

A u t u m n w o o d P r o p e r t y O w n e r s A s s o c i a t i o n

Autumnwood Property Owners Association Board Meeting minutes

Location: 1100 Columbus St. Ottawa, IL

Date: 10/03/2018

Attendees: Duane Lockas, Kim Czyz, James Smith, Lori Kimes, John Nelson

Time: 6:00 PM

Agenda items

- I. Meeting call to order by past president, Duane Lockas at 6:00 PM.
- II. First order of business was to elect/nominate new members for board positions.
 - a) Kim Czyz nominated Duane Lockas for President which was seconded by Lori Kimes. All in favor passed and accepted
 - b) Duane Lockas nominated Kim Czyz for Treasurer which was seconded by Lori Kimes. All in favor passed and accepted.
 - c) Lori Kimes nominated Jim Smith for Secretary which was seconded by John Nelson. All in favor passed and accepted.
- III. Review current financial status report.
 - a) Kim Czyz presented the Treasures report using the check register. Current balance \$17,744.48
 - i) Attached to this report (Exhibit A, B &C) show details regarding expenses and deposits.
- IV. General discussion of board expectation and role and responsibilities.
 - a) Overall discussion by all members was to review and understand roles of the board. Discussions regarding how the planning committee operates and how that committed will be responsible for to the board for oversight.
 - i) It was determined that John Nelson would reach out to a member of the planning committee to act as chairman of the committee. While members of the board can and will serve on the committee it was agreed to by the board that the chairman of the committee would run the committee and not be a board member. The suggested member is Jerry McConville. Current members of the planning committee are:
 - (1) Ted Fultz
 - (2) Jerry McConville
 - (3) Bret Lockas
 - (4) John Nelson
 - (5) Kim Czyz
 - b) Discussed gathering of previous documents from Mike Farrell and taking ownership of these to secure history and records. Jim Smith agreed to reach out to Mike Farrell to obtain records.
 - c) The team discussed the importance of keeping official meeting minutes for the board meetings. All agreed that these meetings should be transparent and official minutes recorded and made available to all property owners.

- i) Further discussion of how these records and documents could be made available to any of the property owners. Discussion regarding the means by which these can be made available included using the present APOA Facebook page. Concerns over how accessible this page is were discussed. It was determined for the time being we would attempt to use this and explore the possibility of creating our own web page where all documents and meeting minutes could be stored and available. Jim Smith agreed to reach out to Jim McCarrens regarding the Facebook site and research the possibility of creating a web site. Kim Czyz suggested an example of a site <http://www.neufairfieldhoa.org/CMS/>

V. Existing business

- a) Discussion regarding the mowing of the out lots and Cul-de-sac, and making certain that all lawn and garden maintenance will be completed for the remainder of the year. Duane Lockas will reach out to Mike Farrell to have Stohr's complete the season and take care of these lots.
- b) Additional discussion about some property owners offering to cut and possibly having their fees covered. It was determined by the board that all fees must still be paid for record. If a property owner offered to cut these areas they could possibly be reimbursed/paid like anyone else. If their offer is to do this at the fee for the year that could be considered but concerns over insurance was raised. Kim Czyz agreed to follow up with APOA counsel to determine if this was possible.
- c) Duane received a call from Jim Baxter about possibility of putting a Cottage Shed on his additional lot. According to the city a shed could not be built on a lot without a residential home unless the pins for the two lots were combined into one. Information was passed on to Jim Baxter who has chosen not to move forward. It is also understood that even though a multiple pins may be combined the property owners still recognize these lots as individual and would still be required to pay the annual assessments per lot.

VI. New business

- a) Discussion regarding some of the trees on a few out lots are in need of replacing or removing. This discussion was determined as needing further follow up. Kim Czyz and Duane Lockas agreed to follow up on this and report back to the board on options for these lots. Some concern over planting of new trees and who would be responsible to keep them watered until they become established. Kim will see if an arborist can look over the trees in the cul de sacs to determine what actions can be taken.
- b) Suggestions were raised about reaching out the home owners about the possibility of having a family block party in the park area. It was decided to put this out as a suggestion to the home owners and see what the response would be. This will be posted as a suggestion on the APOA Facebook site. Jim Smith will write up and post.
- c) Suggestion that a beautification committee and possibility of creating a team from the homeowners that will encourage and acknowledge homeowners that go that extra step to make their lots look nice. Suggested possibility of having an annual award in the summer that acknowledges and give those homeowners recognition signs or some form of special commendations. Lori Kimes and Jim Smith agreed to look into this and post this as a suggestion to see how if homeowners would be open to this.
- d) At the homeowners meeting held in September issues regarding the condition of the curbs and completion of the drainage and curbs along Autumnwood Lane which is a part of the subdivision has failed to move along. Suggestions were that the homeowners support our neighbors on Autumnwood Lane and petition the city in an attempt to get this work done. Jim Smith agreed to reach out to Brenda Hepner to

discuss pulling this together in support of these homeowners. It would and should include all homeowners in Autumnwood as well as others along this street that are affected by this.

