

## Cottage Acres HOA Board Minutes

Allure Activity Center

May 17, 2023

This meeting of the CAHOA Board was called to order by Roger Aschbrenner, President, at Allure Activity Center at 2:02 pm.

Board members present were: Darla Stigall, Phyllis Houck, Joel Klein and Roger Aschbrenner.

Absent: none

### Owners / Visitors in Attendance:

Chyrel Magill	Mary Lindstrom	Eleanor Klein
Peg Landes	Eileen Crownhart	Barb Akers
Jennie Brauer	Laurie Gingrich	Rich Gingrich
Loren Freed	Carlene Jenner	Linda Dowd
Gloria Panice	Nancy McGinn	Bonny Brown
Gene McBride	Wanda McBride	Debbie Tiesman
Julie Sprecher		

### Prior meeting minutes

- Approve the minutes from the January 28, 2023 board meeting.
  - **Motion by Phyllis Houck      Second by Phyllis Houck      Motion passed.**

### Financial Reports

A summary of the following reports was provided

- Accept the 2023-04-30 Balance Sheet
  - **Motion by Phyllis Houck      Second by Darla Stigall      Motion passed.**
- Accept the YTD 2023-04-30 Profit and Loss
  - **Motion by Joel Klein      Second by Phyllis Houck      Motion passed.**
- Approve the Jan - Apr 2023 Disbursements
  - **Motion by Phyllis Houck      Second by Darla Stigall      Motion passed.**

### Board Member Appointment

Appoint Julie Sprecher to fill the vacant Board seat until the 2023 Annual Voter's meeting.

- Ratify the appointment of Julie Sprecher to fill the vacant Board seat until the 2023 Annual Voter's meeting.
  - **Motion by Joel Klein      Second by Darla Stigall      Motion passed.**

### Actions Taken Without a Meeting (ATWM)

- Ratify the 46 ATWMs listed at the end of the minutes
  - **Motion by Joel Klein      Second by Darla Stigall      Motion passed.**

### Owner Requests

None

### Property Repairs (Requested – Repaired)

Tom Licocci – completed repair of soffits on #41 & #09, wasp nest on #37, exhaust caps on #48 & #38, and shingle repair on #50.

K&B Gutters added extensions or modified direction of downspout extensions on a number of units. All gutter work is now complete.

Roger Hoffman repaired post lamp issues on units #19-62-51-41-20-24-52-54.

### **Quote / Project Considerations**

K & B Gutters completed the replacement of gutters on the six (6) remaining buildings (35-36, 37-38, 39-40, 41-42, 43-44, and 45-46)

Licocci will be replacing roofs on three (3) buildings this summer (5-6-7-8 & 9-10 & 11-12) - \$21,750 & \$16,125 & \$12,325

Licocci will be replacing siding on two (2) buildings this summer (5-6-7-8 & 9-10) - \$4,975 & \$7,200

Licocci will be replacing the shutters on three (3) buildings (5-6-7-8 & 9-10 & 11-12) ≈\$2,000 per building or ≈\$6,000 total

Buntjer was finishing up the drainage ditch project.

Buntjer will be removing five pine trees and three arborvitae trees on the northeast corner of the property.

TruGreen will be applying/spraying four (4) times this year - \$4,200 – weed & feed the grass areas.

Lauts Masonry will be replacing the concrete driveway apron and sidewalks/driveway apron at units (#1&#2) and (#5&#7) - \$1,700 & 3,422.44

Helm/CIVIL will be replacing the driveway at units #1-#2 to adjust for the new driveway aprons.

- Approve a revised quote from Helm/CIVIL for the driveway replacement, original quote \$4,200 the new quote is \$4,380.
  - **Motion by Joel Klein**                      **Second by Phyllis Houck**                      **Motion passed.**

### **Quotes / Contracts for new projects**

We are working on obtaining quotes for the following projects we would like to complete in 2023.

Licocci – repair of Bay windows – two (2) buildings

Buntjer – replace and repair Downspout Splash Guards

Buntjer – retaining wall repair / replacement around sign

Buntjer – road edging with gravel (multiple areas)

Tree Replacement – (4) trees from McCormicks

### **Other Project Considerations**

We have completed the cleaning of the two (2) utility rooms at the QUAD. Thank you Joel Klein for your assistance with this project.

