

TIMBERWOODS HOMEOWNERS BOARD MEETING MINUTES
 7:00 PM AUGUST 25, 2009
 500 PRESCOTT LANE
 GURNEE, ILLINOIS

Officers	Board Members	Visitor
<u>X</u> President Kevin McGowan '10'	<u>X</u> Frankie Norwood '10'	
<u>X</u> Treasurer Dean Abrassart '09'	_____ Vacant '10'	
<u>X</u> Secretary Linda Heeter '09'		Kevin Ahmer

1. **CALL TO ORDER:** Meeting was called to order by President McGowan at 7:05 PM.
2. **APPROVAL OF THE MINUTES:** The Board reviewed the minutes from the June 24, 2009 Board Meeting. Treasurer Abrassart moved to accept the Minutes. Seconded by Secretary Heeter. All Ayes. The June 24, 2009 Minutes were adopted.
3. **DISCUSSION:** President McGowan provided the Board with an Agenda for the meeting and indicated he had received no landowner contacts since the last meeting.

Treasurer Abrassart's provided the Board with an update on the 2nd Quarter financial status of the organization. He indicated it was likely the organization would be \$ 4,000 – 5,000 over this year's proposed budget. The red ink for 2009 however is directly linked to tasks that were to occur in 2008 but didn't occur until 2009, so the two-year average is still positive. Treasurer Abrassart requested that Kevin Ahmer provide the Board with a copy of a delinquency letter.

At the request of the Board, Kevin Ahmer was asked to provide an update on how Kalman Management is providing services to Timberwoods and where improvements can be made. He indicated that he felt Timberwoods was in good financial shape, that there were minimal Homeowner requests or concerns, and that earlier in the year Kalman Management may not have been as responsive as they should have been to the Board. The Board expressed an interest in getting monthly summaries of property activities during the active contract season and better communication. Items of concern included getting Board signatures on file for financial matters and pre-notification and approval of expenses over \$ 500.00. The Board and Kalman Management discussed the current contract and it was agreed that the contract should be amended, with an updated Exhibit A, to extend the terms of the contract with the current 60 day cancellation clause, but to hold Management Fees at the current \$ 52.00 per lot level.

President McGowan proposed that the Board begin to shape contract requests for 2010 for landscaping and pond services as both current contracts expire at the end of the year. The Board addressed landscape services first, by reviewing the existing contract. The Board agreed the existing contract covered Association concerns. Items noted of concern included overlooking Outlot M in the Spring Clean-up and the removal of dead plant materials as part of the normal maintenance process. One item requested for the new Request for Proposal was to include mulching as part of a 3-year contract, with mulching to occur in year two. The Board requested that Kalman Management seek bids from Landscape Concepts and three additional firms for the period of 2010 to 2012.

The Board then turned its attention to a review of the current pond service contract and concerns for next year. The Board indicated the next Request for Proposal should specify all three ponds on the property and that the terms should be for multiple years. As part of the multiple year concept, the request should have proposals that seek to improve the pond on Prescott Lane. The Board also expressed an interest in getting additional bids for the work.

Frankie Norwood indicated she had been approached by a Homeowner requesting the Timberwoods signage at the Washington Street entrance be improved. It was indicated that the Board should look at the signage to evaluate the nature of the problem and to determine how best to address it.

President McGowan requested dates for the next Board Meeting. The Board selected a tentative date of October 27, with bid materials in by October 23, and the meeting will be at Treasurer Abrassart's home.

4. **ADJOURNMENT:** President McGowan made a motion to adjourn the meeting at 8:15 P.M. Seconded by Linda Heeter. All ayes. Motion carried.

Respectfully submitted by,

Kevin McGowan