

**GLENMOOR HOMEOWNERS ASSOCIATION
2019 ANNUAL MEETING MINUTES
Algonquin East Library
JUNE 30, 2019
1:00 p.m. - 3:00 p.m.**

HOA board/officer attendees:

Nancy Engels, Darlene Carrao, Claudette Black, Wes Black, Sheila Summaria

Jeff Petrin was unable to attend the meeting

Homeowner attendees: 14 homeowners were in attendance; five proxy statements submitted

AGENDA

1. The meeting was called to order at 1:08 pm by the Vice President, Claudette Black.

The Vice President introduced herself, welcomed all homeowners and encouraged everyone to interact with their neighbors, abide by the Rules of the Covenants and Bylaws and to help keep our community attractive. Claudette also thanked the Board of Directors and Officers for volunteering their time and effort generously for a number of years. The Vice President went on to say it is very disappointing to prepare for the Annual Meeting and only a small percentage of homeowners were in attendance. She encouraged all residents to get involved and become an integral part of the Glenmoor HOA.

The Vice President introduced the current members of our Association:

- Board of Directors: Jeff Petrin (not present), Darlene Carrao and Nancy Engels
- President - Vacant
- Vice President - Claudette Black
- Treasurer - Wes Black
- Secretary - Sheila Summaria
- Welcoming Committee - Lorelei Petrin (not present)
- Landscape Committee - Jeff Carrao
- Website and Newsletter - Mary DeHaan
- Architectural Committee – Jeff Petrin (not present)

Meeting Minutes:

2. Claudette highlighted the accomplishments of the past fiscal year as follows:
 - a. South side entrance was cleared of overgrown trees/bushes.
 - b. South side fence replaced due to overgrown trees / bushes that caused the damage.
 - c. East side fence line and three trees lost due to damage by winter weather; downed trees removed and fence replaced.
 - d. Board of Directors received HOA legal advice to bring clarity and consistency between the bylaws and covenants specifically focused around four main areas
 - e. Homeowner architectural reviews were completed
 - f. Treasurer was able to collect 100% of last year's dues in record time. Only three homeowners were assessed late fees in the amount of \$75.
 - g. 1st annual Christmas dinner attended and paid for by 20 homeowners at Lou Malnati's in Lakewood. Hope we can get together on an annual basis.

- h. Glenmoor website updated, newsletters sent and minutes published
- i. Email list updated - for new or missing information, please contact Sheila Summaria with your phone and email updates.
- j. Four quarterly open homeowners meetings held throughout the year at board members homes to provide a forum for homeowners to attend; low to no attendance. Meeting dates are posted on the Glenmoor website.

