**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**

**November 29, 2010**

**6:00 pm**

**Orchards Clubhouse**

**1.**     **Call to Order:** Chairman Ed Nowak called the meeting to order at 6:00 pm. There was 1 homeowner (not counting the Directors) in attendance. 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:** Christine Leja requested the future HOA board meeting agendas be moved to the home page of the HOA web-site. Martha Dowling noted that she also had a hard time finding the agenda on the web-site as it was on the board of director’s page under prior minutes. Angie Robinson, Community Manager, will contact the web page administrator to ensure the agenda is posted on the home page.

**5. Treasurers Report:** Cash on hand as of 31 October 2010 was $54,700. Delinquent accounts total approximately $9,000 and will be addressed in the executive session following the general meeting.

**6. Committee Reports:**

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

**i. Pool:** The pool covers were installed. The community manager noted some tweaking to be done on the covers and will contact the vendor. The pool house will be winterized on 30 November 2010. Status: Open

**ii.** **Pool Repairs:** Angie Robinson, Community Manager presented a status on items previously identified by the committee. Rather than replacing bathroom doors, community manager suggested stainless steel covers for rusted parts of doors. The cost of stainless steel covers is far more economical than replacing doors so the directors agreed to pursue the stainless steel covers. Status: Open

**b. Social Committee:**

**i. Holiday Party**: Saturday, Dec. 4th 7:00 at the Clubhouse. Approximately 60 residents indicated they would attend.

**ii. Neighborhood Fun Run:** The social committee expressed interest in holding a 5K run/walk in the spring. Details to follow.

**c. Architectural Control Committee:** Chris Leja discussed the recent legislation on solar panels and HOA’s. The committee had hoped to use City of Belleville ordinances as a basis for establishing policies and procedures for the Orchards; however, the city of Belleville does not currently have ordinances on solar panels. The committee found that the statute, which takes effect in January 2011, states the HOA must have a policy within 120 days after an association receives a request for a policy statement or an application from an association member. Ed Nowak suggested that building permits may be required and perhaps we could determine city guidelines by the city’s policy on building permits, thereby providing a baseline for developing a policy. Ed Nowak will contact the appropriate city office and report back to the ACC and the board. Status: Open

**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.** Leaves: The Community Manager requested guidance on leaves in yards as a possible violation and whether violation notices should be sent. The board members agreed this was not an issue for violation notices.

**ii.** Violation Notices on Property Maintenance: Mold is still a problem on some homes although letters were sent notifying residents of the problem and offering affected homeowners time to make corrections and a discounted rate on power washing. The board instructed the property manager to send violation notices as needed.

**7.      Old Business:**

**a. Tennis Court Repair:** The Community Manager informed the board that due to the high cost of tennis court repairs, DNI’s involvement in the resurfacing or repair could result in a construction management contract which is an add-on service by DNI and the HOA would be charged a fee in addition to the monthly management fee. The community manager did have information from one company. Patching of the court was estimated at $3,000 to $10,000 while resurfacing was estimated at $30,000 to $40,000. The community manager did agree to obtain at least one more bid for repairs and/or resurfacing. The board will review additional information provided by the community manager and discuss the need for a construction management contract. The high cost and limited reserves were again 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:** The Community Manager obtained one bid for flooring panels. The estimated cost of the system for both restrooms was $2,400. The board asked for additional information and bids. Status: Open

**c. Painting of Pool House and Pavilion:** Community manager has obtained two bids and is waiting on a third. Work is projected for spring of 2011. Status: Open

**d. Pool Furniture:** All furniture will be secured in the pool house or pavilion. Status: Open

**e. Repair/refoot fence post**. Work will be scheduled for the spring prior to pool opening. Status: Open

**f**. **Repaint/Replace as needed wrought iron patio sets:** Community manager will obtain bids. Status: Open

**g**. **Remove Stepping Stones and Trim Trees at Pool House**: Work is scheduled for November 30, 2010. Status: Open

**h. Web-site updates**: The board and community manager felt that web updates were made by the web site manager in a timely manner. John Geis brought up the idea of a secure web-site with resident only access so that the directory and budget could be published. Chris Leja suggested Software as a Service (Saas) for associations and will forward information to the board. The community manager also suggested DNI as a source as DNI has recently developed web-sites for HOA’s. The board will review web-site providers and associated costs when the information is provided. Status: Open

**i.** **Landscape Extras:** The community manager discussed and outstanding balance of $100 for landscape work performed by the landscape contractor. The board authorized the final payment for the 2010 landscape contract. Status: Closed

**8.      New Business**

**a. Landscape Bids:** The board informed the community manager that Munie was selected as landscape contractor for 2011. The contract also covers the opening, closing and weekly maintenance of the irrigation system. The board asked the community manager to inform the five contractors who bid on the contractor of their decision. Status: Closed

**b.** **Pool Maintenance Bids:** The board informed the community manager that Leisure Time Pools was selected as the pool maintenance contractor for 2011. The board asked the community manager to inform the three contractors who bid on the contractor of their decision. Status: Closed

**c.** **Budget for 2011:** As requested by the board, the community manager mailed a copy of the 2011 Proposed HOA budget to all residents. This was done to comply with the Illinois Common Interest Community Association Act, which took effect in July of 2010. Ed Nowak moved that the board accept the proposed budget. John Geis seconded. The motion carried unanimously. Status: Closed

**d.** **2406 Ben Hogan Chicken Wire Fence:** The board decided to delay discussion on this issue pending a review of common areas and creek maintenance. Status: Open

**e.** **Speeding in the Community**: John Geis stated he was contacted by a resident who was looking into purchasing a “radarsign” as a means to control speeding in the neighborhood. The resident provided the information but stated that the cost seemed prohibitive at this time. The community manager stated she had contacted the city and the Orchards is “in line” for the city owned radar speed sign. Status: Open

**f. By-Laws:** Martha Dowling, Secretary, discussed the board’s new obligation to adhere to the contents of the Illinois Common Interest Community Association Act and whether the HOA by-laws were now necessary. Martha Dowling made a motion to terminate the by-laws per section 7. Termination. Ed Nowak seconded the motion. The motion carried unanimously. Status: Closed

**g.** **Fine Schedule:** Martha Dowling, Secretary brought to the board’s attention the section of the Illinois Common Interest Community Association Act addressing a fine structure and the power vested in the Board of Directors of an HOA to initiate a fine policy. Ed Nowak made a motion to have the board work on a fine policy which would comply with the appropriate provisions of the Illinois Common Interest Community Association Act and the Orchards Indenture of Trust and Restrictions John Geis seconded the motion. The motion carried unanimously. Status: Open

**9.      Miscellaneous Issues/Announcements: Next Board Meeting:** Residents will be notified of future board meetings at least 10 days prior to the meeting 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

**10.      Adjournment**: Ed Nowakmoved to adjourn the public meeting and begin the executive session. John Geis seconded the motion. The motion carried unanimously. The meeting adjourned at 8:00 pm.

**Respectfully submitted, this 4th day of December, 2010:**

**Martha Dowling**

**Secretary**

**Approved as written, this 4th day of December, 2010:**

**Ed Nowak**

**Chairman**