

Autumnwood Property Owners Association, Inc.
Ottawa, Illinois 61350

2025 Annual Meeting Minutes
September 25, 2025

Board Members Present:

Jim Carlson
Lori Kimes

Duane Lockas
Kim Czyz

Property Owners Present:

Kevin Kimes
Darcy Varland

Mark Varland

Meeting called to order by Duane Lockas at 7:00 p.m.

Kim Czyz presented the treasurer report as of August 31, 2025:

Checkbook balance:	\$22,707.52
Savings balance:	\$ 25.04
Special Events Fund balance:	\$ 200.78

Total cash available as of August 31, 2025 \$22,933.34

Moved by Lori Kimes, second by Jim Carlson to approve the treasurer report as presented.
All ayes. Motion passed.

The Association received notice from the City of Ottawa that a grate in the north ravine along Lakewood Drive needed repair. Following a recommendation from City Building Official, Mat Stafford, Grand Rapids Enterprises was contacted to repair the grate; repair is complete. Total cost: \$565.00

Kim Czyz currently has hard copy records for the POA dating back to 2012, when the Association became active. In checking with Attorney Tom Ganiere, Kim has been advised that we need to keep seven (7) years of physical records. There is also a digital copy of all expenses and receipts for the past five years, as well as correspondence, assessment notices/collections.

Moved by Duane Lockas, second by Jim Carlson approval to destroy (shredded) records from 2012 to 2018. Going forward, seven years will be maintained, with the oldest year being destroyed annually.
All ayes. Motion passed.

Discussion regarding maintaining a back-up file of digital records. A license can be purchase through Microsoft for approximately \$100 annual fee, or the POA could purchase two hard drives, to be kept in two different locations.

Moved by Lori Kimes, second by Jim Carlson to purchase a license through Microsoft for document storage.
All ayes. Motion passed.

On October 10, 2024, the Planning Committee, and subsequently the Board, approved the building plans for lot 90, which was to be started in the Spring of 2025. There has been no activity on the lot; currently, there is a for sale sign on that lot. The owner has advised that they are still moving to Ottawa, however have decided to buy, not to build. A letter will be sent to the property owner (s) of lot 90, on or after October 10, 2025 rescinding the approval and advising the property owner that if they wish to build in the future, new plans will need to be submitted for approval.

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Mark Varland advised the Board that there is a large crack in the fairly new (two years old) sidewalk in front of 2007 Autumnwood Drive. Kim will contact the City regarding this issue.

New Residents:

December, 2024

Brian and Maleen Bauer; 2007 Autumnwood Drive

January, 2025

New build – not quite complete yet. Possibly to be moved in by Halloween

Kyle and Shannon Hiller-1908 Timberview Drive

April, 2025

Tim and Molly Wessell-2008 Northlake Drive

September 2025:

Brandon and Lily Urbance-1913 Parkhill Lane

Moved by Jim Carlson, second by Lori Kimes that the meeting be adjourned at 7:28 p.m.

Respectfully submitted,

Kim Czyz

Secretary/Treasurer