

WINDSTONE COMMUNITY ASSOCIATION II  
BOARD OF DIRECTORS MEETING  
December 11, 2018  
Sugar Grove Fire Station

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**CALL TO ORDER:** The meeting was called to order at 6:54 p.m. by President, Steve Risch.

**BOARD PRESENT:** Steve Risch, Susan McKenna, Jeff Jordan, Tim Dyer, Vivian Porretto, Eileen Rives, Chris Vassallo

**OWNERS PRESENT:** Philip Talbot

**OTHERS PRESENT:** Tom Carlstead, Baum Property Management

**MINUTES:** On motion by Eileen Rives, seconded by Steve Risch the Annual Meeting Minutes were unanimously approved.

It was mentioned that we approved the removal of four pine trees and two cedar, that there was a budget discussion, as well as reserve report questions, for which we have a 30-day deadline to respond. The Management Company was given our Reserve Report questions for follow up/follow through.

**TREASURER'S REPORT:** On track to meet our overall budget for 2018. Jeff Jordan has been working with Baum to get the capital number updates correct – not all corrections are reflected in the budget yet. Additionally, there was an assessment put in fines by error and that money has not been returned to the proper bucket/category yet. Estimates for end of year are as follows: Operating Budget checking \$74,271 and Reserve Account \$263,830 and should be what carries forward into 2019.

Tim Dyer requested Baum clarify file storage, shred category – he would like a listing of what has hit this account.

Holiday decorations payments are appearing twice in the budget due to the fact that we paid for 2017 decorations in January [of 2018] and then paid for 2018 Holiday decorations again in November of 2018.

**UNFINISHED BUSINESS:**

- 2019 Budget Approval  
Jeff Jordan asked that we all look at our projects for 2019 and make sure all is in the new, 2019 Operating Budget. There was a discussion and questions regarding the Operating Budget. On motion by Steve Risch, seconded by Jeff Jordan the 2019 Operating Budget was unanimously approved. Annual Dues will remain the same.

The Management Company asked if we should send the Members the new version of the Budget, Steve Risch and Jeff Jordan confirmed that the numbers were all still the same, just moving into the proper classification columns.

Steve Risch went on to say that the Capital Reserve Fund Expenditures isn't really a budget, but a spending plan that doesn't need to be approved by the BOD until the final estimates/proposals are submitted to the BOD. He stated that during 2019, we will come up with unexpected projects to improve things and that there is no capital money allotted for [the piers], but there is nothing for the BOD to approve until the final estimates/proposals are submitted to the BOD. Steve said that we as a board haven't done much with the Reserve Fund. Eileen Rives brought up the MARS oxygenators. Steve said the landscaping at the front entrance needs to be made more attractive, as well.

- Dispute Resolution Approval:

The Management Company told us that we needed to sign a new Dispute Resolution Process. The Management Company was asked why our current Dispute Resolution doesn't work. A discussion ensued and The Management Company said that it is mandated, however could not articulate why, or why our existing document didn't work for this mandate. The Management Company then stated that we have something good in place and that throughout the State of Illinois other HOAs do not have anything in place. Steve tasked The Management Company with having the attorney's compare our Dispute Resolution, Bylaws, and Covenants with the one the attorneys wrote and tell us if our document complies. The Management Company said he will contact Keith Jones and have him send an email to us explaining everything. The Management Company said that we should have these documents on our website for homeowners to see, which should suffice (we already have the document posted). Steve then decided the discussion was to be tabled until the next meeting.

- Projects Status

Tennis court fencing – plates still need to be installed. The fencing company put mesh up which looks “hideous”. We will not be paying until this is rectified. This is a Capital Improvement – and The Management Company informed the board that Steve will have to sign the checks due to a change in Baum Policies. A question was posed: how do we get someone else on the checking account (signing).

Pizzo: willow removal and naturalization – the seeding has been completed.

Santa's Helpers: completed. Steve explained the circuitry in the electrical connections to all of us.

Tennis trash can lids: Steve had The Management Company replace the trash can lids for the Association. Done.

## NEW BUSINESS:

- 2019 Meeting Dates

March 04, 2019, June 04, 2019, September 10, 2019, December 02, 2019. A discussion ensued with regard to budget preparation timeline corresponding with the proper meeting dates. There was more discussion around updating the numbers and accounts so that we will be as accurate as possible as we prepare the 2020 budget. The reason for the Annual meeting was then discussed and it was decided that we will follow our Covenants and Bylaws and have the Annual Meeting every two years, for elections.

