

<p><b>MINUTES OF</b>  <b>COTTAGE ACRES HOMEOWNERS ASSOCIATION</b>  <b>First Annual Meeting</b>  <b>March 9, 20119</b></p>
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- I. Call to order 2:37 pm Tim McNinch
- II. Roll Call According to a sign-in sheet a quorum of 30 was in attendance.
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|----------------------|--|-----------------------|
| Tim McNinch          | Allen & Rosanne Johnson                                | Gary Martin           |
| Mark & Susan Janssen | Chris Kyzivat  | Gary Ebersole         |
| Dale Nunemaker       | Ivan Shank   | Carol Wold            |
| Lynne Quham          | Sally & Mark Oelrichs (Warren)                         | Eugene Burton         |
| Marty Wade           | Pat Reynolds   | Marilyn Deets         |
| Tina Gould           | Irene Hurches  | Tom & Bette Friedlein |
| Carlene Jenner       | Helen Matson   | Bob Mellang           |
| Chris & Mary Troye   | Peggy Wills  | Adele McDonnell       |
| George Vrhel         | Guests: Patti Sword & Jim Cesarek – Re/max Sauk Valley |                       |
- III. Previous Minutes None
- IV. Welcome Tim McNinch
- A. The HOA exists with a tax ID #, bank accounts, By-Laws, Facebook page
- B. Stressed important of having non-adversarial relationship with HOA Board
- V. Action Items – Key Items
- A. Proposal & Discussion for HOA-Provided Structural Insurance (Fire, Tornado, etc)
1. Average estimated replacement value per duplex: \$267,780
  2. Does not include personal possessions – renter’s insurance still necessary
  3. \$15.02 /month quote for every cottage indicates substantial savings to homeowners
  4. “All or none” participation requirement
  5. Proposal to direct the Board to secure 3 quotes and obtain HOA Structural Insurance passed unanimously. 0 opposed.
  6. Owners will be notified of coverage date.
- B. Proposal & Discussion for including outside trim in HOA maintenance

1. Currently doors, windows, and trim are excluded
  2. Power-washing, wood repair and replacement, and painting of cottage trim (including patio fences)
  3. Proposal to add outdoor trim work to HOA inspection and maintenance schedule and for Board to obtain 3 quotes for work passed unanimously. 0 opposed.
- C. Approval of First Budget (estimated) dated (3/9/2019)
1. HOA owns 3 units. May use them as collateral for loan for road construction.
  2. Hard copy of spreadsheet included with recorded minutes
  3. Categories: Income, Operating Fund estimates, Utilities, Cottage Maintenance, Roadway Maintenance, Current Capital Funds Needed, Capital Funds Reserve.
  4. 40% available cash should be invested in CDs
  5. Question about smaller units paying lower assessment fees to be investigated
  6. Request to amend Roadwork amount to \$150,00 to include driveways approved
  7. Proposal to allow Board to proceed with estimated budget, knowing it will undergo changes as new information is known passed unanimously. 0 opposed.
- D. Election of Board (5) – 1 and 2 year term limits
1. Serving on Board is an obligation of membership
  2. May have to resort to required participation without volunteers
  3. Volunteers: Harriet Bushman, Chris and Mary Troye (1 yr), Carl Thornblad (if eligible), Pat Reynolds (1 yr)
- VI. Informational Items
- A. Road Repairs
1. Last estimate for road repairs was \$110,000, not including driveways
  2. Budget line item for road repair/upgrades increased to \$150,000
  3. Board instructed to get 3 viable estimates and begin road work
- B. Pets
1. 2 pet limit, under 40 lbs
  2. Clean up after your pet courtesy
  3. Existing pets grandfathered – unknown number
  4. Pets should be registered on Resident Information form
- C. Offices

1. By-Laws require Office of Record, which is currently attny's office
2. Are HOA phone, PO box, and email sufficient?
3. To be considered as HOA develops history

D. Gardens

1. By-Laws allow for gardens.
2. Need for rules regarding size, weed control, no illegal crops
3. Consider Community Garden

E. Enforcing Covenants & Rules

1. Ensure proper order and running of community
2. Maintain attractive environment and feel of community
3. Support continuing healthy property values
4. Non-payment of monthly assessment fees - consider fines, interest, or liens on past due balances
5. Send warning and fine notices by registered mail
6. Different requirements for changing HOA Rules & Regs and Covenants, Conditions, & Restrictions

F. Hiring Professional Management Company

1. Board can obtain quotes and present to membership if this is to be considered

G. Paper Deeds

1. Deeds and Title Insurance papers are being prepared and in process of being mailed out.

VII. Meeting adjourned 4:07 pm