- We have purchased a Little Free Library for installation and use within Cottage Acres. The consensus is that placement would be near the mailbox cluster at the corner of Stratton & Village.
  - **Motion by Joel Klein**                      **Second by Phyllis Houck**                      **Motion passed.**



### ATWM's for Ratification

- 2023/01/31 (50) Houck, Phyllis – approve replacement of concrete porch on the front/south side of her unit and the concrete slab on the back/north side of her unit.
- 2023/02/10 (50) Houck, Phyllis – approve the removal and replacement of three (3) Spirea with four (4) Sedum perennial plants on the south part of her unit.
- 2023/02/10 (A) approve an expenditure in the amount of \$15 for a protective phone case.
- 2023/02/11 (61) Wait, Rhonda - approve placing an outside key pad for the garage door. Install a new glass/screen door (same style and color as present screen door).
- 2023/02/13 (03) Klein, Eleanor – approve outside key pad for garage door.
- 2023/02/13 (A) authorize the production, printing and distribution (hand delivery and email, of four documents – newsletter – 2023 Revised budget – 2022/12/31 balance sheet – 2022 Profit & Loss w/detail to all resident/owners in the month of February or March 2023.
- 2023/02/26 (A) approve an expenditure for Schultz's Nuisance Wildlife Control to trap moles.
- 2023/02/26 (25) Dubes, Connie - approve replacing the front storm door with a new door, same size, same color and style as shown on another unit owner's order.
- 2023/02/26 (56) Edeus, Marsha - approve the replacement of outside light fixtures, in front and in back, with new style fixture, same color- black. Also includes changing the outside light fixtures for unit #55 Joanne Carmody.
- 2023/02/28 (A) approve reimbursement to Roger Aschbrenner, in the amount of \$50 for copy/scan costs, donation to church.
- 2023/04/01 (57) Topp, Linda & Don – decline request to replace lamp post head with a solar post lamp fixture.
- 2023/04/12 (17) Landes, Peg – approve adding mulch (red) to the existing landscape beds.
- 2023/04/12 (52) Stigall, Darla – approve placing an outside key pad for garage door. Also to add perennial plants to the existing landscaping beds.
- 2023/04/12 (25) Dubes, Connie – approve replacing three (3) rose bushes.
- 2023/04/12 (50) Houck, Phyllis – approve replenishing mulch in entire private garden and adding two (2) sedum perennial plants.
- 2023/04/13 (A) approve contracting Buntjer Bros to remove downed tree limbs, from storms, and cleanup fence line branches and tree limbs.
- 2023/04/13 (A) approve Licocci repairing a list of items, wasp nest – stack cap – stack cap – bay window soffit panels – front door soffit panels.
- 2023/04/13 (A) approve K&B Gutters repairing a list of units downspouts with extensions.
- 2023/04/13 (A) approve Roger Hoffman repairing several post lamps.
- 2023/04/19 (58) Block, Helen – deny request to install a fence along her patio.
- 2023/04/21 (04) Lindstrom, Penny – approve removing two (2) bushes near the front porch.
- 2023/04/21 (29) Billings, David – approve adding new mulch to the landscaping beds (brown color). Replace garage and porch lights with the same color and design as Chyrel Magill's.
- 2023/04/21 (17) Landes, Peg – approve adding rock edging to the south side of her unit and on the north side of her patio.
- 2023/04/21 (A) approve McCormicks Nursery burying two (2) downspouts on the north side of Theresa Johnson's unit #43 to aid in the mowing process.
- 2023/04/21 (A) approve Buntjer Bros removing Arborvitae north of (43) Theresa Johnson's unit and removing of pine trees east of Theresa Johnson's unit. Cost is \$2,650 (Arborvitae \$500 – Pine Trees \$2,150).
- 2023/04/21 (A) approve contracting Tim McNinch to provide website oversight and management for an annual fee of \$120.

