

**Minutes of
Splitrail Farm Property Owners Association
January 30, 2013**

Attendees: Joe Cebulski, Dave Kohlfeld, Larry Mraz, Carl True, Greg VanZandt, Jim Vielbig

Absent: Wayne Polek, Steve Michalowski and Eric Weidl

Home Owners Present: None

Other guests: Kim Deavers from Omni Management

1. Call to Order: by Carl True at 7:05PM at the Campton Hills Community Center

2. Approval of Meeting Minutes of December 12, 2012:

The December 12, 2012 minutes were approved as written (1st Cebulski, 2nd Van Zandt) with the unanimous approval of the Board.

3. Committee Reports

A. Treasurer's Report - Omni

1. 2013 Budget – [Do we have a copy to embed in the minutes? Eric's preliminary copy is at the end of the minutes](#)

2. Kim was asked to provide an overview as to the impact Omni was expecting to have for SFPOA.

An outline of the scope:

**a. CONTRACTED SERVICES
ADVISE & CONSULT**

- * Act as advisor and consultant to the Board of Directors on all operational and business issues.
- * Act as liaison between Board of Directors and vendors.
- * Act as liaison between Board of Directors and homeowners. Provide written documentation.
- * Aid in the development and enforcement of policies; rules and regulations.
- * Solicit bids for service providers & vendors and make recommendations.
- * Maintain appropriate records and file systems.
- * Maintain appropriate insurance on behalf of the Homeowners Association.

FINANCIAL SERVICES

- * Prepare annual operating budget for Board of Directors approval.
- * Administer and monitor long-range plan.
- * Collect all funds due the association; and coordinate with attorney regarding collections.
- * Disburse funds for payment of all products and services.
- * Provide complete financial statements monthly.
- * Act as agent/liaison with financial institutions(s).
- * Coordinate and cooperate with audit/review and tax preparations.
- * Coordinate with investment advisor for reserve and savings accounts.
- * Prepare resale and refinance documents as requested on behalf of the association.

MEETINGS AND ADMINISTRATION

- * Provide comprehensive monthly reports to Board of Directors.
- * Attend board meetings and annual membership meetings as stated in the contract.
- * Advise in forming committees and committee structure.
- * Prepare meeting agenda with Board of Directors input.
- * Prepare and coordinate annual meeting notices, agenda, reports and location.

PHYSICAL ASSET

** Provide for regular site visits (at least twice a month).*

** Coordinate all maintenance of grounds.*

** Coordinate all related insurance claims.*

** Act as agent/liaison with insurance agencies*

** Administer architectural control requests, reviews and approvals*

3. Omni Walk around and inspection results: Kim was asked to provide a summary report of the walk around inspections conducted in the past as well as those moving forward.
4. Old Treasurer's Business
5. New Treasurer's Business –
 - i. Discussion of invoice approval and payment methods
 - ii. Invoices are coming to a variety of board members and to Omni as well. Approval process discussed is that all invoices need to be presented to the board for a majority vote before being paid by Omni. This may slow payments to vendors and contractors.
 - iii. An alternative would be for the Treasurer to have approval authority for budgeted, approved projects, at least up to a prescribed level.
 - iv. Association Fee Increase – Discussion was tabled, insufficient objective evidence supporting the need for it. It was the belief of those on the board and in attendance that there was a large enough surplus from 2012 to keep the fee at the current level. A special assessment was recognized as a viable alternative if a large expense arose during the year.
 - v. New Bills: None presented

There was no "Treasurer's report, so no approval was called for

B. Landscaping and Maintenance Committee

1) Oil drum/Trash removal in common areas–Was the bid from Keep it Greener approved?

2) Subdivision dead tree removal and new plantings

Greg and Dave will present a recommendation on new trees for Denker Ct.

3) Beaver dams

No conclusion reached. This needs further discussion and resolution.

4) Broken Fence by Lot 24

Efrain to repair

5) Spring projects:

1. Spraying of common area crabapple trees
2. Water drainage by lots 20 and 9 and upstream along the creek
3. Pine tree spraying in common areas due to beetle infestation
4. Spring mowing of common area by lot 13,14,25; Also NE of lot 25
5. Greg will discuss drainage around Lot 90-92 and other with Huddleston.

C. Architectural Review Committee

Lot 31 - Sent homeowner letter confirming on year extension of garage variance.

*If the four car amendment fails we need to consider a legal reserve for compliance.

