



Board of Directors Meeting Minutes October 4, 2007

In attendance:

Matt Johnson
Jerry Harlow
Jayne Scroger
Jan Girolamo
Ken Brennan

The meeting was called to order at 7:05 P.M. A quorum was present.

The minutes of the September Board meeting were approved unanimously.

The next meeting date will be Thursday, November 8th, 2007.

Members Forum

No general members were present.

Treasurer's Report

Jerry Harlow provided a Treasurer's Report. The Oakwood Homeowner's Association has \$145,000 in assets. The budget for the remainder of the year is \$14,500. It is expected that expenses for the remainder of the year will come in close to the budgeted amount. Since the last Board meeting, the insurance for the Homeowner's Association was paid. The insurance for this year was \$4,000. The expenses for the Lake Committee ran over this year by \$900.

There are 24 homeowners who have not yet paid dues. Nine homes have liens placed against them for past dues. Since the last Board meeting 5 homeowners have submitted the \$10 late fee. Past due statements went out on October 3rd. Notices will go out once a month. In November, a letter will be sent to those who still have not paid dues warning them of interest accruing on unpaid dues. A lien will be placed on any property not submitting payment by March 15, 2008.

A question was posed regarding the billing for the homeowner who has purchased two lots which will be combined to build one home. The homeowner will be billed for two lots.

Another question was posed regarding collection on the liens placed on home that are subsequently sold. A homeowner cannot sell or refinance their home when the lien is in place without first clearing up the debt owed the Homeowner's Association. Once the debt is resolved a clearance letter is issued to the homeowner indicating there is not outstanding debt.

The remainder of the Treasurer's Report focused on accomplishments for 2007 and goals for 2008. The following goals for 2008 were identified.

- Supervise bookkeeper who is responsible for paying the OHA bills, creating and issuing OHA dues invoices, processing and depositing dues, reconciling Bank statements, creating and mailing monthly statements and creating month end reports
 - Maintain online backup for Quick Book records.
 - Coordinate issuance of liens for non-payment of dues.
 - Issue clearance letters.



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- Report monthly financial status to the OHA Board.
- Maintain OHA Bank Balances to maximize return.
- Collect delinquent OHA Dues including liens on homes with unpaid dues by March 15, 2008.
- Ensure clean 2007 financial Audit.

The goal for the next few months is finalize the budgets and set the dues for 2008. Budgets for all Board members should be submitted to Jerry by November 1st.

President's Report

Because the meeting was focused on 2007 accomplishments and 2008 goals, no new topics were introduced.

Matt Johnson reviewed the following overall goals for the OHA Board:

- Make the Board meetings productive and enjoyable.
- Ensure the Board meetings adhere to the agenda.
- Have agendas for the meetings distributed by the end of the week following the Board meeting.
- Have the minutes of the meetings distributed by the end of the week following the Board meeting.
- Develop a Block Party package to help residents of blocks and cul de sacs plan gatherings.
- Resolve the beach boundary issue.
- Set policy for when the Board should and should not get involved.
- Keep the number of board members at 7.

Vice President's Report

The Vice President's report was bypassed due to Roger Westman's absence.

Committee Reports/2008 Goals and Budget Planning

Landscape Committee

Jayne Scroger provided a brief update on the activities of the Landscape Committee. Rainmakers has been contacted regarding a date to shut down the irrigation systems for the season. They will be shut down in October. Rainmakers will submit a proposal for opening and shutting down the irrigation systems during 2008.

Jayne noted that the Village was sponsoring a recycling day on Saturday, October 20th and questioned whether or not the Board wanted to take this opportunity to dispose of the fence along the beach.

The next meeting of the Landscape Committee will be held on Saturday, October 6th, 2007 at 9:00 a.m. at 638 Champlaine Court. The Committee will discuss the 2008 goals and work on suggestions for landscaping projects including re-working the Holiday wreaths and replacing plantings at the North Entrance.

Jayne identified the following goals for 2008:

- Continue to work with the landscaping contractor to ensure the terms of the contract are met.
- Have an on-going program for replacing dead trees and trimming healthy trees.
- Plant annuals at the South Entrance for aesthetically pleasing entrance.
- Contract with an irrigation company to provide efficiently working systems for sustenance and growth of all plantings.
- Have an on-going program to repair and improve the landscaping of the South Entrance.