- 2023/04/21 (46) Nicpon, Steve – approve replacing the porch railing and paint the same color as the existing railing.
- 2023/04/26 (29) Marschang, Diane – approve replacing the concrete patio with Unilever paver stone, the same size as currently installed.
- 2023/04/26 (29) Marschang, Diane – approve replacing all of the windows in the unit – living room, dining room, and both bedrooms with Marvin windows in the color of Cashmere.
- 2023/04/26 (01) Dowd, Linda – approve placing new mulch in the landscaping in front and to the west of her unit. Also, to add plastic edging around the landscaping bed.
- 2023/04/26 (25) Dubes, Connie – place on hold request to add plants and mulch around two (2) trees on Common Area, outside of unit owner’s private garden and property line.
- 2023/04/26 (25) Dubes, Connie – place on hold request to care for Common Area flower bed next to four (4) parking spaces, and adding new mulch and lights to that area as well.
- 2023/04/26 (10) Kuepker, Jan – grant conditional approval for the mulch and benches to remain for the time being. The solar lights are to be removed or relocated from the driveway and/or driveway edge. Relocation would be to the private gardens of the unit. The decorative fence pieces would be removed from the Common areas.
- 2023/04/30 (30) Magill, Chyrel – approve replacing the concrete patio with a new 18x10 concrete patio. The current patio is 12x10, this would be an additional 10x6 extension. The extension is within the property line of Lot 30.
- 2023/05/04 (25 & 26) Dubes, Connie & Meter, Janet – decline the request to apply weed and feed to the Common Areas around their units.
- 2023/05/04 (56) Edeus, Marsha – approve repairing the Privacy Fence for stability.
- 2023/05/04 (26) Meter, Janet – approve planting irises, adding mulch and dirt to her private garden.
- 2023/05/09 (03) Klein, Eleanor – approve replacing the front porch light with a new light similar in style and color.
- 2023/05/10 (33) Aschbrenner, Roger – approve placing shepherd’s hooks and wind spinners in their private garden.
- 2023/05/10 (26) Meter, Janet – approve adding dirt and planting grass seed along the east side of her patio.
- 2023/05/10 (12) Jenner, Carlene – approve removing (black) plastic edging from front private garden area, adding mulch to private garden area on the north side, utilizing a chisel edge around private garden areas.
- 2023/05/10 (21) Panice, Gloria – approve replacing porch and garage lights with new fixtures of similar style and color (black).
- 2023/05/10 (22) Crownhart, Gloria – approve replacing porch and garage lights with new fixtures of similar style and color (black).
- 2023/05/11 (52) Stigall, Darla – approve adding mulch and solar lights to existing private garden.
- 2023/05/16 (12) Jenner, Carlene – approve adding a small statue to the landscaping bed on the north side of her unit.
- 2023/05/16 (12) Jenner, Carlene – approve trimming of large bush, replacing plastic edge with a chisel edge, adding mulch, and perennial plants to the landscaping bed around the back side, northeast, around the A/C unit.