Lot 33 - Lot condition letter sent to property owner by Omni

Lot 40 - Lot condition letter sent to property manager by Omni (12/19/2012)

Lot 52 - Lot condition letter sent to property owner by Omni

Lot 55 - Formal approval of roof replacement (via email 1/24/2013)

Lot 94 - Need to investigate if lot is poor condition.

D. Governmental Liaison Committee- VanZandt

E. Community Activities Committee-Polek

Spring bonfire set for Saturday, April 27, 2013.

Might need to revise the budget up to \$800.00

F. Nominating Committee Carl True carl.a.true@xo.com

Committee assignments (so far):

- a) Landscaping – VanZandt
 - b) Treasurer – Weidl
 - c) Community Activities – Polek
 - d) Governmental Liaison – VanZandt
 - e) Architectural Review: Discussion around making this a Board-wide committee, with approval needing a majority. Vote via email is acceptable.
- Subcommittee: Old Farm common area conveyance to Grey Willows Preserve. Board may not have authority here. Selling the property to the district is another option. (Kohlfeld, Polek, VanZandt)
 - Subcommittee: Bylaw amendments: Larry has Redline of CCR's from John Bickley to be sent out to board for review. (Mraz, Polek, Vielbig)

G. Website -

There was discussion with Kim around Omni's ability to take over this role. It is a standard activity for them with other associations.

4. Old Board Business

a) Foreclosures

a. Lot 40 -

b. Lot 55 – New owners identified and notified by email. Collections of past association fees from prior owners.

c. Lot 76 - Omni to follow up concerning payment of association fees in light of settlement of foreclosure proceedings.

b) CCR and Bylaws Revisions

a. Larry Mraz, Wayne Polek and Jim Vielbig volunteered as subcommittee to continue this work.

5. New Board Business

- a) Filing of Annual Report – Omni to complete (**Copy attached to minutes**)
- b) Winter letter – Polek
- c) Ballot of 4-car amendment planned in February. Much discussion around votes requires for passage. 2/3rds majority “YES” from every lot is the view of our attorney. Any ballot not returned is counted a “NO” vote.
- d) Campton Hills Examiner ending up as neighborhood litter.

Adjournment:

The meeting was adjourned, but no Officers were present.

Submitted by:

Jim Vielbig

Director

jimvielbig@comcast.net

**DOMESTIC/FOREIGN CORPORATION
ANNUAL REPORT**

General Not for Profit Corporation Act

Filing fee: \$10 (If late, add \$3 penalty fee.)

Secretary of State Jesse White
Department of Business Services
501 S. Second St.
Springfield, IL 62756
217-782-7808
www.cyberdriveillinois.com

Year: 2012 File #: 55701598

1. Corporation Name: Splitrail Farm Property Owners Association, Inc.
2. Registered Agent: John H. Bickley III
Registered Office: 750 W. Lake Cook Road, Suite 350
City, IL, ZIP, County: Buffalo Grove, Illinois, 60089, Lake County
- 3a. Date of Incorporation/Qualification: 10/16/1989 3b. State of Incorporation: Illinois
4. Names and Addresses of Corporation's Officers and Directors:

NAME	OFFICE	NUMBER & STREET	CITY	STATE	ZIP
	President	See Exhibit A attached hereto and incorporated herein			
	Secretary				
	Treasurer				
	Director				
	Director				
	Director				

NOTE: List all officers and directors above or on an additional sheet. **Illinois corporations must have three directors.**

5. Brief statement of type of business the corporation is conducting:
Exercise powers, duty, and authority under the Common Interest Community Association Act (the "Act") and the community instruments as defined in the Act, including administering and maintaining common elements
6. Is this corporation a **Condominium Association** as established under the Condominium Property Act? (check one) of the Association
☐ Yes ☒ No
- Is this corporation a **Cooperative Housing Corporation** defined in Section 216 of the Internal Revenue Code of 1954? (check one)
☐ Yes ☒ No
- Is this corporation a **Homeowner's Association** that administers a common-interest community as defined in sub-section (c) of Section 9-102 of the Code of Civil Procedure? (check one)
☒ Yes ☐ No

ITEM 6 MUST BE COMPLETED. Failure to answer any question on this form may result in a late penalty, involuntary dissolution or revocation.

7. Address, including street and number, of Corporation's Principal Office:

750 W. Lake Cook Road, Suite 350 Buffalo Grove, Illinois, 60089
Number and Street City State ZIP Code

Under penalties of perjury and as an authorized officer, I declare that this Annual Report, pursuant to the provisions of the General Not for Profit Corporation Act, has been examined by me and is to the best of my knowledge and belief, true, correct and complete.

