



## **Board of Directors Meeting Minutes** Thursday, November 6, 2008

### **In attendance:**

Matt Johnson  
Jerry Harlow  
Jan Girolamo  
Roger Westman  
Theresa Marbach

The meeting was called to order at 7:08 P.M. A quorum was present.

The approval of the July and October minutes was deferred pending completion of the minutes.

The next meeting date will be Thursday December 4th, 2008 at 7:00 P.M

### **Members Forum**

No members were present.

One issue has been raised by the homeowner who lives next door to the new house at 1038 Oakwood Drive. There are issues with the drainage in this area. The installation of drainage in the parkway in that location was in the Village budget but it appears the project was dropped. Noriel Noriega has been contacted. It was suggested that a letter be sent to Steve May regarding this project.

### **Treasurer's Report**

Jerry Harlow reported that spending is running \$7,000 under budget. It is projected that \$1,400 will be spent prior to year end.

As of the end of October, Oakwood Homeowners Association had \$142,000 on deposit. Due to the FDIC insurance rules limiting the insurance to \$100,000, some money will be moved to another bank to minimize risk.

To date, 14 homeowners have not submitted dues for 2008. Four of the overdue homes are delinquent for more than one year. The remaining 10 homes are only delinquent for 2008. Three homeowners submitted late fees.

Jerry presented the following year end report of responsibilities, accomplishments and 2009 goals:

#### **Responsibilities**

- Supervise Bookkeeper
  - o Issuance of invoices
  - o Paying bills
  - o Maintaining book
  - o Receipt of funds
  - o Deposit in Bank
- Coordinate Annual Audit
- Maintain OHA bank accounts



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- Keep OHA Board and Committees informed as to the status of the OHA finances and budgets
- Issue Letter of Paid Assessment as required
- Coordinate annual Goals and Budget Process
- Present Budget at Annual Meeting
- Put Budget into Oak Leaf
- Insure OHA Income Taxes are filed.

#### 2008 Goals and Accomplishments

- Performed the duties as outlined above on time and per schedule

#### 2009 Goals

- Perform the duties as outlined above correctly, on time and on schedule
- Reduce the number of homes with overdue dues to 6.
- Go through documents in preparation for document project
- Come up with a process for turnover.

### **President's Report**

No visitors were present. The date of the next Board Meeting was discussed and approved. The next Board Meeting is scheduled for Thursday, December 4th, 2008.

### **Vice President's Report**

Roger Westman reported that there was a ribbon cutting today for a restaurant across from the Westmont Center just south of the tracks. The Drapery Connection will be moving to a new location on Chicago Avenue.

Roger also reported on the work of the Resource Center located on Blackhawk Drive. The Center serves 8 surrounding communities. Items can be dropped off on Wednesday between 8:30 and 11:30 A.M. or on Thursday at 5:30 to 7:30 P.M.

Roger suggested that a goal for 2009 be the creation of a Welcome Kit for new residents in Oakwood. The Welcome Kit would contain a Homeowner Directory, Letter from the President, Map of Westmont, and a Brochure on the Holiday activities.

The best way to identify new residents was discussed. It was suggested that the new homeowner be identified when Jerry receives calls on new liens on properties that have been sold.

### **Committee Reports**

#### **Landscape Committee**

Jayne Scroger gave Jerry the Landscape Contract for the next two years to sign. The price went up \$500 to \$600 for the next two years. Jayne recommends that the light at the South Entrance be replaced at an estimated cost of \$300.

Jayne presented the following goals for 2009:

- To maintain and improve the common areas for the residents of Oakwood with a reasonable budget



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- To continue working closely with the landscaping contractor to ensure the contractor fulfills the terms of a new 2009-2010 contract
- Plant three white pine trees at the North Entrance, east side, replacing three diseased trees removed in 2008
- To plant annual plants at the South Entrance middle monument for an aesthetically pleasing entrance
- To contract with an irrigation company to provide efficiently working systems that give sufficient water for sustenance and growth of all plantings
- To have an ongoing program to repair and improve the landscaping of the South Entrance area
- To have an on-going program to repair and improve the landscaping of the North Entrance area
- To have an on-going program to repair and improve the landscaping of the Westman Beach area
- To have an on-going program to repair and/or make improvements with plantings on circles.
- Maintain all aforementioned programs using yearly budgeted funds rather than large capital reserves
- To increase the number of committee members involved to incorporate more ideas from a more active committee.