Cottage Acres HOA Disbursements Jan thru April, 2023				Cottage Acres HOA Balance Sheet As of April 30, 2023			
Date	Name	Memo	Amount	Accrual Basis	Apr 30, 23	Apr 30, 22	
01/03/2023	ComEd	Electric Svs	(26.64)				
01/03/2023	ComEd	Electric Svs	(27.88)				
01/31/2023	ComEd	Electric Svs	(27.88)				
02/06/2023	ComEd	Electric Svs	(27.87)				
03/03/2023	ComEd	Electric Svs	(52.84)				
04/03/2023	ComEd	Electric Svs	(27.23)				
04/03/2023	ComEd	Electric Svs	(27.59)				
05/01/2023	ComEd	Electric Svs	(25.97)				
05/01/2023	ComEd	Electric Svs	(26.96)				
02/07/2023	Consumer Cellular	Cell Phone	(128.56)				
03/23/2023	Consumer Cellular	Cell Phone Svs	(17.67)				
04/23/2023	Consumer Cellular	Cell Phone Svs	(26.67)				
01/10/2023	Dravis Landscaping	Gutter Cleaning from 2022	(1,500.00)				
02/06/2023	Dravis Landscaping	Snow Removal	(9,600.00)				
03/13/2023	Dravis Landscaping	Snow Removal	(900.00)				
04/05/2023	Dravis Landscaping	Snow Removal	(1,800.00)				
02/09/2023	Go Daddy	Website Access	(40.34)				
02/29/2023	Joel Klein	Phone case	(8.95)				
04/11/2023	K&B Gutters	Six (6) Buildings new Gutters	(8,855.00)				
04/28/2023	Little Free Library	Little Free Library Kit	(648.94)				
01/09/2023	McFalls, Berge & Associates	Monthly Svs	(200.00)				
02/06/2023	McFalls, Berge & Associates	Monthly Svs	(350.00)				
03/08/2023	McFalls, Berge & Associates	Monthly Svs	(200.00)				
02/13/2023	Microsoft	Office 360 Access	(108.24)				
01/03/2023	Nationwide Insurance	Umbrella Package	(391.00)				
01/03/2023	Rockford Mutual Insurance Company	Commercial Insur Package	(5,362.50)				
02/28/2023	Rockford Mutual Insurance Company	Commercial Insur Package	(5,369.50)				
02/28/2023	Roger Aschbrenner	Copies, Paper & Lock Lubricant	(50.00)				
01/30/2023	Verizon Wireless	2022-08 Svs - 7/06-8/05	(65.88)				
02/28/2023	Verizon Wireless	2022-08 Svs - 7/06-8/05	(26.12)				
01/24/2023	Ward, Murray, Pace & Johnson, P.C	Legal Services	(141.00)				
04/17/2023	Ward, Murray, Pace & Johnson, P.C	Legal Services	(192.50)				
01/31/2023	Sauk Valley Bank	Service Charge	(17.50)				
02/28/2023	Sauk Valley Bank	Service Charge	(17.50)				
03/31/2023	Sauk Valley Bank	Service Charge	(17.50)				
04/28/2023	Sauk Valley Bank	Service Charge	(17.50)				

  

ASSETS	Apr 30, 23	Apr 30, 22
<b>Current Assets</b>		
Checking/Savings		
12050 - Cahoa Checking	63,600.55	48,087.90
12200 - Capital Reserves Funds		
12300 - Restricted Road Reserves	7,010.72	77,491.78
12400 - Restricted Roof/Siding Reserves	176,011.96	110,000.00
12500 - Restricted Emergency Reserves	5,007.66	5,000.00
<b>Total 12200 - Capital Reserves Funds</b>	<b>188,030.34</b>	<b>192,491.78</b>
<b>Total Checking/Savings</b>	<b>251,630.89</b>	<b>240,579.68</b>
Accounts Receivable		
11000 - Accounts Receivable	(4,806.50)	10,653.32
<b>Total Accounts Receivable</b>	<b>(4,806.50)</b>	<b>10,653.32</b>
Other Current Assets		
12075 - Petty Cash	20.00	20.00
<b>Total Other Current Assets</b>	<b>20.00</b>	<b>20.00</b>
<b>Total Current Assets</b>	<b>246,844.39</b>	<b>251,253.00</b>
<b>TOTAL ASSETS</b>	<b>246,844.39</b>	<b>251,253.00</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable		
20000 - Accounts Payable	0.00	13,915.66
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>13,915.66</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>13,915.66</b>
Long Term Liabilities		
21000 - Restricted Road Reserves Liabil	7,010.72	77,491.78
22000 - Restricted Roof/Siding Reserves	176,011.96	110,000.00
26000 - Restricted Emergency Reserves	5,007.66	5,000.00
<b>Total Long Term Liabilities</b>	<b>188,030.34</b>	<b>192,491.78</b>
<b>Total Liabilities</b>	<b>188,030.34</b>	<b>206,407.44</b>
Equity		
32000 - Unrestricted Net Assets	34,348.37	41,989.74
Net Income	24,465.68	2,855.82
<b>Total Equity</b>	<b>58,814.05</b>	<b>44,845.56</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>246,844.39</b>	<b>251,253.00</b>