- e) Petition to acquire dedicated parkland in Autumnwood Subdivision is moving forward. Once we have everyone that has signed the petition the board will present the petition to the city during a city council meeting. Jim Smith and Kim Czyz agreed to circulate this petition and coordinate its presentation to the city.

VII. Adjourn meeting: 7:30 PM motion Kim Czyz, seconded Lori Kimes

Action Items	Owner(s)	Deadline	Status
Contact Jerry McConville regarding Committee Chairman	John Nelson	10/20/2018	In Process
Collect Board notes and historic meeting notes from Mike Farrell	Jim Smith	10/20/2018	In Process, reached out to Mike via email 10/4/2018 and
Contact legal counsel regarding homeowners cutting out lots and being reimbursed	Kim Czyz	10/20/2018	[Status, such as In Progress or Complete]
Review out lot trees and remove and replacement contact Arborist.	Duane Lockas and Kim Czyz	10/20/2018	[Status, such as In Progress or Complete]
Post to APOA FB page Spring/Summer 2019 Block Party	Jim Smith	11/1/2018	[Status, such as In Progress or Complete]
Post suggestion regarding Beautification Committee	Jim Smith and Lori Kimes	11/1/2018	[Status, such as In Progress or Complete]
Reach out to Brenda Hepner about Petition to City re: Curbs and Drainage	Jim Smith	11/1/2018	[Status, such as In Progress or Complete]
Dedicated Parkland petition	Jim Smith and Kim Czyz	11/1/2018	[Status, such as In Progress or Complete]
Share covenants, plats, annexation agreement for Autumnwood	Kim Czyz	10/15/2018	Completed by Kim via email to board members.
[Action item]	[Name(s)]	[Date]	[Status, such as In Progress or Complete]

Attachments and exhibits:

Exhibit A

Sum of Expenses	Column Labels			
Row Labels	2015	2016	2017	2018
Administration	\$162	\$197	\$231	\$1,094
Balance Forward 2014				
Deposit				
Insurance	\$787	\$1,682	\$1,682	\$1,877
Lawn/Garden Maintenance	\$1,298	\$4,965	\$2,616	\$2,326
Legal			\$214	\$350
Maintenance	\$316	\$14		
POA Assessments				
Grand Total	\$2,563	\$6,858	\$4,743	\$5,647

Exhibit B

Row Labels	Sum of Expenses				Sum of Deposits			
	2015	2016	2017	2018	2015	2016	2017	2018
Administration								
Kim Czyz	\$137	\$71	\$106	\$23				
Secy of State		\$15	\$10	\$10				\$0
U. S. Postal Service		\$86	\$90	\$80				
VFW	\$25	\$25	\$25	\$25				
Justice Law Firm				\$860				
U.S. Post Office				\$96				
Balance Forward 2014								
balance forward								
Deposit								
deposit					\$943	\$9,844	\$9,400	\$9,100
Insurance								
Cincinnati Ins.	\$787	\$787	\$787	\$982				
Northern Ill. Ins.		\$895	\$895	\$895				
Lawn/Garden Maintenance								
Garden's Gate	\$598	\$4,965						
Kent Purcell	\$700							
Tru Green			\$960	\$931				\$0
Stohr's Lawn Service			\$1,656	\$1,395				\$0
Legal								
Keely Law Office			\$214	\$350				\$0
Maintenance								
Cindy Lockas	\$284							
Jim McCarrens	\$33	\$14						
POA Assessments								
Thrush					\$186			
Grand Total	\$2,563	\$6,858	\$4,743	\$5,647	\$1,129	\$9,844	\$9,400	\$9,100