3. Committee Reports:

- **Welcome Committee:** Lorelei Petrin (not present - Claudette spoke on her behalf)
 - Purpose of the Welcome Committee is to provide new homeowners with welcome gift bags, garbage stickers, as well as providing them with all relevant information about the community.
- **Finance:** Wes Black
 - Wes provided a summary (attached to the agenda) which shows a cash balance of \$7,102.51
 - Reviewed the comparative report range from July 2016 to June 2019, summary of cash flow and distribution report and the proposed budget for this year of \$13,140.00
 - Wes also reviewed that homeowners dues will remain not be increased and will remain at \$168.00 based on board approval
- **Landscape:** Jeff Carrao
 - Winter storm damaged the common area fence and knocked down three trees on Haegers Bend Road behind Kretzinger's home. Removal of the three trees cost \$1200 and repair of the fence cost \$600. An insurance claim was filed - \$1000 deductible paid and remaining dollars were reimbursed by State Farm.
 - No trees were replaced this year although 1 – 2 trees will need to be replaced behind Kretzinger's where the three trees were lost.
 - 16 feet of fence on the south side required replacement due to damage caused by trees and bushes. Other cross bars and poles were also damaged due to age and growth in the fence. The cost to replace 16 feet was \$1200 and other repair to poles was \$600. Long term, it was more economical to replace all 88 feet fence and poles for \$2100.
 - North side fence overgrowth has been cleaned up behind the former Kay and Soto homes and current Raby home.
 - It's the responsibility of all homeowners who live along Haegers Bend with the common area fence, to cut and maintain all trees and bushes on homeowner's property, keeping all growth out of the fence to avoid damage. The HOA will maintain all growth on the common area property, keeping it from growing through the fence to avoid damage. Bylaws have been updated to clarify responsibilities.
 - \$365 budget a month (April – November) for JVC to mow/trim bushes - used him for last three years - happy with his work and will continue to use his services.
 - A few of the bushes at the entrance may look dead / lost due to harsh winter but will leave them for another year to see if they come back before replacing
 - Homeowners commented the entrance looks good - did request that we trim some of the greenery growing up and blocking the Glenmoor sign. Jeff advised this was just done but will double check to be sure it's been trimmed back low enough.
 - 1241 Redwood Drive lawn (Homeowner unexpectedly passed away last September) - Homeowners commented on the former Kay home lawn maintenance; Darlene explained the issue of home/bank ownership still hasn't gone through probate. There are other legal issues being sorted out. Several homeowners questioned why we (Glenmoor HOA) don't just pay landscaper out of the budget instead of relying on volunteers to cut the lawn. The board explained although this is an exceptional and unique situation, this would set a precedent. There are some homeowners who do not agree with using HOA funds to maintain this lawn.

Action: The board will review the situation and check the covenants.

Update: After contacting the Village of Algonquin, explaining the situation and providing additional details, the Village of Algonquin has agreed to cut the lawn. They have placed a lien on the property to recoup the lawn cutting expenses incurred.

- **Architecture:** Jeff Petrin (not present)
 - The Vice President reminded homeowners that any cosmetic or structural changes to your property must first be submitted to the Architectural Committee for approval. However, the Board of Directors should be involved in reviewing and approving the changes before any work is done.

4. General Discussion Topics:

- Covenants and Bylaws Changes Reviewed – Darlene Carrao
 - The board engaged Paul Krieg, HOA attorney for guidance and assistance to bring consistency between the Covenants and Bylaws. The major focus was on the 4 most frequent complaints / requests received from homeowners
 - It's important that neighbors work together and talk to each other. You don't need to always go through the HOA first. The Board is also not responsible for "policing" the neighborhood – for all: if you see something, say something before work is completed.
 - Background was provided on the history of how we got here with the inconsistencies in the Bylaws -- Lots of changes over the years in the bylaws that didn't necessarily support the covenants
 - Covenants prevail. Bylaws provide additional clarity, more specific details that support the Covenants.
 - Covenant changes require 2/3 homeowner approval
 - Bylaw changes / clarifications can be made by the Board of Directors without homeowner approval per the Covenants – remember, Covenants prevail so Bylaw changes have to support the Covenants
 - The covenants and bylaws are intended to make our neighborhood a nice community and maintain our home values
 - The board is not adverse to Covenant changes. Homeowners that want Covenant changes can volunteer to lead the effort and work with the board to gather votes from the 78 homeowners. This effort was previously performed regarding fences. Although 2/3 majority approval was not achieved, one of our Homeowners still has the documentation and willing to share.
 - The attorney was asked to focus on the Bylaws associated with the 4 most frequent complaints / requests received from homeowners:
 - 1) Use and Occupancy Restrictions – complaints about vehicles and trailers parked in driveways
 - 2) Fences
 - 3) Above ground swimming pools
 - 4) Overgrown grass / unkempt property
 - Board (and attorney) approved Bylaw updates are attached and summarized below:
 - Article III - Duties of board of directors
 - Article IV - Officer duties
 - Article X - Use and Occupancy Restrictions
 - Vehicles / trailer language clarified definition to truck - personal use or commercial use; commercial vehicle / trailer driveway exception parking provided two times a year with pre-approval;

finer will be issued for violations per night unless exception approved by board. NOTE: This bylaw clarification is a definite improvement as the covenant calls for no exceptions today.

