

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.**
- Don & Linda Topp – 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.**
- Connie Dubes – 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.
- Connie Dubes – fire pit w/screened hood;
 - No decision. Additional time to be taken for investigation and evaluation;
- Tom Friedlein – request for reimbursement of ceiling/wall damage \$350.00
 - No decision. Additional time to be taken for evaluation;

Neighbor Requests:

- Heather Duren – fence between our properties – they will remove and cleanup.
 - **Motion by Joel Klein Second by Phyllis Houck Motion passed.**
- Jill Sander (McFalls) – 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.**
- Drainage Issues – 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.**

Disbursements

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

Gutter quote

K & B SEAMLESS GUTTERS, INC.
10535 Hoover Rd.
Rock Falls, IL 61071
815/625-8882 800/982-8263

PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO: *Roger Hoffman* PHONE: *631-2297* DATE: *5/11/22*

STREET: CITY, STATE AND ZIP CODE: JOB NAME: *Edgemo Hill* JOB LOCATION: *ST*

ARCHITECT: DATE OF PLANS: JOB #/NAME:

We hereby submit specifications and estimates for:

Install 5" gal. to following buildings with 3x4 downspouts. Material Brown color.

805 #88 County Ct - \$2,082

805 ABC and County Ct \$2,579

906 #88 County Ct \$1,932

Outside "corners" \$112 per corner. In entire there are a total of 16 of them. \$1,872

**All gutters 5-inch .032 gauge thickness
With 3x4 downspouts unless otherwise stated.
White in color.**

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of _____ dollars (\$ _____)

Amount to be made as follows: *Upon Completion*

If material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications showing extra work will be recorded and extra charges will be assessed and the client will charge over and above the estimate. All agreements contingent upon strikes, such as those shown above the contract. *Upon Completion*

Authorized Signature: *Brown Bunker*

Note: This proposal may be _____

Gazebo roof quote

Lantz Masonry & General Cont
815-718-4885
Licensed, Bonded, Insured • Free Estimates

Material and labor to remove existing cedar shakes and cupla off gazebo, sheet roof with 1/2" cedar and reshingle with architectural shingles + rebuild Cupala

1962.00

950.00 needed in advance for material, Balance due upon completion.

Thank You
Jim Lantz

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

Putting lines down with glass beads

Total bid \$320.00

Paint is not warranted when ground temperature falls below 50 degrees Fahrenheit during application.
Prices will be adjusted for additions and deletions

Respectfully,

John Ordean

Quality Stripe

Snow removal quote

Estimate

2155 Bell Rd
Stoughton, IL 61881 US
+1 8154999570
staxlants@icloud.com

Estimate #: 1801
Date: 04/13/2022
Exp. Date:

Address:
Roger

Service	Description	Qty	Rate	Amount
Shovel	Shoveling roads	1	500.00	500.00
	residential driveways and shovel residential sidewalks			
Shovel	Shovel snow	1	150.00	150.00
	price per snowfall			
Salt	Salt road	1	500.00	500.00
	price per 1/2" snow fall			

Lease form

LEASE AGREEMENT

This Agreement is between _____ (Owner's) Name
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, Bylaws and Rules of Cottage Acres HOA.

OCCUPANT(S) - The premises is to be occupied strictly as a residential dwelling with the following individual(s) in addition to the Lessee:
Name _____ Age _____
Current Address _____
Name _____ Age _____
Current Address _____

The lease is from _____ (Date) to _____ (Date),
which must be a minimum of one year.
Amount: the amount of the lease per year \$ _____ (can be zero if that is your desire).

Signed by Owner: _____ Date _____
Signed by Lessee: _____ Date _____

FORM 2022.05.01 - CA/CA Lease Agreement