Exhibit C

Financial Plus Credit Union									
Autumnwood Property Owners Association									
			*Category added by JSmith						
		Savings Account Balance						\$25.04	
		Checking Account							
Date	Payee	Memo	Category*	Check #	Expens	Deposi	Balance	Year	
8/1/2015	balance forward	Memo	Balance Forward 2014				\$8,082.15	2015	
8/17/2015	Cindy Lockas	reimb.-sign materials	Maintenance	1006	\$283.67		\$7,798.48	2015	
8/17/2015	Jim McCarrens	reimb.-sign materials	Maintenance	1005	\$32.75		\$7,765.73	2015	
8/17/2015	Kim Czyz	reimb.-postage/envelopes	Administration	1004	\$50.00		\$7,715.73	2015	
8/21/2015	Kent Purcell	reimb.-berm landscaping	Lawn/Garden Maintenance	1007	\$700.00		\$7,015.73	2015	
9/10/2015	VFW	annual meeting	Administration	1008	\$25.00		\$6,990.73	2015	
9/11/2015	deposit		Deposit			\$943.40	\$7,934.13	2015	
10/27/2015	Cincinnati Ins.	liability	Insurance	1009	\$787.00		\$7,147.13	2015	
11/16/2015	Garden's Gate	1/2 berm clean up	Lawn/Garden Maintenance	1010	\$597.50		\$6,549.63	2015	
11/16/2015	Kim Czyz	reimb. Postage	Administration	1011	\$86.63		\$6,463.00	2015	
12/19/2015	Thrush	2012 & 2015 assessments	POA Assessments			\$185.89	\$6,648.89	2015	
3/13/2016	Secy of State	Corp. renewal	Administration	1012	\$10.00		\$6,638.89	2016	
3/14/2016	Secy of State	change treasurer/address	Administration	1013	\$5.00		\$6,633.89	2016	
3/21/2016	deposit		Deposit			\$2,385.89	\$9,019.78	2016	
3/24/2016	deposit		Deposit			\$2,800.00	\$11,819.78	2016	
4/1/2016	deposit		Deposit			\$750.00	\$12,569.78	2016	
4/13/2016	deposit		Deposit			\$650.00	\$13,219.78	2016	
4/29/2016	deposit		Deposit			\$1,185.89	\$14,405.67	2016	
4/29/2016	Kim Czyz	reimbursement	Administration	1014	\$71.04		\$14,334.63	2016	
6/3/2016	Garden's Gate	cul de sac/ cleanup/mulch	Lawn/Garden Maintenance	1015	\$570.00		\$13,764.63	2016	
6/17/2016	Cincinnati Ins.	installment	Insurance	1017	\$787.00		\$12,977.63	2016	
6/17/2016	Garden's Gate	inv. #1250	Lawn/Garden Maintenance	1016	\$145.00		\$12,832.63	2016	
6/17/2016	Northern Ill. Ins.	#109393	Insurance	1018	\$895.00		\$11,937.63	2016	
7/11/2016	deposit		Deposit			\$1,528.84	\$13,466.47	2016	
7/11/2016	Garden's Gate	inv. #1294	Lawn/Garden Maintenance	1019	\$825.00		\$12,641.47	2016	
7/25/2016	deposit		Deposit			\$542.95	\$13,184.42	2016	
7/25/2016	Garden's Gate	inv. #1322	Lawn/Garden Maintenance	1020	\$725.00		\$12,459.42	2016	
8/8/2016	Jim McCarrens	reimbursement	Maintenance	1021	\$13.77		\$12,445.65	2016	
9/16/2016	Garden's Gate	Inv. #1348	Lawn/Garden Maintenance	1022	\$770.00		\$11,675.65	2016	
9/16/2016	U. S. Postal Service	annual PO Box rental	Administration	1024	\$86.00		\$11,589.65	2016	
9/16/2016	VFW	annual mtg rental hall fee	Administration	1023	\$25.00		\$11,564.65	2016	
9/26/2016	Garden's Gate	Inv. #1377	Lawn/Garden Maintenance	1025	\$580.00		\$10,984.65	2016	
11/4/2016	Garden's Gate	Inv. #1393	Lawn/Garden Maintenance	1026	\$770.00		\$10,214.65	2016	
12/5/2016	Garden's Gate	Inv. #1420	Lawn/Garden Maintenance	1027	\$580.00		\$9,634.65	2016	
1/13/2017	Keely Law Office	Cusick-collection fees	Legal	1028	\$159.00		\$9,475.65	2017	
2/28/2017	Keely Law Office	Cusick-additional summons	Legal	1029	\$55.00		\$9,420.65	2017	
2/28/2017	Secy of State	Corp. renewal	Administration	1030	\$10.00		\$9,410.65	2017	
4/17/2017	deposit		Deposit			\$1,749.89	\$11,160.54	2017	
4/17/2017	deposit		Deposit			\$1,800.00	\$12,960.54	2017	
4/24/2017	deposit		Deposit			\$2,800.00	\$15,760.54	2017	
4/28/2017	deposit		Deposit			\$750.00	\$16,510.54	2017	
