

**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**

**Date:** 04/29/2019

**Members Present:** Duane Lockas, Kim Czyz, James Smith, John Nelson

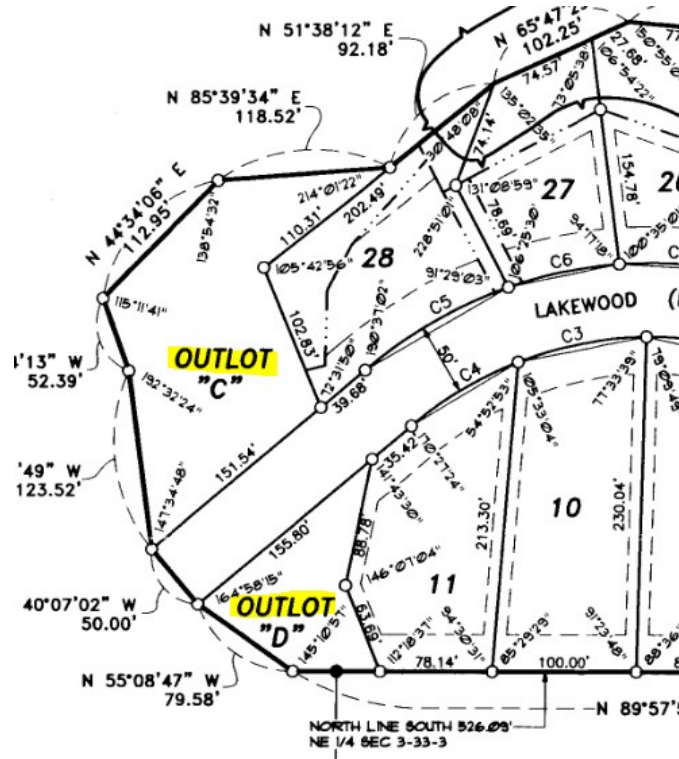
**Members Absent:** Lori Kimes

May 2019 Board Discussion Items old business and activity.

I. Treasurer’s update prepared and submitted by Kim Czyz.

▪ Paid Assessments to Date	\$7,550.00
▪ Unpaid Assessments to Date (15 lot owners)	\$1,450.00
▪ 2019 Total Assessments	\$9,000.00
○ Savings	\$25.04
○ Checking	<u>\$23,684.51</u>
○ Total COH	\$23,709.55
• 2019 Est. Expenses	
○ Tru-Green (already paid yearly svc.)	\$960.00
○ Stohr’s Lawn Svc (13+ bi-wkly svc @ \$180ea)	\$2340.00
○ Stohr’s Lawn Svc (spring cleanup of commons)	\$500.00
○ Cincinnati Insurance (Commercial Insurance)	\$1,000.00
○ Northern Illinois Insurance (Director’s Liability)	\$900.00
○ Postage	\$100.00
○ Miscellaneous	\$200.00
○ The Tree Guy (Storm Basin Clean out)	<u>\$8,840.00</u>
Total 2019 Estimated Expenses	\$14,840.00

II. Water Basin Maintenance contracted to The Tree Guy, “Larry Fleming”. Work in scheduled (weather delays). “Out lot “C” and “D”. Area cleared on dam both sides and 40 feet around the inlet. All refuse will be removed and treated. Mulch from the basin will be dumped on North side of subdivision near runway. Permission obtained by Jerry Mcconville from Bob Thrush. This mulch will be used on the berms on the East road side.