Budget timeline is to have everything completed by September.

- Contracts

Tree maintenance: Kramer Tree Specialists – we can stop with treating for Emerald Ashe borer. Zimmerman Moth spraying will be addressed. Per Susan McKenna, all Zimmerman Moth contracts should be signed. A plan will be formed this summer to decide what will be replaced. Jeff Jordan asked for a list of the contracts that we are going to do. Susan will get those to Jeff.

American Tree and Turf: The Management Company said he had another quote for this work which was \$4,000 over this bid. The Management Company did not get any other bids.

Steve wanted to discuss issues with American Tree and Turf – Steve’s vegetable garden was sprayed again and he has an issue with this. Steve wants to make sure we get a written commitment from Roger to pick up downed branches during the winter – Steve wants this included in his contract. Jeff questioned if this was an addition to what we pay for now. Steve wants it done for free. Susan said no. Steve wants to amend the contract. Again, Susan said no – no one works for free. On motion by Vivian Porretto, seconded by Eileen Rives the American Tree and Turf contract was unanimously approved.

Environmental Aquatic Management: we need something in place, however the contract needs to have a 30-day termination clause. Steve asked if the change to treating every week (versus every two weeks) helped. Vivian said yes, Chris said no – that the lake looked horrible. Jeff explained that we have \$50,000 for projects to start doing something with the lake, other than treating it. On motion by Eileen Rives, seconded by Steve Risch the Environmental Aquatic Management contract was unanimously approved, with the addition of the contract being a one-year contract with a 30-day termination clause added to the contract. The Management Company will contact the company to obtain the proper contract.

It was pointed out that we are missing the irrigation contract. The Management Company will follow up.

It was brought to the attention of the board that the goose buster may not be working.

- 2019 Capital Projects (Reserve Study)

The Management Company was asked where the BOD questions/clarifications for the updated Reserve Study was. The Management Company doesn't recall having to do anything with the Reserve Study. The Management Company was asked to and agreed to follow up on this again.

Front entrance monument – tuck pointing maintenance needs to take place. It was suggested (by Steve) that both walls be replaced, however, the Board only will agree to tuck pointing as the Reserve Study suggests.

Lake and spillway sediment – Steve decided we didn't need to discuss this.

Lake aerators bubbler system – The Board has a bid from MARS.

Spillway concrete repair – Two Brothers has been contacted by Susan. The Board will obtain bids for this item, as well as the Management Company.

It was decided that there will be a team of Susan, Chris, Vivian and Jeff, with others that may want to volunteer. Susan will get the MARS proposal to the Board for review.

Someone needs to go to a Village meeting to get an item that will be put over the grate that will stop silt and farm debris from coming into the lake from farm on the north side of the subdivision. Jeff agreed to help with this.

- The Management Company discussed an issue with Chicago Title and Trust having money that was owed to the Association – our money has been returned to the bank.
- On motion by Steve Risch, seconded by Vivian Porretto, the Board unanimously adjourned to Executive Session.

Two homeowners were in attendance with regard to appealing fines received. The violations committee was against changing the fine(s). The Board considered the homeowner's appeal and reduced the fine(s).

The Board then had a brief discussion regarding the Covenants Committee procedures and processes with regard to "still present" violations.

Steve also told the Board Members that some of us were all "over-communicating" with Tom (Management Company) and that all communications should go through Steve. We

shouldn't be copying the Management Company on Board Communications. Board Members brought up the fact that Tom needs to be reminded of most of the tasks we are relying on him for follow-through on.

Steve again stated that Tom Carlstead was not on the Board and should not be included in most communications.

The Board brought up the Management Company Contract that needed to be conformed to our Bylaws and Covenants. Steve was supposed to handle this, however it defaulted to Vivian and Jeff.

The Board requested a refund for the monies spent for the Dispute Resolution document that the Management Company had drawn up without Board discussions.

On motion by Steve Risch, seconded by Vivian Porretto, the Board unanimously reconvened and Adjourned the Board Meeting.

Respectfully submitted,  
Eileen Rives  
Board Secretary