**Cottage Acres HOA  
Profit & Loss by Class  
January through April 2023**

Accrual Basis

	General Fund	Em... (Ca...	Roa... (Ca...	Roof... (Capi...	Total C...	TOTAL
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
40000 - Monthly Maintenance Fee/Dues	59,432.00	0.00	0.00	0.00	0.00	59,432.00
<b>Total Income</b>	<b>59,432.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59,432.00</b>
<b>Gross Profit</b>	<b>59,432.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59,432.00</b>
<b>Expense</b>						
60250 - Banking Fees	70.00	0.00	0.00	0.00	0.00	70.00
61700 - Computer and Internet Expens...	148.58	0.00	0.00	0.00	0.00	148.58
63300 - Insurance Expense	11,603.00	0.00	0.00	0.00	0.00	11,603.00
63701 - Snow Removal	11,100.00	0.00	0.00	0.00	0.00	11,100.00
63900 - Roof Repairs and Maintenance	8,855.00	0.00	0.00	0.00	0.00	8,855.00
64000 - Repairs and Maintenance	2,148.94	0.00	0.00	0.00	0.00	2,148.94
64900 - Office Supplies	50.00	0.00	0.00	0.00	0.00	50.00
66700 - Professional Fees	1,083.50	0.00	0.00	0.00	0.00	1,083.50
68100 - Telephone Expense	273.85	0.00	0.00	0.00	0.00	273.85
68600 - Utilities	217.93	0.00	0.00	0.00	0.00	217.93
<b>Total Expense</b>	<b>35,550.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,550.80</b>
<b>Net Ordinary Income</b>	<b>23,881.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,881.20</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
Interest Income	0.00	4.12	5.76	574.60	584.48	584.48
<b>Total Other Income</b>	<b>0.00</b>	<b>4.12</b>	<b>5.76</b>	<b>574.60</b>	<b>584.48</b>	<b>584.48</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>4.12</b>	<b>5.76</b>	<b>574.60</b>	<b>584.48</b>	<b>584.48</b>
<b>Net Income</b>	<b>23,881.20</b>	<b>4.12</b>	<b>5.76</b>	<b>574.60</b>	<b>584.48</b>	<b>24,465.68</b>

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
January 31, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve the request to replace the concrete porch on the front/side side of her unit and the concrete side on the back/side side of her unit...

Signature: Phyllis Hock
Date: 1/31/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
February 10, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve the request to remove and replace the three (3) light fixtures with four (4) recessed pendant lights on the south part of her unit...

Signature: Phyllis Hock
Date: 2/10/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
February 26, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve an expenditure in the amount of \$150.00 for a proscenium phone case...

Signature: Phyllis Hock
Date: 2/26/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
February 11, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Rhonda Webb, Lot 63

Action Taken: Approve the request to place an outside key pad for the garage door...

Signature: Rhonda Webb
Date: 2/11/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
February 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve the production, printing and distribution of the 2023 Budget and a copy of the 2023 Budget to all members...

Signature: Phyllis Hock
Date: 2/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
February 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve the request to install an outside key pad for the garage door...

Signature: Phyllis Hock
Date: 2/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
February 26, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Connie Dubois, Lot 25

Action Taken: Approve the request to replace the front stone door with a new door...

Signature: Connie Dubois
Date: 2/26/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
February 26, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve the request to replace the outside light fixtures, in front and in back, with a new design...

Signature: Phyllis Hock
Date: 2/26/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
February 26, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve an expenditure of connecting Scott's Machine Oil to the Control system on property...

Signature: Phyllis Hock
Date: 2/26/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
February 26, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve a reimbursement to Roger Anderson, in the amount of \$60.00, for copier/scan costs...

Signature: Phyllis Hock
Date: 2/26/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
February 28, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve the request to replace the front stone door with a new door...

Signature: Phyllis Hock
Date: 2/28/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 1, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Don & Linda Lingo, Lot 57

Action Taken: Approve the request to replace the porch with a new porch...

Signature: Don & Linda Lingo
Date: 4/1/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 12, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve the request to add mulch (red) to the existing landscape beds...

Signature: Phyllis Hock
Date: 4/12/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Connie Dubois, Lot 25

Action Taken: Approve the request to replace three rose bushes...

