

SWEPOA

Stilling Woods Estates Property Owners Association

P.O. Box 972 McHenry, IL 60051

Web: www.stillingwoods.com

Board of Directors Meeting April 23, 2008

Board members:

Present: Jonathan Grandt, Trish Spengel, Steve Spizzirri, David Trebacz, Michael Zelek.

Absent: None

Also present: Paul Whittenhall, 2001 Julia Way

Proceedings:

-Call to Order: 7:34 p.m. by Trish Spengel at State Bank of the Lakes, McHenry.

-Minutes from February 25, 2008 meeting approved by all members.

Treasurer Report:

-Grandt presented a treasurer's report with the association's payments and expenses for February, March and to date in April. Reports are included with these minutes.

-Motion by Zelek to approve February treasurer's report as presented. Motion seconded by Trebacz. Motion passed unanimously.

-Motion by Trebacz to approve March treasurer's report as presented. The closing balance for the association as of March 31st is \$9,381.10. Motion seconded by Zelek. Motion passed unanimously.

-Grandt presented financial reports for the association for August, September and October 2007 based on records from the previous board. The reports were accepted into the record and are included with these minutes.

Resident Comments:

-None

Old Business:

-**Entrance Maintenance** – Zelek presented the results from the bid requests for weekly maintenance and clean up of the entrances. More than 33 Request For Proposals (RFP's) were mailed out to landscape companies; and 7 companies returned quotes for the work. The board discussed the proposals, timing, and the merits of each. Planet Earth in McHenry submitted the lowest bid for weekly maintenance. Planet Earth also addressed all of the other specs that were outlined in the RFP, including mulching, weed control and an initial clean-up of the entrances to ready them for weekly maintenance. The one-time landscape improvement includes outlining the beds, repositioning the decorative stones, applying weed control, removing dead plants and weeds, and adding new plants and mulch. Zelek said he would monitor the work being done at the entrances. Spengel suggested the lighting should also be improved at the entrances while the work is being done. Zelek said he would look into that and find out what could be done with lighting.

-Motion by Grandt to approve Planet Earth to provide weekly maintenance for entrances for \$2,730 as presented. Seconded by Zelek. Motion passed. Ayes: Trebacz, Grandt, Zelek, Spengel. Nays: Spizzirri.

-Motion by Zelek to approve Planet Earth to provide an initial clean-up of the entrances not to exceed \$8,180. Zelek would go over specific costs to eliminate any duplication of services with weekly

maintenance. Seconded by Spengel. Motion passed. Ayes: Trebacz, Zelek, Spengel. Nays: Spizzirri, Grandt.

-Handyperson services – Zelek said he mailed 10 RFP's for a handyperson to maintain the entrances, but only one bid was returned. Zelek did not recommend approving the bid because it did not meet specifications. The board agreed to only use those services when necessary. Trebacz volunteered to continue changing light bulbs. Trebacz noted there are some electrical issues with the spotlights on the Chapel Hill Entrance that he'll look at when it gets warmer.

-Stop sign update – Spengel presented a letter from the Village of Lakemoor stating that the village staff did not recommend adding a stop sign at the intersection of Mason Corte/Vivian Way/Margaret after conducting a detailed analysis of the intersection. The letter stated that multi-way stop signs do not control speed and that the village will add signs related to the school bus stop. Trebacz said a speed limit sign and two children at play signs have been added near the intersection.

New Business:

-Budget Draft - Grandt and Zelek presented a draft budget outlining the association's expected expenses for the year based on expenses over the past six months. It will be adjusted with the newly adopted maintenance agreements. The plan is to adopt the budget at an upcoming meeting after working out a timeline for the association's bills, collections and other obligations.

President Report:

-Spengel reported that she received very positive feedback on the newsletter and website. Spengel noted that besides the cost of stamps, the newsletter did not cost the association anything because the paper and printing was donated and the work putting it together was volunteer.

Other Business:

-Spengel spoke with the attorney regarding filing income tax returns for the association and was told the tax return was due March 15. The attorney recommended the association hire an accountant to file the return at least for the initial filing and because it is now late. Zelek recommended that the association hire an accountant to make sure all requirements are followed.

-Spizzirri noted that there is a street sign missing on Margaret Court at the Lincoln Road entrance. Spengel will call the village to request a replacement.

Closed Session:

-The board entered into closed session at 9:33 p.m. and returned to open session at 9:50 p.m.

Open Session:

-The board agreed not to renew the attorney retainer, but to continue the service as needed at an hourly rate.

Next meeting: 7:30 p.m. May 27, 2008 at State Bank of the Lakes in McHenry.

Adjournment:

-Motion by Grandt to adjourn the meeting; seconded by Spizzirri. Motion passed unanimously.

*Meeting adjourned at 9:55 p.m. by President Trish Spengel
Minutes submitted by Secretary David Trebacz*