

**Windstone Community Association II**  
**Board of Director Meeting**  
**March 1, 2016**  
**Sugar Grove Fire Station**

Call to Order:

- The meeting was called to order @ 6:50 p.m. by President Steve Risch.

Present:

- Steve Risch, President, Susan McKenna Secretary, Gary Skaletsky, Director, Tim Dyer Director, Sue Clementz Owner, Peggy Barry Baum Property Management.

Minutes:

- On motion by Steve Risch, second by Gary Skaletsky the December 1, 2015 minutes were unanimously approved as corrected.

Treasurer's Report:

- In absence of Treasurer Tim Busa, review of January 31, 2016 financial reports presented by Peggy Barry.
- On motion by Steve Risch, second by Gary Skaletsky the financial reports were unanimously accepted as presented.

Management Report presented by Peggy Barry with highlights as follows:

- Bids for 2015 tax preparation and audit presented at this meeting for Board decision. Bidders include Michael J. Cochrane & Associates and Weber & Associates CPAs.
- Request to schedule walk through with new landscape contractor, Fisher Burton Landscaping, to confirm all requirements are met in the contract.
- Three proposals from Kramer Tree Specialists in this meeting packet for review and decision.
- Revised spreadsheet of contractors budding on 2016 algae and weed treatment for lake is in the meeting packet for Board review and selection.
- Per Board direction, the invoice from Brady Innovation was contested, specifically the hours for labor. Brady revised the original invoice of \$544.80 down to \$350.00. Copy of email from Mark Brady attached. TJ's Maintenance was employed to remove the lights which are now in storage at Baum Property Management.
- The management agreement between the association and Baum Property Management expired on January 31, 2016. A proposed new contract is in the meeting packet for Board discussion and determination.
- DMRC requests/action since last meeting provided in meeting packet.
- Irrigation transmitter replaced by Village personnel.
- Village asked to assess parkway tree between 734-736 Queens Gate Circle.
- Closings from December 2015 through this meeting date were presented.

2015 Audit & Taxes:

- On motion by Susan McKenna, second by Steve Risch the Board unanimously approved contract with Michael J. Cochrane & Associates for 2015 tax return preparation and audit.

Insurance:

- Application for renewal of the Directors & Officer professional liability coverage completed. Premium for coverage beginning April 17, 2016 is \$1,435.00, same as previous year.

#### Appointment of Director:

- On motion by Steve Risch , second by Gary Skaletsky the Board unanimously approved appointment of Sue Clementz to the Windstone Board of Directors.

#### 2016 Landscape Contract:

- On motion by Susan McKenna, second by Steve Risch the Board unanimously approved contracting with Fisher Burton Landscaping for the 2016 season.
- Susan McKenna and Peggy Barry will meet with new landscape representative to tour association and confirm all details of contract which may/may not need to be revised if it is found anything was overlooked in the original bid specification.

#### Tree Replacement:

- On motion by Susan McKenna, second by Steve Risch the Board unanimously approved three service contracts with Kramer Tree for treatments to scotch pines and ash trees.
- Board to develop plan for fall plantings/replacements after this year's leaf out. Note made of need in cul-de-sac at Pembridge Place.

#### Pond:

- Rebids from Clarke Aquatic and Integrated Lakes Management, to match number of visits and beginning date as May 1, as proposed by Environmental Aquatics Management, were review.
- On motion by Steve Risch, second by Gary Skaletsky the Board unanimously approved contracting with Clarke for the 2016 algae and weed treatments for the lake.

#### Inspections and Violations:

- Monthly inspection will resume April 1<sup>st</sup>.
- Violations will be discussed in Executive Session.

#### Management Contract

- Peggy Barry presented proposed management contract renewal. Previous agreement expired January 31, 2016, reflecting an 8% increase over a 3-year term. Following discussion, the Board counter proposed a 4% increase over the 3-year term.
- On motion by Steve Risch, second by Gary Skaletsky the Board unanimously approved renewal of the management contract with Baum Property Management as counter proposed.

#### 2016 Projects:

- Susan McKenna and/or Peggy Barry will contact the Village Public Works Department regarding the cracked sidewalk section at the spillway bridge.
- Steve Risch will work with Peggy Barry and other Directors to assess erosion under dam slots and seek repair solution for possible implementation in the late summer or fall.
- Electric and lighting at Bliss Road entrance to be assessed and possibly upgraded.
- Ballast and solar cell repairs at Bliss Road entrance to be completed in spring. Susan McKenna will coordinate with Long Electric.
- Wind break on 1 acre lot completed fall of 2015. All planting are healthy and doing well.

#### Executive Session:

- Motion by Susan McKenna, second by Steve Risch to adjourn to Executive Session at 8:05 p.m. Motion carried.
- Return to regular meeting from Executive Session at 8:49 p.m.

Adjournment

- Motion by Tim Dyer, second by Sue Clementz to adjourn regular meeting at 8:50 p.m.

Respectfully submitted,

Susan McKenna