

**Windings of Willow Ridge Townhome Association
Board of Directors Meeting Minutes
January 15, 2008**

Call to Order

The regular monthly Board meeting was called to order by the Association's President Ted Landers at 8:17 PM at the Senior Center on Archer Avenue in Willow Springs.

Roll Call of Board Members

Present

Ted Landers - President
Joe Kunst – VP & Grounds Chair
Herb Nilles – Treasurer
Tony La Rocco – Building Chair

Absent

Ron Wade – Declaration & R&R Chair

Brett Kovel, Elite Management

A properly executed proxy from Ron Wade was presented naming Ted Landers as his representative for this Board meeting. A quorum of the Board was established. There were 17 owners in attendance.

Approval of Minutes

The Board minutes were presented for the December 18, 2007 regular Board meeting.

MOTION: A Motion was made by Tony and seconded by Herb to approve the Board minutes from the December 18, 2007 meeting as presented. Motion unanimously approved.

Financial Report

The Associations assets as of December 31, 2007 are:

Operating Accounts	\$64,963.09
Reserve Fund Account	<u>\$394,984.15</u> (Reserve Fund is fully funded)

Total Association Funds \$459,947.24

- 1) Year End Operations Budget Status –** Brett reported the Association's "Operations" budget year-end 2007 was \$7,910.00 under budget (the Board spent less than was budgeted). Specifically, Administration expenses were 10% under budget, Building expenses were 13% under budget and Ground expenses were 15% over budget, primarily due to an

extra fertilization and mulching of the front of the townhomes and entryways.

- 2) **Year End Reserve Fund Balance** - The Reserve Funds YE balance was \$394,984.15 which is slightly over funded by \$1,354.15. Brett stated the Association's finances are excellent and best of the many Associations that he manages.
- 3) **Delinquencies & Collections**— Brett reported that as of December 31st, collections are \$1245.00. Brett reported half of the outstanding collections are attributable to one owner who was sent to the attorney's to begin collection proceedings and three other owners are now one month delinquent in their assessments.

Administrative Items

- 1) **Revised Declaration Status** – The Board approved the Declarations Committee proposed Declaration at the December Board meeting. Brett reported mailing this to all owners of record on January 3, 2008. The Board strongly endorses its ratification by the owners. Ratification requires approval of 60% of all owners (minimum 78 of 129). Initial response has been great with 55 owners already having signed the ratification form.
- 2) **Release of Property Deeds** - The deeds (titles) to our 28 common properties are in a trust that we do not have access to. The developer's attorney has not yet responded to our letter. Our attorney will be sending a third letter next week.
- 3) **Village Traffic & Parking Agreement** – Due to the Holidays, our attorney has not yet reviewed the proposed Traffic & Parking agreement Ted has been working on with Police Chief Alexander. Brett to follow-up with the attorney.
- 4) **Work Order Report** – Brett presented the work order report dated 1-15-08 which contains six items, a gutter leak (160 SFL) and a shifting pillar (120 SFL). Will be repaired in the spring when the weather permits. The other four items have been completed.

MOTION: A motion was made by Tony and seconded by Joe to approve the work order report dated 1-15-08. Motion unanimously approved.

Building Committee

- 1) **Building Insurance** – Brett reported that as of today 105 of 129 owners have supplied the required insurance certificates to the Board. This is a dramatic improvement from 60 days ago when only 20 owners were in compliance. A third "personally addressed" letter was

sent to each delinquent owner 10 days prior to when the \$100.00 fine was to be assessed for non-compliance. Brett will also call the 25 non-compliant owners. **Update:** As of 2-1-08, only five owners have **not** submitted the required insurance information and were fined \$100.00.

- 2) **Garage Lights** – Brett reported a good response to the letter sent to individual owners who have burned out light bulbs in the exterior garage light fixtures. Brett will follow-up with those few who have not yet responded.
- 3) **Gutters** – The weather has NOT allowed Aspen to complete the gutter cleaning or to install the two trial gutter protection systems for evaluation. Both of these will be done in the spring.

Grounds Committee

- 1) **Mailboxes** – Brett is working with Majestic on acquiring the decorative components for the top and base of the mailboxes. Aspen completed filling the post holes created by the removal of the old mailboxes. They were filled with black dirt and grass seed will be planted in the spring.
- 2) **Electrical Work** – Brett reported that Advantage Electric had completed installation of one electrical outlet and two 70 watt exterior floodlights to illuminate the sign on the center island at 91st street & SFL. This is a shared expense with the SFH's.
- 3) **Garbage Container At Park** – Multiple complaints have been received by owners regarding the smell from dog waste emanating from the garbage container. It was suggested the garbage can be removed.

MOTION: A motion was made by Joe and seconded by Ted to remove the garbage container from the park. Motion unanimously approved.

- 4) **2008 Entryway Flowers** – Brett provided a bid from Ground Pro's for annuals and seasonal plantings for the entryway island at 91st street and SFL entryway for \$1,916.00.

MOTION: A motion was made by Joe and seconded by Herb to approve Ground Pro's 2008 proposal for entryway flowers for an amount of \$1,916.00. Motion unanimously approved.

- 5) **2008 Spring Enhancement Plantings** – Brett provided a bid from Ground Pro’s for replacing dead tree’s and shrubs identified last year for \$6,131.00. The list of items and locations is provided in the Board packet (18 townhomes, the park and other common areas).

MOTION: A motion was made by Tony and seconded by Joe to approve Ground Pro’s proposal for landscape replacement and enhancement for an amount not to exceed \$6,131.00. Motion unanimously approved.

- 6) **Oak Tree Replacement** – Ted stated that in the last five years the Association has removed 8 dead Oak Trees and that none had been replanted. In order to insure the long-term beauty and aesthetics of the Association, Oak trees should be planted. Brett presented a proposal to plant 5 to 7 Oak trees in the spring.

MOTION: A motion was made by Ted and seconded by Joe to approve Ground Pro’s Oak Tree proposal for an amount not to exceed \$4,500.00 at locations to be determined by Brett and Chair of the Grounds Committee. Motion unanimously approved.

- 7) **Association Clean-up** – Brett reported that Ground Pro’s was out to repair damaged turf from the snow removal operations and to clean up garbage blown about on the property. The Board asks all owners to secure their garbage, especially on windy days.

Open Discussion from Owners – No owners had comments or questions for either Brett or the Board.

Adjournment -

MOTION: A motion was made by Tony and seconded by Herb to adjourn the meeting at 8:45 pm. Motion unanimously approved.

Respectfully submitted by

Ted S. Landers

February 13, 2007