

## **STEEPLE RUN HOMEOWNERS' ASSOCIATION MEETING MINUTES 09-17-05**

In attendance: Herb LeBlanc, Bill Harfst, Chris Kempa, Dave Malcolm, Karen Malcolm, Joe O'Malley, Jill Peterson

The meeting was called to order by President Bill Harfst and the minutes of the previous (8-6-05) meeting were approved after correcting Greg Wallis' first name.

### Treasurer's Report

Current position – our bottom line is good. 73 of the 74 homeowners have paid their Association dues. The one household that has not yet fulfilled their obligation has received two follow-up letters and will receive a phone call or personal visit next. The bank has paid the dues for the foreclosed Terrana home as there is a contract pending. With the collection of the dues, we have reached the high water mark for the fiscal year. Our current bank balance is \$10,676.65.

In the process of transferring transaction authorization from the former treasurer to the current one, it was discovered by the bank that our EIN# associated with our account is not valid. The Social Security number of a previous treasurer had been used. Joe O'Malley had applied for, and received, an EIN for the SRHA, triggering the attention of the IRS. The SRHA must file tax returns but none had been filed since the SRHA was formed in 1988. A return for the 04-05 fiscal year has been sent and now Joe needs to file for the previous years before September 28<sup>th</sup> or file for an extension. Bill Harfst will assist Joe in reconstructing the needed history. It is unlikely that we will have any tax obligation for most years; we may owe tax for the year in which we had the subdivision picnic. There may also be fines and interest due.

### Architectural Control Committee

The Kadish fencing waiver request using an existing covenant provision for grandfathering was discussed and approved, in theory, with some modifications in the wording to address some of our concerns and to limit the list of signers to the 4 elected officers. Bill will communicate this with the Kadish family.

Bill will get the fencing amendment from Brian Mulville so that all of the officers can sign it before it is filed in Woodstock.

Our current covenants require that all modifications to the exteriors of our homes and property need to be reviewed and approved by the Architectural Control Committee before any work is done. This includes gazebos, roofs, decks and screened porches. Dave Malcolm volunteered to be the contact person for the committee; this information will be included in the newsletter.

### Landscaping Committee

Chris and Dave will examine the lighting system at the Crystal Lake Avenue entrance to determine if they can fix it without outside contractor help. They will contact Brian Mulville for the key to the electrical control box.

A proposal to engage Northwest Property as our property managers was discussed. Their services would be \$225/month with additional fees kicking in if added services are needed, such as engaging a lawyer. We would need to raise Association dues to cover this monthly expense. Copies of the proposal and references were handed out to be reviewed before and discussed at our next officers' meeting. After initial examination, this might be the way to go in the future if no

volunteers can be found to serve on the various committees and as officers; those duties and responsibilities would then be carried out by the property manager.

#### Preferred Contractor Program

Herb presented the findings of his rough study of lawn mowing services; he will continue until he has polled more than 10 providers and then begin to look into snow removal. These contractors would be referred without endorsement.

#### Covenant Review Committee

Bill Babington, Karen Malcolm, Jeanne Mulville, Tim Graff and George Lang had volunteered for this review. We will aim to have the new covenants voted upon at the Annual Meeting in January 2006. The review must be finished before then so that copies can be distributed for each family to review the changes. To leave some space between the holiday rush and the annual meeting, Bill will try to reserve a room at the Algonquin Township offices for a Thursday in late January. This date will appear in the next 2 newsletters.

#### Communication Committee

Preliminary copies of the Fall 2005 newsletter were passed out and read. It was decided to add recent information from this Officers' Meeting. The spending of dues on the newsletter was determined as an appropriate use of Association dues; the cost for printing and mailing was approved. A statement will be included on this first issue requesting those homeowners who would prefer to receive the newsletter as an email should contact Jill Peterson; future issues would then be emailed to that family, either as a PDF file or MSPublisher.

Bill Harfst will reserve a room at the Algonquin Township offices for our Annual SHRA meeting to be held in late January. Once we have that date, the newsletter can be issued. The Winter 2005 newsletter will be tentatively issued December 1<sup>st</sup>, containing the proposed updated Covenants information and a reminder about the Annual Meeting at which the Covenants will be voted upon.

The Directory is nearly updated. It has been very difficult to verify and update the information for 2 families and new neighbors are moving into the former Gross house today. The Directory will be printed next week.

We have a domain name for the website but do not yet have a host. Proposals will be presented at the October Officers' meeting. Jane Litrell has volunteered to help Jill with the search.

#### New Business

Herb LeBlanc wondered if we should obtain a dumpster for resident use; most of us have things in our garages and basements that we would like to toss out. After discussion, it was decided against. The Spring 2006 newsletter will contain information about recycling and the services offered by Algonquin Township.

The next meeting will be held Saturday October 22, 2005 and this information will be included in the newsletter so that if any residents are interested in attending or addressing the Board, they may contact Bill Harfst for time and place information; we will then know if additional seating is required.

Respectfully submitted,  
Jill Peterson, Secretary