- Have an on-going program to repair and improve the landscaping of the North Entrance.
- Have an on-going program to repair and improve the landscaping of the area surrounding Westman Beach.
- Have an on-going program to repair and make improvements to plantings on circles in cul de sacs.

Communication

Jerry Harlow reported that four issues of the Oak Leaf will have been published by year end. The next issue will be delivered on December 4th, 2007. The expenses for the Oak Leaf are currently \$1,000 under budget.

The following goals for 2008 were identified:

- timely delivery of four issues of the Oak Leaf.
- Include a variety of articles to appeal to a wide audience.
- Turn the maintenance of the web site over to the Technical Committee
- Publish the OHA Directory which will be delivered with the invoice for 2008 dues.
- Expand the number of homes who receive the Oak Leaf via email.

Technical

Interest in participation on the Technical Committee has not been as strong as hoped. However, one of the members has extensive web site development experience.

The following goals for 2008 were identified:

- assume responsibility for the maintenance of the web site.
- Build on the basic functionality of the web site.
- Establish interfaces from the web site.
- Allow space for homeowner's to post inquiries.
- Assure user accounts have appropriate access levels.
- Use budgeted funds to acquire software.

Social Committee

Theresa Marbach was unable to attend the meeting. The Board members in attendance suggested two goals for the committee; continue to operate within budget and increase attendance at social functions.

Lake Management

Ken Brennan summarized the accomplishments of the Committee for 2007 which included the installation of the aeration system, additional plantings along the shoreline, and application of stone to the path. Ken noted that the expenses for this work have been minimized due to the fact that labor was provided by volunteers in the community.

The following goals were identified for 2008:

- Stock the lake with fish.
- Continue lake monitoring.



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- Plan water and ecology for the area including underwater plantings.
- Continue to add shoreline plantings for 40 to 50 feet of the shoreline.
- Explore the cost of Management Association membership including training and seminars.
- Continue Wild Goose Chase program to reduce the number of geese present on the shoreline.
- Continue algae control treatments.
- Turn responsibility for the Fishing Derby over to the Social Committee.

Ken also commented that the cost of the electricity for the aeration would be included in the budget for 2008. The possibility of using discarded Christmas trees as habitat for the fish in the lake was also discussed.

Old Business

The draft of the letter to the Nutter family granting them use of the strip of land adjacent to their property for the time they own the their home was reviewed. Comments were made suggesting that the wording should clearly state the responsibility for the maintenance of the land for the duration of the time the Nutters are granted use of the land. The idea of attaching the survey with the area in question highlighted to the letter was discussed. It was agreed that no further development of the area in question could be done.

Matt Johnson made a motion to have the current draft of a Permissive Use license be legally reviewed and upon approval executed. The motion was seconded by Jerry Harlow. The motion was put to a vote. All were in favor.

There was further discussion regarding the disposition of the fence along this area of property. It was decided that if the Board was in agreement, the fence would be taken down and the post holes filled.

Jerry Harlow made the motion to remove and dispose of the fence on Westman Beach adjacent to lot 35 and restore the post holes to natural condition prior to year end. Matt Johnson seconded the motion. The motion was put to a vote. All were in favor.

New Business

Additional goals for 2008 were identified and discussed. The OHA holds two insurance policies; a Property Liability policy and an OHA Board policy. The recommendation was to review the coverage for both those policies and adjust where appropriate.

Another overall goal discussed was to expand homeowner participation in Annual Board Meetings. The goal would be to have enough attendance either live or through proxies to be able to have a vote if necessary. It was further commented that the school should be contacted soon to set the date for the meeting and secure the space.

One other goal discussed was to review and organize existing OHA documentation.

Jerry Harlow indicated that his daughter has been acting as the bookkeeper, editing the Oak Leaf and the directory as well as maintaining the web site. Because his daughter is returning to school away from home, a replacement must be found for her. She will continue to provide whatever services she can remotely. Jerry will ask his wife to take on these responsibilities. If she is unable to take these tasks on,



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the OHA may need to employ outside services at a higher cost which needs to be included in the budget for 2008.

As a reminder, the December Board meeting will be on December 13th.

The meeting was adjourned at 9:38 P.M.