
Cottage Acres HOA Board Minutes
Allure Activity Center
January 15th 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, Linda Topp, Phyllis Houck, and Roger Aschbrenner
Absent: Joel Klein.

Owners / Visitors in Attendance:

Lisa Kranov	Jan Kuepker	Carlene Jenner	Darla Stigall
Rich & Laurie Gingrich	Bill Saunders		

Open forum

- Request for getting back to having a social time, in order to meet and fellowship with the residents of our community.
- Does the board feel that increases in our Maintenance Fee will increase? Aschbrenner stated that the \$218.50 monthly Maintenance Fee should remain stable and that the board does not foresee an increase in the immediate future.
- A “shout-out” was given to Edgewood for their prompt and thorough cleanup of the driveways and sidewalks and their assistance in cleaning the roads on behalf of Allure, whose plow broke.

Prior meeting minutes

- Approve the minutes from the 14 Dec 2021 board meeting.
 - **Motion by Linda Topp Second by Bill Long Motion passed.**

Financial reports

- Approve the 2021-12-31 Balance Sheet.
 - **Motion by Phyllis Houck Second by Bill Long Motion passed.**
- Approve the 2021-12-31 Profit & Loss Statement.
 - **Motion by Phyllis Houck Second by Linda Topp Motion passed.**
- Approve the payment vouchers / bills paid during the month of November 2021.
 - **Motion by Linda Topp Second by Bill Long Motion passed.**
- Approve the payment vouchers / bills paid during the month of December 2021 along with \$58 for stamps and \$151 for landscape maintenance.
 - **Motion by Linda Topp Second by Bill Long Motion passed.**

Review & Approve Website

Discussion: The listing of board members on the website currently does not include phone numbers or addresses. A correction to the term of office listed for Phyllis Houck needs to occur as it shows a (2) year term expiring in 2023, to (1) year term expiring in 2022. Bill Long, Linda Topp and Roger Aschbrenner indicated that their phone numbers could be displayed on the board member page.

- **Action:** Klein, request he add the phone numbers for Long, Topp & Aschbrenner and change the term of office for Houck.

Snow Removal

The contract with Edgewood, for snow removal, expires 2022-03-31; they have advised that they will not be providing snow removal services following this contract year. The nursing home agreement is anticipated to expire in 2024. It was suggested that we look for a service provider that would cover all snow removal needs, sidewalks/porches-driveway aprons-streets.

- **Action:** Contact prospective vendors in the spring for the upcoming winter snow season.

Survey of Owners/Residents

The members reviewed and discussed a sample survey of Owners/Residents regarding Communication / Technology access available to Owners/Residents. The survey questions are related to computers, internet, emails, text messages, type of phones, and copies of relative documents. The taking of the survey can be incorporated with other information gathering requests, i.e. Age Verification Forms etc.

- Approve the use and taking of the Communication / Technology Survey of unit Owner/Residents in 2022.
 - **Motion by Phyllis Houck Second by Bill Long Motion Passed.**

Owner's/Resident's Notebooks

The members reviewed and discussed a proposal to assemble and distribute a (3) ring notebook with tabs and copies of Association documents. The documents considered for inclusion in the notebooks are: Declarations & Bylaws, Resident/Owner Listing, amendments to Declarations & Bylaws, current Board Member & Services listing and Rules & Regulations. The projected cost for (80) notebooks, (2) cases of paper, page tabs, copying & printing is ~\$800.00.

- Approve the acquisition, copying and having notebooks assembled for distribution to our unit Owners/Residents in 2022; for an estimated cost of ~\$800.
 - **Motion by Bill Long Second by Linda Topp Motion Passed.**

Age Verification Form

We are reviewing the documents on file, of completed Age Verification forms. There is suggested text in the FHA indicating that an update of records should occur at least once every two years. The board will add this topic to our list of projects to be reviewed and completed in 2022.

§ 100.307 Verification of occupancy.

(a) In order for a housing facility or community to qualify as housing for persons 55 years of age or older, it must be able to produce, in response to a complaint filed under this title, verification of compliance with § 100.305 through reliable surveys and affidavits.

(b) A facility or community shall, within 180 days of the effective date of this rule, develop procedures for routinely determining the occupancy of each unit, including the identification of whether at least one occupant of each unit is 55 years of age or older. Such procedures may be part of a normal leasing or purchasing arrangement.

(c) The procedures described in paragraph (b) of this section must provide for regular updates, through surveys or other means, of the initial information supplied by the occupants of the housing facility or community. Such updates must take place at least once every two years. A survey may include information regarding whether any units are occupied by persons described in paragraphs (e)(1), (e)(3), and (e)(4) of § 100.305.

Repair & Replacement Projects

The Inspection / Maintenance analysis performed in 2021 has not been found. The board will prepare to update the Inspection / Maintenance (repairs & replacements) information in the spring of 2022 and maintain and update our records on an ongoing basis.

- **Action:** Schedule an inspection / maintenance of our buildings and property in April/May 2022. An evaluation team will be assembled to perform this function.

A project list was started/prepared to provide items to consider for repair or replacement.

Gazebo Roof	Drainage / Culverts	Gutter Replacements
Roof Replacements	Road/curves stripping	ComEd – Lighting of Entrance
Rewrite of Decs & Bylaws	Age Verification Form	Erosion along sidewalk – courtyard

Capital Reserve Reconciliation & Consolidation

The members considered a consolidation of the two Capital Reserve checking accounts into one account (Roof account and Road account). The general ledger would continue to show two accounts with their individual balances. This consolidation will provide opportunities in the future to invest fund balances, or a portion of, in interest bearing instruments.

- Approve the consolidation of the two (2) Capital Reserve bank accounts (Roof & Road) while maintaining two (2) separate general ledger accounts.

- **Motion by Phyllis Houck Second by Bill Long Motion passed.**

The Road Reserves account currently has \$77,491.78 and our analysis shows a needed balance of only \$7,000 for the Road Reserve. Recommend transferring \$70,491.78 from the Road Reserve account to the Roof/Gutter Reserve account to bolster the Roof Reserve.

- Approve the transfer of \$70,491.78 from the Road Reserve account into the Roof/Gutter Reserve account.

- **Motion by Phyllis Houck Second by Bill Long Motion passed.**

Budget Review & Modification

The board will notify Unit Owners that an agenda item, Budget Review & Modification, will be added to the February 19th Board meeting. Items under consideration are a new Gazebo roof (\$7,500 to \$9,500), repair of drainage issues (\$13,500), and the Reserve Allocation.

These modifications will not change the Monthly Maintenance Fee of \$218.50.

Board of Directors Policy & Procedures Handbook

The members received a page covering 4.02 Board of Directors and 4.04 Meetings for their review. If approved they would be the start of a handbook to provide guidance to current and future boards.

Adjournment

- Adjourn the meeting at 3:50 PM.
 - **Motion by Phyllis Houck Second by Linda Topp Motion passed.**

Tentative date for the next board meeting: Saturday February 19th, 2:00 pm.

Submitted by:

Phyllis Houck

Secretary Pro Tem. CA HOA