

# ***Wolf Hollow Home Owners Association***

## ***Meeting Minuets***

January 16, 2016  
8:00 pm

**Type of Meeting:** Board Meeting

**Invitees:** Greg Goke, Matthew Greuel, Ken Turba, Chad Coogan

**Attendees:** Greg Goke, Matt Greuel, Chad Coogan   **Absent:** Ken Turba

- I. Call to order – 7:57 PM on 1/16/16
- II. Old Business
  - a) Prior meeting minutes approval: approved via email
    - Emails will be our standard approval process going forward.
    - Copies of meeting minuets will be kept by secretary
- III. New Business
  - a) Financial review: all
    - We reviewed the 2015 balance sheet provided by Elite property Management
    - There were several expenses we incurred greater than what was budgeted and we discussed those in more depth
      - Management expense was \$950 not the budgeted \$650. We determined that the \$300 discrepancy came from having Riley attend our previous HOA meeting in 2015.
        - Going forward, we do not plan to require attendance, bringing our expenses in line with our budget
      - Insurance was \$2,533.30 not the budgeted \$1,600. This will be discussed in sub section **D** of this meeting.
      - Landscape was \$4,220 not the budgeted \$3,000
        - **AA:** Greg will contact Riley to inquire about difference in landscaping actual versus expected.
    - There was discussion about our approved budget items and how we can reduce expenses for the 2016 year
      - One consideration we talked about is determining what is actually required for us to maintain

- **AA:** Chad is going to reach out to the village and Neuman homes to inquire if they plan to replace trees that were taken down for grading in outlots

b) Detention Pond Maintenance Discussion: Matthew

- Matt provided a summary of the information that was obtained from the village and developer.
  - Essentially, while Wolf Hollow LLC is the developer, the outlots which include the detention basins are dedicated to the village. This means that while the village essentially owns the property, the HOA is responsible for maintenance.
- Based on review of guides and documents, it is recommended to have a maintenance plan for the detention basins
  - This maintenance plan is at heart, a checklist that will be used to determine if the infrastructure appears in good condition.
  - These inspections should be logged so that the village can review if necessary
  - Some form of vegetation management should also be included. It is recommended to have a “no-mow” zone around the detention basin to help reduce nuisance animals like geese, keep people and dogs out, and improve filtration.
  - It is Matt’s recommendation that we establish a committee for this.
    - Until the establishment of a committee, the board will take on the roll of maintenance inspections
  - **AA:** Matt to generate some form of maintenance checklist for detention ponds

c) Bike Path Maintenance Discussion: Chad

- Chad reported that he had reached out to the village regarding the bike path. Essentially, since the bike path was installed after the creation of the HOA, the village cannot go in and retroactively force the HOA to maintain the bike path. Therefore, the village will be responsible for its maintenance.
  - **AA:** Chad is going to reach out to the village and find out if the village plans to stain the boardwalks. Further, Chad is going to inquire about the responsibility for mowing around the bike paths.
  - **AA:** Chad is going to get contact information for the village so we can report damage or repairs that are needed to the proper authority
- It was also reported as a side note, that the path will not be shoveled by the village unless it is a school walking route. For the vast majority of the path, that is untrue.

- Greg had a side comment regarding the park at the crossroads of wolf hollow and grosbeak glen.
  - He plans to attend the next parks commission meeting and inquire about ideas/plans they have for finishing the additional lot that was added.
  - Specifically, we are looking for plans they may have for a shelter.
  - If there are no immediate plans for improvements, he will inquire about possible ways we can “contribute” money through fundraising and matches, etc. to get something there
  
- d) Insurance quote review: Greg
  - We reviewed the budgeted insurance amount compared to the actual spent.
    - **AA:** Greg to reach out to Riley and see if we can change the budgeted amount to the actual
    - We will need to make a note to increase the budget amount in the 2017 budget plan
  - Greg had collected some insurance reviews from his insurance provider and got a couple comparable quotations
    - First off, his insurance provider commented that the coverage we currently have is appropriate for our association and does not recommend change
    - Greg received two quotes, the first was right in line with our current spending, and the second was higher.
      - This gives us a greater degree of confidence that we are appropriately placed for spending
    - **AA:** Chad is going to shop our insurance policy with his insurance providers to see if we can reduce expenses
  
- e) Landscape Review-Greg
  - We briefly discussed the landscape expenses.
  - **AA:** Chad to get additional landscape quotations
  