The light at the monument appears to have been hit and the box is broken. The electrician will be called to repair it. This will be an unexpected expense. Jayne will be submitting a bill for flowers added to the beach. Jayne will take a look at the overall Landscape budget. Because corporate taxes came in under budget, money can be moved to the Landscape budget with the Board's approval.

The Village patched the outlet. Rocks were moved from the landscape to make room for the repairs. Jayne requested that Steve May have Village workers replace rocks to their original location. The Village did move the rocks saving the OHA money.

Jayne will be using a different company for the irrigation system next year. The current provider has not been as responsive as needed.

## Communication

Jerry Harlow reported that articles for the newsletter are due in the next few days for the December Oak Leaf. The Oak Leaf will be published by December 1<sup>st</sup>. Jerry indicated that a local realtor has expressed interest in advertising in the Oak Leaf. Roger Westman indicated that in the past ads for the Oak Leaf that advertised businesses in direct competition with a homeowner who is also advertising were not accepted for publication within the Oak Leaf. After some discussion, it was decided that a policy statement regarding this process would need to be considered.

Jerry also reported that the 2008 Homeowner Directories have been delivered. The Directory will not have to be published for another two years.

Jerry presented the following year end report and goals for the Communications Committee:

### Responsibilities

- Coordinate communications between the OHA Board and OHA membership.

### 2008 Accomplishments

- Published four issues of the Oak Leaf on time



- Issued the 2008 Directory
- Continued to maintain the OHA Website
- Expanded and maintained OHA Email distribution list.

#### 2009 Goals

- Oak Leaf published on time
- Make the Oak Leaf a more useful communication tool
- Turn over responsibility for the website to Matt Johnson and the Technical Committee
- Better integrate communication with the Westmont police.

#### Technical

Matt Johnson discussed internal document storage. Matt indicated that several companies offer storage services for scanned or imaged documents. The companies provide imaging and backup services. The information is stored in a secure manner. In the case of the OHA documents, the volume would be relatively small. It is important that the service allow for remote access. The first step to accomplishing this goal is to sort the existing documents and create an index. Bank documents have already been scanned and are ready to include. Meeting agendas and minutes will need to be included. It is the belief of the group that Ken Brennan has already scanned documents from the Lake Management Committee.

There are about 5 boxes of documents that must be sorted. It will be the responsibility of the secretary to obtain the boxes and sort the documents in preparation for the imaging process. The goal of the Technical Committee for 2009 will be to identify a provider and contract for their services. All of the Board members will have the goal of identifying all documents that need to be imaged. The Technical Committee will be responsible for maintaining the documents once the process is defined and set up.

#### Social Committee

Theresa Marbach reported that plans are underway for Holiday party. Theresa is planning a DJ and a dance person.

Theresa also reported that the Moms and younger children group is going well. There is another mother willing to organize the younger Moms and Tots group. The volunteer is having difficulty getting participants because a number of the mothers have requested evening rather than daytime activities. Theresa indicated that Lisa Paget arranged food for the Halloween party. Lisa is willing to continue in this role.

Theresa presented her 2009 Goals as follows:

- Conduct an interest survey
- Maintain current activities
- Obtain additional support for events
- Develop a larger base of entertainers

#### Lake Management

Ken Brennan will present the Lake Management Committee 2009 Goals at the December meeting.



## Old Business

Matt Johnson reported that the permissive use documents have been signed by the Nutter family. Matt will sign and file the documentation.

A discussion of the regarding of the swale was deferred because Tadas Birutis was not in attendance.

A discussion of the erosion issue was tabled until a meeting with Steve May and Bob Scott can be arranged. It was suggested that a formal letter be written to Seve May and Ron Searle regarding the issue and the lack of support from the Village.

## New Business

Leslie Abrahamsen from the American Cancer Society attended the meeting to ask the Board to sign a permissive slip to allow the society to host the American Cancer Society Relay for Life of Westmont at the Westmont High School. Leslie outlined all of the activities that will occur during the weekend and how they may affect the homeowners in the surrounding homes. Leslie offered to visit with the Homeowners who may be affected prior to the event to ensure their support. At the end of her presentation Jerry Harlow motioned that the Board sign the permissive slip, Roger Westman seconded the motion and all Board members present indicated their approval.

The Board discussed the goals identified by each committee which documented above. In addition to the goals of the individual committees, the Board agreed to the following overall goals for 2009:

- Finish up the Community Involvement Policy and Guidelines documentation.
- Complete a policy for Documentation Control
- Determine a policy for advertising in the Oak Leaf
- To complete all policies prior to the Annual Meeting to allow for presentation to general membership.

The meeting was adjourned at 9:42 P.M.