Signature: Connie Dubois
Date: 4/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve the request to replace mulch in her entire garden and add two (2) new general plants...

Signature: Phyllis Hock
Date: 4/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve the request to place an outside key pad for the garage door...

Signature: Phyllis Hock
Date: 4/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Phyllis Hock, Lot 50

Action Taken: Approve the request to place an outside key pad for the garage door...

Signature: Phyllis Hock
Date: 4/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Administration, Various

Action Taken: Approve contracting with Burger Bros to remove downed tree limbs (down storm) and cleanup force linch and tree limbs...

Signature: Phyllis Hock
Date: 4/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Administration, Various

Action Taken: Approve contracting with K & G Builders to repair the following driveway...

Signature: Phyllis Hock
Date: 4/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Administration, Various

Action Taken: Approve contracting with Licoon Contracting to repair the following...

Signature: Phyllis Hock
Date: 4/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Administration, Various

Action Taken: Approve contracting with Roger Hoffman to repair the following pool lamps...

Signature: Phyllis Hock
Date: 4/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Heiken Block, Lot 58

Action Taken: Approve the request to install a fence along high road...

Signature: Phyllis Hock
Date: 4/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 13, 2023

Approved by the CAHOA Board...
The Board shall have the right to take any action at a meeting of the Board...

Heiken Block, Lot 58

Action Taken: Approve the request to install a fence along high road...

Signature: Phyllis Hock
Date: 4/13/23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 21, 2023

From Lindbergs Lot 04
Action Taken:
Approve the request to remove lot (2) bushes near your front porch.

Handwritten notes and signatures for Lindbergs Lot 04, including dates like 5-21-2023 and 26 Apr 23.

Board Position: Vice President
Date: 5-21-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 21, 2023

From Lindbergs Lot 17
Action Taken:
Approve the request to add rock siding to the south side of front wall and on the north side of her porch.

Handwritten notes and signatures for Lindbergs Lot 17, including dates like 5-21-2023 and 26 Apr 23.

Board Position: Vice President
Date: 5-21-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 21, 2023

From Lindbergs Lot 29
Action Taken:
Approve the request to add new mulch to the existing beds - boom color.

Handwritten notes and signatures for Lindbergs Lot 29, including dates like 5-21-2023 and 26 Apr 23.

Board Position: Vice President
Date: 5-21-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 21, 2023

From Lindbergs Lot 46
Action Taken:
Approve the request to replace the front porch and add the same color as the existing railing.

Handwritten notes and signatures for Lindbergs Lot 46, including dates like 5-21-2023 and 26 Apr 23.

Board Position: Vice President
Date: 5-21-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 21, 2023

Administration Lot 43
Action Taken:
Approve contracting with McCormick's Nursery to buy lot (2) shrubs on the north side of Theresa Johnson's unit #43 in the meeting process.

Handwritten notes and signatures for Administration Lot 43, including dates like 5-21-2023 and 26 Apr 23.

Board Position: Secretary
Date: 5-21-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 21, 2023

Administration Lot 43
Action Taken:
Approve contracting with Barber Bros to remove driveway south of (4) Theresa Johnson's unit and the removal of pine trees east of Theresa Johnson's unit.

Handwritten notes and signatures for Administration Lot 43, including dates like 5-21-2023 and 26 Apr 23.

Board Position: Vice President
Date: 5-21-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 21, 2023

Administration Lot 43
Action Taken:
Approve contracting with The Minichs to provide weekly oversight and management for an annual fee of \$100.

Handwritten notes and signatures for Administration Lot 43, including dates like 5-21-2023 and 26 Apr 23.

Board Position: Vice President
Date: 5-21-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 26, 2023

Linde Dune Lot 01
Action Taken:
Approve the request to place new mulch in the landscaping beds located from the front of her unit to the west about 40 ft in the area this using the west side of CA property.

Handwritten notes and signatures for Linde Dune Lot 01, including dates like 5-10-2023 and 10 May 23.

Board Position: Vice President
Date: 5-10-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 26, 2023

Jim Auguster Lot 10
Action Taken:
Grant conditional approval for the mulch and fertilizer to remain for the time being.