- f) Past Due HOA fees-all
  - The deadline for payment is the 15<sup>th</sup> of February. We will then need to ask riley for an updated list of non payers from Riley
    - **AA:** Matt to contact riley and get an updated list of non payers after the due date
    - After we get through that period, we will do a second mailing for payers
      - **AA:** Matt to ask riley about use of personal envelopes with Wolf hollow or something to prevent categorization as junk mail

- We are still seeing a lot of wrong addresses in the communications from Elite – in fact, Matt had his HOA dues address in an old house.
  - AA: Matt to contact riley and ask about responsibility for updating the addresses. Do they collect email addresses?
  - AA: Matt to contact riley and get an updated HOA directory, per covenants, secretary to maintain. He will then go through and do his best for contact information
  
- g) Covenant question- Shoveling markers on corner of Grosbeak & Wolf Hollow
  - Question was asked regarding the orange excessive shoveling markers. A quick review of the covenants found there was no article that indicates non-compliance.
  
- h) Future Plans for association: communicating to members, website, events, etc.
  - We discussed the communication aspects of what we want to do. There will be several prongs to this approach.
    - We want to have some sort of mailing go out to all the neighbors
      - It is important that we verify addresses before this happens
      - This mailing will include two sets of information
        - The first set will be an overall information sheet with a welcome and description of what the board will be doing.
          - We want to include contact information
          - Include facebook site and other groups
          - We want to include what committees we are looking for (webmaster, newsletter editor, landscaping, event coordinator)
          - AA: Greg is going to write this introduction for the mailing
        - The second piece of information will be something regarding covenants and kind of like an FYI
          - AA: Matt will write this section out.
          - AA: Matt will contact Don and ask who the developer contact for approval should be
    - We want to develop a stand along website which can have uploads
      - We have authorized the creation of a website (3-0-0) and funds will be dispersed
      - AA: Greg is to start building the website
  
- i) Discussion and creation of 3-5 year plan for Association

- There was really no formal discussion about this topic. We kind of covered it as we went along with the whole meeting

IV. Future Business

a) Next Meeting Date

- Next meeting will be 3/22/2016 at Matt’s house at 8:00 PM
- We want to discuss potential events we can hold at the next meeting. Some ideas include the following:
  - Potluck
  - Progressive dinner
  - Christmas light decoration contest
  - 4<sup>th</sup> of July parade / party

b) Annual Meeting Date

- We will discuss and set the annual meeting date at the next board meeting (3/22/16)

V. Adjournment – 9:05 PM

<b>Action Items</b>			
<b>#</b>	<b>Assigned</b>	<b>Description</b>	<b>Due Date</b>
1	GG	Contact riley to determine why the landscape actual spend was more than budgeted	3/22/16
2	CC	Reach out to the village and the developer to inquire if they plan to replace trees that were taken down in outlots due to grading. If not, are we allowed to plant trees? Any restrictions?	3/22/16
3	MG	Generate a maintenance and inspection checklist for use when inspecting the detention ponds	3/22/16
4	CC	Reach out to the village and determine if the village plans to stain the boardwalks over the wetlands. Determine the responsibility for mowing around the paths. Finally, obtain contact information and procedures for reporting damage on the paths and boardwalks	3/22/16
5	GG	Contact Riley and ask that the withholding for insurance costs be increased to match the actual 2015 expenditure	3/22/16
6	CC	Shop our insurance policy around with other providers to see if we can reduce expenses	3/22/16
7	CC	Shop our landscape maintenance and requirements to other vendors to see if we can reduce expenses	3/22/16

8	MG	Contact riley and ask for an updated list of non-payers (post 2/15/16)	2/28/16
9	MG	Create and send out agenda for next board meeting	3/8/16
10	MG	Contact Riley and ask about the responsibility for updating the HOA directory list. Is this proactive? Are email addresses taken as well? Ask for an updated HOA list per covenants.	2/15/16
11	MG	Go through HOA directory list for inconsistencies and see if access Dane can allow us to fill in any additional information	2/28/16
12	MG	Contact Riley and ask about using other envelopes for dues mail – maybe a stamp – to prevent it categorized as junk mail	2/15/16
13	GG	Write out introduction page for mailing and send to other board members for approval	2/20/16
14	MG	Write out “did you know” section for mailing and send to the other board members for approval	2/20/16
15	MG	Contact Don Esposito and ask who they want for developer contact for approval	2/15/16
16	GG	Start building website	3/22/16