5/3/2017	deposit		Deposit			\$700.00	\$17,210.54	2017	
5/3/2017	Kim Czyz	postage	Administration	1031	\$36.00		\$17,174.54	2017	
5/15/2017	deposit		Deposit			\$650.00	\$17,824.54	2017	
5/26/2017	deposit		Deposit			\$550.00	\$18,374.54	2017	
5/26/2017	Tru Green	#2712621812	Lawn/Garden Maintenance	1032	\$175.00		\$18,199.54	2017	
6/1/2017	Stohr's Lawn Service	#5628	Lawn/Garden Maintenance	1034	\$696.19		\$17,503.35	2017	
6/1/2017	Tru Green	2712608246	Lawn/Garden Maintenance	1033	\$65.00		\$17,438.35	2017	
6/6/2017	Northern Ill. Ins.	director liability	Insurance	1035	\$895.00		\$16,543.35	2017	
6/22/2017	Cincinnati Ins.		Insurance	1036	\$787.00		\$15,756.35	2017	
6/22/2017	deposit		Deposit			\$300.00	\$16,056.35	2017	
7/26/2017	Stohr's Lawn Service	#5747	Lawn/Garden Maintenance	1038	\$90.00		\$15,966.35	2017	
7/26/2017	Tru Green	#689553858/68301857	Lawn/Garden Maintenance	1037	\$240.00		\$15,726.35	2017	
8/2/2017	deposit		Deposit			\$100.00	\$15,826.35	2017	
8/21/2017	Kim Czyz	reimbursement	Administration	1039	\$70.13		\$15,756.22	2017	
9/11/2017	Stohr's Lawn Service	#6235 & 6511	Lawn/Garden Maintenance	1040	\$510.00		\$15,246.22	2017	
9/11/2017	U. S. Postal Service	annual PO Box rental	Administration	1041	\$90.00		\$15,156.22	2017	
9/28/2017	Tru Green	#728618661 & 7225073	Lawn/Garden Maintenance	1042	\$240.00		\$14,916.22	2017	
9/28/2017	VFW	annual mtg rental hall fee	Administration	1043	\$25.00		\$14,891.22	2017	
10/16/2017	Stohr's Lawn Service	#6746	Lawn/Garden Maintenance	1044	\$180.00		\$14,711.22	2017	
10/19/2017	Tru Green	#74616933	Lawn/Garden Maintenance	1045	\$175.00		\$14,536.22	2017	
11/21/2017	Stohr's Lawn Service	#6891	Lawn/Garden Maintenance	1047	\$180.00		\$14,356.22	2017	
11/21/2017	Tru Green	#7004473296	Lawn/Garden Maintenance	1046	\$65.00		\$14,291.22	2017	
1/12/2018	Stohr's Lawn Service	#7131	Lawn/Garden Maintenance	1048	\$190.00		\$14,101.22	2018	
1/26/2018	Tru Green	2018 Service	Lawn/Garden Maintenance	1049	\$931.20	\$0.00	\$13,170.02	2018	
3/14/2018	Secy of State	Corp. renewal	Administration	1050	\$10.00	\$0.00	\$13,160.02	2018	
5/7/2018	Keely Law Office	daycare issue	Legal	1052	\$350.00	\$0.00	\$12,810.02	2018	
5/7/2018	Stohr's Lawn Service	7874	Lawn/Garden Maintenance	1051	\$394.60	\$0.00	\$12,415.42	2018	
5/7/2018	U. S. Postal Service	stamps	Administration	1053	\$80.00		\$12,335.42	2018	
6/4/2018	deposit		Deposit			\$5,950.00	\$18,285.42	2018	
6/6/2018	Stohr's Lawn Service	#8064	Lawn/Garden Maintenance	1054	\$180.00		\$18,105.42	2018	
6/18/2018	Cincinnati Ins.	commercial	Insurance	1056	\$982.00		\$17,123.42	2018	
6/18/2018	Northern Ill. Ins.	#163902-Dir/Officers	Insurance	1055	\$895.00		\$16,228.42	2018	
6/20/2018	deposit		Deposit			\$1,550.00	\$17,778.42	2018	
7/5/2018	Stohr's Lawn Service	#8250	Lawn/Garden Maintenance	1057	\$270.00		\$17,508.42	2018	
7/5/2018	deposit		Deposit			\$700.00	\$18,208.42	2018	
7/27/2018	deposit		Deposit			\$300.00	\$18,508.42	2018	
8/3/2018	Stohr's Lawn Service	#8799	Lawn/Garden Maintenance	1058	\$180.00		\$18,328.42	2018	
8/30/2018	deposit		Deposit			\$600.00	\$18,928.42	2018	
9/5/2018	Stohr's Lawn Service	#8969	Lawn/Garden Maintenance		\$180.00		\$18,748.42	2018	
9/5/2018	Kim Czyz	postage reimbursement	Administration	1060	\$22.94		\$18,725.48	2018	
9/14/2018	Justice Law Firm	General Legal Counsel	Administration	1061	\$860.00		\$17,865.48	2018	
9/14/2018	U. S. Post Office	annual PO Box rental	Administration	1062	\$96.00		\$17,769.48	2018	
9/20/2018	VFW	annual meeting	Administration	1063	\$25.00		\$17,744.48	2018	