**The Orchards Homeowners Association (HOA)**

**P.O. Box 354**

**Belleville, IL 62222-0354**

[**http://theorchardshoa.info**](http://theorchardshoa.info)

**Minutes of the Board of Directors Meeting**

**September 23, 2010**

**6:30 pm**

**Orchards Clubhouse**

**1.**     **Call to Order:** Chairman Ed Nowak called the meeting to order at 6:30 pm. There were 4 homeowners (not counting the Directors) in attendance. Also in attendance was Cindy Jaquin, COO of DNI Properties. The Chairman made a few opening remarks and welcomed all attendees.

**2.      Roll Call of Directors and Community Manager:**

**a.      Chairman: Ed Nowak** – present.

**b.      Vice Chairman/Treasurer: John Geis** – present.

**c.       Secretary: Martha Dowling** – present.

**d. Community Manager: Angie Robinson-**present

***3.* Amendment/Correction of Minutes:** **Ed Nowak** asked whether there were any necessary amendments/corrections to the previous meeting’s minutes. None were noted. **John Geis**moved to approve the minutes as written. **Martha Dowling** seconded the motion. It carried unanimously.

***4.* Homeowners’ Issues:** No homeowner issues were presented at the meeting.

**5. Treasurers Report:** Cash on hand as of 31 August 2010 was $87,400. Delinquent accounts total approximately $9,000 and will be addressed in the executive session following the general meeting. President Ed Nowak told all in attendance that the 2011 budget is in process and will be available to all homeowners upon completion.

**6. Committee Reports:**

**a. Common Grounds and Pool Committee:**

**i. Pool Closing:** The pool was closed on September 21, 2010. Tom Pour will coordinate moving of pool furniture. Three bids were presented for a new pool cover. The community manager will forward the bids to the board for review along with warranty information. Status: Open

**ii.** **Pool Repairs:** Angie Robinson, Community Manager presented a list of pool repairs identified by the committee.

1. Painting of peeling areas of pool house and pavilion. Community manager will obtain bids. Status: Open
2. Replace restroom doors that have rusted out. Cost is estimated at $1,000 per door. Community Manager will obtain additional details on installation process. Status: Open
3. Replace any broken and add to number of lounge chairs. Current lounge chairs from original vendor were priced at $335 each plus s&h. Community manager will check with other vendors or suppliers on prices and quantity discounts. Status: Open
4. Wrought iron chairs and tables need to be repainted. Community manager will obtain bids. Status: Open
5. Remove concrete blocks at pavilion. Community Manager will have work done by Romero’s Outdoor Solutions. Status: Open
6. Replace 2 broken umbrellas. Community manager will check with vendors or suppliers on end of season prices and quantity discounts. Status: Open
7. Repair/refoot fence post. Work will be scheduled for the spring prior to pool opening. Status: Open

**b. Social Committee:**

**i. Directory**: Kristin Geis spoke to Bo Hill again after the last meeting to discuss the possibility of putting the directory on our website, using login access. He stated that he has not found a way to do that at this time. The committee will look into this with godaddy.com.

ii. **Holiday Party**: Saturday, Dec. 4th 7:00 at the Clubhouse.

**c. Architectural Control:** No report was available but the Community Manager stressed the need for approval for improvements needs to be done before work is started on a project.

**d.** **Covenants Enforcement:** No report was available but the following items were brought to the attention of the board by the Community Manager for clarification on notification process:

**i.** School Signs: The board indicated that a sign in support of a school or athlete seems appropriate as ornamentation provided it is maintained. Business or other signs of a commercial nature are not appropriate.

**ii.** Violation Notices on Property Maintenance: Some residents have received notices to cut grass and feel they were unnecessarily cited. Violation notices will be sent if grass length a chronic or on-going issue. This will cut down on unnecessary citations when the inspection is done one day prior to a residents weekly grass cutting or grass cannot be cut for a series of days due to a chemical application.

**6.      Old Business:**

**a. Tennis Court Repair:** Community Manager will obtain updated bids for tennis court repairs and/or resurfacing. The high cost and limited reserves were expressed as concerns over the scheduling and timing of repairs. It was noted that the deterioration of the courts may pose a safety concern. Status: Open

**b. Non-slip Surface for Pool Restrooms:** Community Manager will obtain bids and information for painted surface and flooring panels. Status: Open

**c. Pool Tile Repair:** No additional tile repairs are needed on the pool at this time. Status: Closed

**7.      New Business**

**a. Street Work Beginning in October:** The board was notified by the Community Manager that the city of Belleville will be making street repairs at various locations in the Orchards.

**b.** **Bids for 2011:** The Community Manager is in the process of obtaining bids for pool maintenance and landscape contracts for 2011. Due to the high dollar value of the landscape contract the board asked for 5 bids. Bids will be forwarded to the board for selection and will be included in the 2011 budget. Status: Open

**c.** **Landscape Extras:** The Community Manager developed a list of landscape items and corresponding costs to complete based on her inspection of the neighborhood. The board indicated that due to the limited reserves, there were no plans to complete items which do not directly impact the safety of residents or preservation of assets. The one item identified which needed to be completed immediately were trimming of dead tree branches by the pool house which could damage the pool house. The Community Manager will coordinate this. Status: Open

**d.** **Website Updates:** The board asked the community manager to coordinate with the website manager to ensure that timely and accurate information is presented. Status: Open

**e.** **Irrigation-Winterization Date**: A winterization date was set and is part of the 2010 irrigation contract. The Community Manager will coordinate with the utility company to ensure meter rates are adjusted when the system is turned off for the season. Status: Open

**f**. **Irrigation for 2011:** A resident inquired about the water usage since the irrigation system was used extensively throughout the 2010 season. The resident asked whether the timers were being adjusted. Treasurer John Geis indicated that water costs for the year were in excess of budgeted amounts and there were times throughout the season that the sprinklers were running excessively. This was due primarily to a lack of consistent monitoring and adjustment of the timers. The board asked the Community Manager to obtain bids for the 2011 landscape contract from companies with irrigation experience, and, as part of their contract, weekly adjustments to the irrigation schedule would be made as needed. The board also requested bids on rain sensors for the irrigation system. Status: Open

**g. Solar Panels:** A resident presented general information about new Federal regulations which limit an HOA’s ability to disallow solar panels on homes and suggested the board may want to determine what would be acceptable if a request for solar panels is presented to the board. The board will forward materials to the Architectural Control Committee for their review as well. Status: Open

**8.      Miscellaneous Issues/Announcements: Next Board Meeting:** Residents will be notified of future board meetings via e-gram and the date will be posted on the Orchard’s HOA web-site. The agenda will be posted one week prior to the meeting

**9.      Adjournment**: Ed Nowakmoved to adjourn the meeting. John Geis seconded the motion. The motion carried unanimously. The meeting adjourned at 8:04 pm.

**Respectfully submitted, this 24th day of September, 2010:**

**Martha Dowling**

**Secretary**

**Approved as written, this 24th day of September, 2010:**

**Ed Nowak**

**Chairman**