Handwritten notes and signatures for Jim Auguster Lot 10, including dates like 5-11-23 and 17 May 23.

Board Position: Vice President
Date: 5-11-23

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 26, 2023

Connie Dubes Lot 23
Action Taken:
Place on hold the request to care for the Common Area flower bed near the front of parking spaces and adding new mulch and lights to that area as well.

Handwritten notes and signatures for Connie Dubes Lot 23, including dates like 5-10-2023 and 10 May 23.

Board Position: Vice President
Date: 5-10-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 26, 2023

Connie Dubes Lot 23
Action Taken:
Place on hold the request to add plants and mulch around her (2) trees on Common Area, bushes of her unit and her private garden and property line.

Handwritten notes and signatures for Connie Dubes Lot 23, including dates like 5-11-2023 and 10 May 23.

Board Position: Vice President
Date: 5-11-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 26, 2023

David Billars Lot 29
Action Taken:
Approve the request to replace the concrete pads with Unilock paver stones, the same size as currently installed.

Handwritten notes and signatures for David Billars Lot 29, including dates like 5-21-2023 and 10 May 23.

Board Position: Vice President
Date: 5-21-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 30, 2023

David Billars Lot 29
Action Taken:
Approve the request to replace all of the windows in the unit - living room, dining room and both bedrooms with Marvin windows in the color of Cashmere.

Handwritten notes and signatures for David Billars Lot 29, including dates like 5-21-2023 and 10 May 23.

Board Position: Vice President
Date: 5-21-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
April 30, 2023

Cheryl Musill Lot 30
Action Taken:
Approve the request to replace the current concrete patio with a new 18 x 18 concrete patio.

Handwritten notes and signatures for Cheryl Musill Lot 30, including dates like 5-10-2023 and 10 May 23.

Board Position: Vice President
Date: 5-10-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
May 04, 2023

Connie Dubes & Janet Mene Lot 23 & Lot 28
Action Taken:
Decline the request to apply weed & feed to the Common Areas around unit units.

Handwritten notes and signatures for Connie Dubes & Janet Mene Lot 23 & Lot 28, including dates like 5-10-2023 and 10 May 23.

Board Position: Vice President
Date: 5-10-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
May 04, 2023

Janet Mene Lot 28
Action Taken:
Approve the request to plant trees, add mulch and dirt to her private garden.

Handwritten notes and signatures for Janet Mene Lot 28, including dates like 5-11-2023 and 17 May 23.

Board Position: Vice President
Date: 5-11-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
May 4, 2023

Maria Elena Lot 56
Action Taken:
Approve the request to repair the Privacy Fence for stability.

Handwritten notes and signatures for Maria Elena Lot 56, including dates like 5-10-2023 and 17 May 23.

Board Position: Vice President
Date: 5-10-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
May 9, 2023

Essener Klein Lot 03
Action Taken:
Approve the request to replace the front porch with a new entrance in style and color.

Handwritten notes and signatures for Essener Klein Lot 03, including dates like 5-11-2023 and 17 May 23.

Board Position: Vice President
Date: 5-11-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
May 10, 2023

Carlene Jensen Lot 12
Action Taken:
Approve the request to remove black plastic around the trees in front yard.

Handwritten notes and signatures for Carlene Jensen Lot 12, including dates like 5-17-2023 and 17 May 23.

Board Position: Vice President
Date: 5-17-2023

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
May 10, 2023

Patricia Gloria Lot 11
Action Taken:
Approve the request to replace porch and garage tiles with new fabric of similar style and color (beige).

Handwritten notes and signatures for Patricia Gloria Lot 11, including dates like 5-17-2023 and 17 May 23.

Board Position: Vice President
Date: 5-17-2023



Cottage Acres Homeowner's Association  
Action Taken Without a Meeting  
May 10, 2023

Approved by the CAHOA Board  
pursuant to the CAHOA Bylaws  
and the CAHOA Rules of Procedure regarding  
action taken without a meeting.

Ellen Crowhurst Lot 22

Action Taken:  
Approve the request to replace porch and garage lights with new fixtures of similar style and color (9093).

