

Steeple Run Homeowners Association
Board Meeting Minutes
Thursday, December 6, 2012

Board Member Attendees

Bill Harfst
Steve Kadish
Linda LeBlanc (sitting in for Herb)
Karen Malcolm
Joe O'Malley
Mike Reitcheck
Tammy Rice

Call to Order - Tammy Rice

The meeting was called to order by Acting Board Chairperson, Tammy Rice, at 7:05 pm at the Algonquin Township Offices.

Secretaries Report - Bill Harfst

The Board accepted the Minutes of the October 4, 2012 meeting with no changes.

Treasurer's Report - Joe O'Malley

Board Treasurer, Joe O'Malley, reports that the SRHA current account balance stands at \$17,106.68.

The Association has expenses to-date of \$3,068.47. We are currently on track with our expenses and within our operating budget.

Joe reports that we need to make alternate arrangements to pay for the website that hosts the SRHA web page. This may include making an annual payment instead of monthly payments as is currently being done.

Communications Report - Tammy Rice

Tammy is working to update the Steeple Run Directory prior to its distribution at the Annual Meeting in January. Tammy requests that revisions and updated information for current and new homeowners be sent to her for inclusion in the Directory.

The Directory needs to be printed prior to the Annual Meeting. This has been done at the OfficeMax print shop in the past. Tammy will prepare the master copy and have it proofed by Jill Peterson prior to printing.

Preferred Contractor Program- Herb LeBlanc

Herb was not able to attend the meeting. Linda indicated that there is nothing new to report.

Social Committee - Karen Malcolm

Karen reports that no social events are on the calendar for 2013. All residents are encouraged to organize activities, if they are willing to do so.

Architectural Committee - Bill Harfst

The Board granted Matt Evans a one-time architectural waiver, as per Article 6.05, to install a non-combustible, composite material siding. The Architectural Committee and Board reviewed samples of the material, which has the look of cedar, prior to granting the waiver.

6.05 Variations of Architectural Committee. Upon the proper presentation, the Architectural Committee may waive any requirements set forth in this Article. The waiver of said requirements shall not be deemed as a waiver for the subdivision, but shall be deemed as a waiver only on a case by case basis and shall not constitute precedent for any future actions. Any party requesting a waiver shall state completely the reason for said waiver with any other supporting documentation required by the Architectural Committee.

Landscaping Committee - Joe O'Malley

One of the Smith Road entrance light fixtures is not working properly. Joe indicated that anyone who has a working knowledge of DC lighting is urged to investigate and correct the problem. Otherwise, if repairs can not be made, the Board authorized the expenditure of up to \$300 to have an electrical contractor fix the problem.

After further discussion, Linda and Karen volunteered that Herb and Dave would investigate the cause of the problem and make necessary repairs. If they are unsuccessful, Steve Kadish will reach out to a contractor(s) for an estimate.

Steeple Run Sign Upgrade Project - Bill Harfst

The Board has not received a bill from Algonquin Township for the recently completed street sign upgrade. Some work remains including the installation of 2" square black posts for the speed limit signs. We also requested that the galvanized steel brackets on the stop signs be changed to black brackets. This work will not likely be completed until Spring.

In the interim, Bill will contact the Township to determine if they have decided whether there is any charge for the signs that needs to be passed on to the Association. If not, then the funds earmarked for this project can be used to upgrade the appearance of the entrances to Steeple Run.

Annual Meeting - All

The SRHA Annual Meeting is scheduled for Saturday, January 12, 2013 at the Algonquin Township Offices.

Tammy will send an email announcement to the Homeowners along with the Meeting Agenda and Proxy for their use in casting their vote on issues discussed at the meeting. The Proxies can be returned to Tammy by email or dropped off at the Malcolm's in the little white box by the front door.

Property Management and SRHA Board of Directors

The Steeple Run Board of Directors faces a crisis in Leadership going forward. Many of the Board members have served faithfully in their roles as Officers, Directors and Committee Members for many years. Some have indicated their intention to resign from the Board at the end of this year and will not serve in 2013. Further, no Steeple Run residents have indicated their intention to step up and serve on the Board.

In light of this situation, the Board discussed the need to retain the services of a Property Management company to perform the duties previously done by residents of the community. Property managers charge a substantial fee for these services. This will require a significant increase in the annual assessment charged to the homeowners. The Board estimates the assessment could increase by 2 to 3 times the current \$85 annual fee.

This will be a central topic for discussion at the Annual Meeting. Association Members are encouraged to attend the meeting to express their ideas and suggestions for retaining the services of a Property Management firm.

Ideally, residents are encouraged to take a more active role by volunteering to serve a term as Director or Officer of SRHA. The Board meets once per quarter at the Algonquin Township offices. The time requirement is minimal, but the benefit to the neighborhood is significant.

Next Meeting

The next Board meeting will be held immediately after the Annual Meeting on January 12, 2013 at the Algonquin Township Offices.

Adjourn

The meeting was adjourned at 8:30 pm.