6.02 (b)		\$	18,000.00	\$ 22.06	\$ 22.06
37						
38	Article 6.02 (c)		\$	-		
39				\$	173,756.00	\$ 212.94
40						
41	Article 6.02 (d)		\$	4,540.00	\$ 5.56	\$ 218.50
42	Excess / Shortage		\$	4,540.00	\$ 5.56	\$ 218.50

Page 4