8. BY: [Signature] President 1-30-13
Authorized Officer's Signature Title Date

ITEM 8 MUST BE SIGNED.

Exhibit A

Splitrail Farm Property Owners Association, Inc.

Board of Directors and Officers

President:	Carl True	39W920 Prunetree Lane, St. Charles, IL 60175
Secretary:	Wayne Polek	6N479 Splitrail Lane, St. Charles, IL 60175
Treasurer:	Eric Weidl	39W847 Dairyherd Lane, St. Charles, IL 60175
Director:	Larry Mraz	39W765 Dairyherd Lane St. Charles, IL 60175
Director:	David Kohlfeld	6N528 Splitrail Court, St. Charles, IL 60175
Director:	Joseph Cebulski	39W841 Prunetree Lane, St. Charles, IL 60175
Director:	Steve Michalowski	6N383 Splitrail Lane, St. Charles, IL 60175
Director:	Greg Van Zandt	6N509 Splitrail Lane, St. Charles, IL 60175
Director:	Jim Vielbig	6N484 Denker Road, St. Charles, IL 60175

BUDGET

Preliminary

	2013				2012			
	Budget	Actual	Diff	% Diff	Budget	Actual	Diff	% Diff
Beginning Balance	15,000.00	0.00	-15,000.00	0.0%	15,000.00	15,309.01	309.01	102.06%
Income/Expense								
Income								
Assessments	38,400.00	0.00	-38,400.00	0.0%	38,400.00	37,600.00	-800.00	97.92%
Late Fees	0.00	0.00	0.00	0.0%	0.00	122.00	122.00	100.0%
Uncategorized Income	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	38,400.00	0.00	-38,400.00	0.0%	38,400.00	37,722.00	-678.00	98.23%
Expense								
Community Activities	1,400.00	0.00	-1,400.00	0.0%	1,400.00	692.72	-707.28	49.48%
Computer and Internet Expenses	50.00	0.00	-50.00	0.0%	50.00	59.88	9.88	119.76%
Insurance Expense	3,200.00	0.00	-3,200.00	0.0%	3,200.00	3,251.00	51.00	101.59%
Interest Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Landscaping and Groundskeeping								
EAB	0.00	0.00	0.00	0.0%	0.00	2,975.00	2,975.00	100.0%
Grounds Maintenance - Regular	18,000.00	0.00	-18,000.00	0.0%	18,000.00	11,924.66	-6,075.34	66.25%
Grounds Maintenance - Special	5,000.00	0.00	-5,000.00	0.0%	300.00	2,775.00	2,475.00	925.0%
Tree Maintenance + New	2,200.00	0.00	-2,200.00	0.0%	2,200.00	0.00	-2,200.00	0.0%
Other	250.00	0.00	-250.00	0.0%	250.00	0.00	-250.00	0.0%
Total Landscaping and Groundskeeping	25,450.00	0.00	-25,450.00	0.0%	20,750.00	17,674.66	-3,075.34	85.18%
Office Supplies	120.00	0.00	-120.00	0.0%	120.00	27.55	-92.45	22.96%
Postage and Delivery	120.00	0.00	-120.00	0.0%	120.00	37.25	-82.75	31.04%
Printing and Reproduction	90.00	0.00	-90.00	0.0%	90.00	19.44	-70.56	21.6%
Professional Fees								
Accounting	500.00	0.00	-500.00	0.0%	500.00	500.00	0.00	100.0%
Legal	1,500.00	0.00	-1,500.00	0.0%	1,500.00	13.00	-1,487.00	0.87%
Total Professional Fees	2,000.00	0.00	-2,000.00	0.0%	2,000.00	513.00	-1,487.00	25.65%
Property Management Fees	5,400.00	0.00	-5,400.00	0.0%	1,305.00	0.00	-1,305.00	0.0%
Rent Expense	240.00	0.00	-240.00	0.0%	240.00	90.00	-150.00	37.5%
Repairs and Maintenance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Small Tools and Equipment	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	38,070.00	0.00	-38,070.00	0.0%	29,275.00	22,365.50	-6,909.50	76.4%
Net Income/(Loss)	330.00	0.00	-330.00	0.0%	9,125.00	15,356.50	6,231.50	168.29%
Ending Balance	15,330.00	0.00			24,125.00	30,665.51		