- Homeowners engaged in a lively discussion and were passionate about the strict restrictions on this topic and that there should be more leniency in the number of exceptions and the language. After much discussion and suggestions, board will go back to attorney for counsel based on language in Covenants.

Action: Board will take back to the attorney for a review as it pertains to the bylaw language, however, must uphold the covenant. The current updated language is now in effect if and until such time it is changed.

Update: Since the meeting, the number of occasions to park overnight has been increased to five times per year with up to 2 consecutive nights per occasion. Bylaws have been updated with the new language.

- Article XIII - General provisions
 - While the board does not approve of bylaw/covenant violations, the board will only enforce against future violations. Per the attorney, we do not have the authority to “grandfather” anything.
 - To remove existing above ground pools and sheds erected since 2010 would expend Glenmoor Homeowners Association resources and result in undue hardship.
 - Homeowners questioned current violations for above ground pools and replacement of same and sheds. Basically replacements will not be approved.
 - Homeowners commented on the subject of fences which surfaced, as it has in the past, related to ability to sell homes to families and no fences allowed; this was addressed a couple of years ago by asking homeowners and failed to make the majority. In addition, it is in the covenants that no fences are allowed.
- Article VI Section 8 in the Covenants – Landscaping
 - While the covenants cover landscaping, the Village of Algonquin also has rules covering lawn and landscaping maintenance. Both are clear and consistent. No updates are necessary to the Bylaws.

- A suggestion was made to survey the community on the two topics: fence approvals with a drill down to a common type of fence and vehicle driveway parking restrictions.

Action: Laura Kretzinger volunteered to work on a survey to ask homeowners if they would like items in the covenants changed; Jorie Fontana offered to help.

5. Elections:

- a. Darlene reviewed the ideal traits desired for board member volunteers; we are looking for your help but be prepared to:

- i. Willingness to dig into details – review and understand Covenants and Bylaws
 - ii. Focus toward consistency, especially in enforcement
 - iii. Ability to play fair – role models for the association
 - iv. Sense of honesty
 - v. Ask for help - leverage your fellow HOA members skillsets
 - vi. Share information with transparency
 - vii. Be willing to adapt and change
 - viii. Be ready to deal with difficult situations - thick skin needed - not personal
- **Board of Directors**
 - Six homeowners volunteered to fill the three board positions.
 - 2019 / 2020 BoDs are: Patty Fasano, Jeff Petrin and Darlene Carrao
 - There was a tie between Laura Kretzinger and Gail Baldwin as the board alternate. After a strong recommendation from another homeowner, Gail withdrew.
 - 2019 / 2020 Alternate BoD is: Laura Kretzinger
- **Officers and Committees (require board approval in separate discussion by the board - meeting scheduled for July 11)**
 - President – Claudette Black volunteered to move from VP to President (no other volunteers surfaced)
 - Vice President – Gail Baldwin volunteered to fill vacancy (no other volunteers surfaced) It should be noted another homeowner strongly disagreed with Gail filling this position and agreed to leave the final decision up to the Board.
 - Treasurer – Wes Black volunteered to remain on (no other volunteers surfaced)
 - Secretary – Sheila Summaria volunteered to remain (no other volunteers surfaced)
 - Landscape Committee – Jeff Carrao volunteered to remain (no other volunteers surfaced)
 - Architecture Committee – Open position; no volunteers
 - Newsletter – Mary DeHaan
- **Newsletter Update** – Mary DeHaan - did not have time for this update (sorry, Mary!)
- **Open Discussion** – During open discussion, there was a confrontation between 2 homeowners over a property incident that occurred between them the day before this annual meeting. The incident involved the Algonquin Police and was/is not a HOA matter so further discussion was stopped.
- **Adjournment**
 - Meeting concluded over our planned time of 3:00 p.m. and adjourned at 3:45

Thank you to all of the homeowners that attended the 2019 annual meeting. We appreciate your input, your passion and your time. Please consider encouraging your fellow neighbors to attend and get involved moving forward.