- III. The planning committee submitted approvals for two new site plans both of which have been unanimously approved by the board.
  - i. Nelson home on Lot #73, progressing along nicely.
  - ii. Battistelli home Lot #68,
- IV. The POA has received notification from the State of Illinois to file the annual report. There is a **\$10.00** fee required to file the annual report. Document pdf is available on the website see "POA corporation paperwork -secretary of state-2019.pdf"
- V. The board has also approved the annual service for the treatment of the Cul-de-sac's, Sign area and Frontage along Airport Road as well as grass trimming of the out lots including the top of the dam on either side of the walkway of C & D. The annual fee of **\$988.80** was discounted to **\$959.14** if paid in full in advance. This was approved for advance payment to Tru-Green, to take advantage of the discount.
- VI. Property owners' assessments were mailed out in April and 85% of Property Owners assessments have already been received.
- VII. Guidelines for the planning committee from the board were reviewed and approved to clarify how it operates and expectations of the committee. (see proposed attachment exhibit "A")
- VIII. Posting of meeting notes or notices to the Autumnwood website
  - i. In December the APOA received notification regarding the "Storm Water Basin Maintenance" from a City of Ottawa, code enforcement official, Mathew W. Stafford.

- a. Notification by mail which pertains to the Autumnwood Property Owners Association, Inc. should be considered as open for viewing for all property owners in Autumnwood. Determining when to post such items should not require a discussion by the board. This notification was addressed to All Property Owners and as such, has been available for public viewing.
  - b. Determining what information is posted to the website was discussed. Items such as the letter and inspection reports from the City of Ottawa to the property owners are not exclusively board information and should be openly accessible to all the property owners. If items like these come up, they will be posted to the website along with any actions if any being taken by the board as representatives of the property owners.
  - c. **At a minimum** a Semi-Annual update to the property owners on the website would be a good practice. This report will have the full board review prior to posting.
- IX. Discussion regarding the out lots. What can be done with them and is there a possibility that these lots can be turned over/sold to the adjacent property owners? At present the covenants do not make provision to allow this. The board will request legal counsel on what can be done. Jim and Kim will meet with counsel to review options and report back to the board.
- a. Can the covenants be modified to assign the out lots to the adjacent property owners?
  - b. What lots can/cannot be assigned? Example; Lots C & D cannot be assigned and must remain the responsibility of the APOA.
  - c. If we assign the property owners the out lots, what conditions or expectations will/should be required? Example; the berm on the Northeast side of the subdivision should be uniform and consistent.
  - d. It is important to note that the board cannot move forward reassigning the out lots without 2/3 approval of the property owners. This will be determined once our options are clear.

#### Exhibit "A" General Guidelines for Planning Committee Activity

- a. The Planning committee responsibilities are to insure that all the covenants for the APOA are adhered to.
  - i. It is also understood the property owner/builder will meet all local city and county codes and ordinances. These requirements are in addition to the covenants and have nothing to do with the APOA board or Planning Committee.
- b. Ample time to review the plans must be determined by Planning Committee Chairman. Consideration for both the committee and boards time must be included.
  - i. The goal should be to provide the property owner an answer within a two week window. Our objective here is to accommodate the property owners in a welcoming and expeditious manner while maintaining responsibility to insure the integrity of the neighborhoods covenants are met.
- c. All Committee members are expected to report directly to the committee chair regardless of their board affiliation.
  - i. A committee member serving on the board should never circumvent the chairman of the committee. Any discussions regarding planning committee work should be conducted within committee. Committee discussions are exactly why a committee exists so as not to unnecessarily eat up the time of the board members and continue to expedite the process.
- d. When a committee chairman brings the recommendations back to the board, the board should move forward with that recommendation and bring it up for discussion.
- e. The board can reject the recommendation of the committee and send it back to committee for additional information requests if deemed necessary or appropriate.
- f. It is the committee chairman who establishes the timeline for review with their committee members (*suggested 48 hours*). It is recommended that the committee chairman solicit all the members of the committee for their involvement which provides a greater perspective and better understanding, insuring nothing is missed or overlooked.
- g. The committee chairman is not required to gain unanimous approval of the committee before moving ahead or submitting recommendations to the board. A simple majority agreement can move the issue out of committee. This avoids possible committee member bias for personal reasons. It would however be helpful for the committee chairman to provide the board with any and all objections for consideration so the board discussions are complete.
- h. The committee chairman will attend board meetings at the request of the board or a board member.
  - i. The committee chairman may request to be present at any board meeting which involves the discussion on a committee matter.
- j. Any additions to these proposed guidelines are welcome...