

WINDSTONE COMMUNITY ASSOCIATION II
BOARD OF DIRECTORS MEETING
MARCH 19, 2019
Sugar Grove Fire Station

CALL TO ORDER: The meeting was called to order at 6:57 p.m. by Treasurer, Jeff Jordan.

BOARD PRESENT: Susan McKenna, Jeff Jordan, Tim Dyer, Eileen Rives

OWNERS PRESENT: Marilee Bielski

OTHERS PRESENT: Tom Carlstead, Baum Property Management

MINUTES: The Minutes of the December 11, 2018 meeting were not produced by the Secretary of the Board (Eileen Rives) due to unforeseen issues but will be produced as soon as possible.

TREASURER'S REPORT as of January 31, 2019: January numbers are all good, however not all corrections/transfers from the old to the new bank have happened. The transfers are not happening all at once. The auto payments continue to work.

Audit/Tax paperwork is signed and needs to be approved. On motion by Jeff Jordan, seconded by Tim Dyer the Audit and Tax engagement [letter] with Cukierski & Cochrain LLC was unanimously approved.

Jeff Jordan requested that the Management Company supply him with the actual monthly bank statements along with the monthly financials in a more timely fashion going forward. We also need the last statement from Old Second Bank so that Jeff can be sure everything is transferred properly to Union Bank. The Management Company agreed to provide this information. Tim noted that he hasn't seen money move from checking into the Reserve Fund yet. Tom stated this was automatic, but was reminded that this did not occur properly last year. Tom assured the Board that everything would be done properly this time.

The BoD asked Tom why a letter was sent to all homeowners telling them they had to pay Assessments by March 1, 2019 on February 26, 2019. This caused too much confusion among Members of the community. We would like the reminder timed properly – not prior to the money being due. This had already been pointed out previously (this same issue has come up in the past). The Board requested a refund for this mailing due to the fact that this problem should have been corrected the first time it happened. There was also a Member that paid their Assessments twice and no reconciliation occurred at the Management Company. The Board requested a mechanism be put in place to stop double payments from occurring.

UNFINISHED BUSINESS:

- Dispute Resolution Approval:

The Management Company stated that we did not have to worry about this any longer. The Management Company was told again that we paid for a document which we already have. The Board also reminded the Management Company that we were looking to be refunded the \$250 that was removed from our account for work we did not approve. The Management Company stated that they were trying to be proactive; that they have 80 HOAs that needed to be compliant, and we were one of the few who already were compliant.

The Board once again brought up the fact that Tom has been asked for a list of what mailings cost, as well as other a la carte costs are. We need to know the Administrative Services charges going forward. Tom, again, agreed to provide this information; it was pointed out again that we need this to sign the Management Agreement.

- Projects Status

Peerless: tennis court fencing – pending North Court lock repair – COMPLETED. Peerless has been paid (per Tom). We still need the little gizmo that is needed to change the combination on the gates. The Management Company was asked if the holes around the tennis court had been filled in and were told that they were fixed.

Pizzo: willow removal and naturalization – COMPLETED. Reseeding will occur if anything doesn't come up in the Spring.

NEW BUSINESS:

- Insurance Renewal Review Project
 - Need sub-committee to review proposals
 - Review current coverage/validation of appropriate coverage
 - New quotes for review and recommendation to the BoD

The Management Company is having a difficult time obtaining quotes for our insurance. The Management Company was asked what normal coverage is for HOAs and couldn't answer this question, but will try to get us this information. Board Members have sourced quotes and one example of what is happening is Nationwide refuses to give us a quote due to the fact that we have piers on the lake. State Farm quoted \$5,700. We have been told that our BoD coverage is low by certain Insurance Brokers. Policies are coming due April 17, 2019. It was also discussed that State Farm had us in an Insurance Pool.

- Cukierski & Cochraine CPA's – 2018 Engagement Letter – SIGNED

- Banking
 - Union Bank – HOA Services
 - Union Bank – Signature Cards – Signed
 - Credit/Debit card status – Old Second Bank Petty Cash to remain open

The Management Company suggested we consider an investment outside of the Reserve account we currently hold. Jeff Jordan wants to wait until the Audit is completed.

The Petty Cash account will remain open and auto pays some of our expenses. Steve has the card associated with this account.

- Approve 2019 Meeting Dates
 March 04, 2019 (moved to March 19, 2019 due to the fact that Baum/RealManage did not notice homeowners about the meeting), June 04, 2019, September 10, 2019, December 02, 2019.

The BoD discussed posting signs at the entrances of the Association as notification of meetings. This will save money (~\$800) for the Association because we will not have to do two (2) mailings out of four (4). Tom will help with the purchasing of the signs and provide the Board with proposals.

- RealManage Management: Contract Status – we have a copy of the contract. There are still some corrections that need to be made. One example: administrative charges needs to be changed. The rider the lawyers have added to conform the RealManage document to our documents has been added to the contract.

We discussed the fact that RealManage needs to get approval for charges they think we should be paying. Additionally, the support from the Management Company has been lackluster and the BoD is addressing this issue. The BoD agreed that we need to begin looking at new Management Companies.

- 2019 Capital Projects (Reserve Study)

Front entrance monument – Susan will be getting bids.

Lake aerators bubbler system was discussed.

Two Brothers – painting five (5) iron plates. On motion by Susan McKenna, seconded by Jeff Jordan the Two Brothers proposal was unanimously approved.

G. Snow and Sons proposal – discussed dredge area for boat launch; dredge area in bay where silt has accumulated, lay spoils on bank to dry, and haul off at later date.

Sheaffer & Roand Consulting Engineers – MARS project: Susan will bring in a representative to explain how everything may work, should we engage in this project. The Board has a bid from MARS. Susan to bring the firm in to give a presentation/workshop of their services. We would like to begin this project prior to the first algae bloom. A question was asked about whether or not we have sufficient electricity for MARS project. We currently have three (3) to four (4) bubblers installed – the MARS system will come with nine (9) oxygenators. Where will the gravel launch be for the boat? The launch will have to be dug into the ground because the lake is not deep enough to launch the boat they will be using. Tom will schedule a room for the workshop for Tuesday, April 16.

Sheaffer & Roand Consulting Engineers – harvesting and maintenance was discussed.

Tom Carlstead asked to leave our meeting, as he has another meeting this evening. Prior to Tom leaving, a brief discussion ensued with regard to Walter engaging in site inspections beginning April.

Marilee asked if the Goose Buster was working. Susan will find out. There is also a rumor going around that we will be taking the little piers out. We explained that there was damage to two of the piers during the winter and the BoD needs to figure out what we will be doing to repair/replace them. Marilee also asked about a downed tree by Denny and when it will be removed. Susan will follow up on this.

On motion by Susan McKenna, seconded by Jeff Jordan, the Board unanimously adjourned to Executive Session.

The BoD discussed some housekeeping issues regarding past fines not paid and next steps, as well as unpaid Assessments. Specifically, once the BoD has given forgiveness, the homeowner has ten (10) days to pay the fine. Also discussed was unapproved sheds, etc.

The RealManage Contract was discussed. The lack of follow through and pressure to sign the document without even seeing it was deliberated. We also touched on the Management Company not knowing our documents and being forgetful regarding our requests.

Also discussed was Board Member participation, who is doing what, and who is still left to participate.

On motion by Susan McKenna, seconded by Eileen Rives, the Board unanimously reconvened then adjourned the Board Meeting.

Respectfully submitted,
Eileen Rives
Board Secretary