The cost of these improvements and their ongoing upkeep or future replacement is yours, the homeowner.

Approved: [Signature] Date: 5-17-2023  
President: [Signature] Date: 17 May 23  
Secretary: [Signature] Date: 5-17-2023  
Treasurer: [Signature] Date: 5-17-2023  
Vacant Board Position: [Signature] Date: [ ]

FORM 412

Cottage Acres Homeowner's Association  
Action Taken Without a Meeting  
May 10, 2023

Approved by the CAHOA Board  
pursuant to the CAHOA Bylaws  
and the CAHOA Rules of Procedure regarding  
action taken without a meeting.

Jane Meyer Lot 26

Action Taken:  
Approve the request to add dirt and plant grass seed along the east side of her patio.

The cost of these improvements and their ongoing upkeep or future replacement is yours, the homeowner.

Approved: [Signature] Date: 5-17-2023  
President: [Signature] Date: 17 May 23  
Secretary: [Signature] Date: 5-17-2023  
Treasurer: [Signature] Date: 5-17-2023  
Vacant Board Position: [Signature] Date: [ ]

FORM 412

Cottage Acres Homeowner's Association  
Action Taken Without a Meeting  
May 10, 2023

Approved by the CAHOA Board  
pursuant to the CAHOA Bylaws  
and the CAHOA Rules of Procedure regarding  
action taken without a meeting.

Roger Aschbrenner Lot 33

Action Taken:  
Approve the request to place shapard's blocks and steel supports in front gravel garden area.

The cost of these improvements and their ongoing upkeep or future replacement is yours, the homeowner.

Approved: [Signature] Date: 5-17-2023  
President: [Signature] Date: 17 May 23  
Secretary: [Signature] Date: 5-17-2023  
Treasurer: [Signature] Date: 5-17-2023  
Vacant Board Position: [Signature] Date: [ ]

FORM 412

Cottage Acres Homeowner's Association  
Action Taken Without a Meeting  
May 11, 2023

Approved by the CAHOA Board  
pursuant to the CAHOA Bylaws  
and the CAHOA Rules of Procedure regarding  
action taken without a meeting.

Dele Stiles Lot 12

Action Taken:  
Approve the request to add mulch and sodal lights to existing patio garden.

The cost of these improvements and their ongoing upkeep or future replacement is yours, the homeowner.

Approved: [Signature] Date: 5-17-2023  
President: [Signature] Date: 17 May 23  
Secretary: [Signature] Date: 5-17-2023  
Treasurer: [Signature] Date: 5-17-2023  
Vacant Board Position: [Signature] Date: [ ]

FORM 412

Cottage Acres Homeowner's Association  
Action Taken Without a Meeting  
May 16, 2023

Approved by the CAHOA Board  
pursuant to the CAHOA Bylaws  
and the CAHOA Rules of Procedure regarding  
action taken without a meeting.

Carlene Jenner Lot 12

Action Taken:  
Approve the request to trim the large bush on westward corner of one neighbor's existing with cedar edge, mulch and plant perennial plants on the back side of four units.

The cost of these improvements and their ongoing upkeep or future replacement is yours, the homeowner.

Approved: [Signature] Date: 5-17-2023  
President: [Signature] Date: 17 May 23  
Secretary: [Signature] Date: 5-17-2023  
Treasurer: [Signature] Date: 5-17-2023  
Vacant Board Position: [Signature] Date: [ ]

FORM 412

Cottage Acres Homeowner's Association  
Action Taken Without a Meeting  
May 16, 2023

Approved by the CAHOA Board  
pursuant to the CAHOA Bylaws  
and the CAHOA Rules of Procedure regarding  
action taken without a meeting.

Carlene Jenner Lot 12

Action Taken:  
Approve the request to place a small statue within landscaping bed on the south side of one unit.

The cost of these improvements and their ongoing upkeep or future replacement is yours, the homeowner.

Approved: [Signature] Date: 5-17-2023  
President: [Signature] Date: 17 May 23  
Secretary: [Signature] Date: 5-17-2023  
Treasurer: [Signature] Date: 5-17-2023  
Vacant Board Position: [Signature] Date: [ ]

FORM 412



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