

**Minutes of
Splitrail Farm Property Owners Association
February 27, 2013**

Attendees: Steve Michalowski, Larry Mraz, Wayne Polek, Carl True, Jim Vielbig, Eric Weidl

Absent: Joe Cebulski, Dave Kohlfeld, Greg VanZandt

Home Owners Present: Ed – Lot 64

Other guests: None

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

2. Approval of Meeting Minutes of January 30, 2013:

The January 30, 2013 minutes were approved, as written, unanimously by the Board.

3. Committee Reports

A. Treasurer's Report - Omni

- I. January Financials are attached to email with these minutes
- 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 and approved projects, at least up to a predetermined level.
- IV. New Bills: Two approved for PO Box annual fee and ??? (Didn't catch the second expense)
- V. A lot of discussion about Omni Management. Carl in discussions with Tim regarding expectations:
 - a. Are we getting what we asked for in the contract?
 - b. Shortfalls in reporting.
 - c. Lot reports are out of sync. Owners do not match lot numbers.
 - d. 2013 Budget not finalized yet.
 - i. Eric is looking for YOY compare to be added to monthly report.
 - ii. Board needs a training session with Omni accounting to understand their reports.
 - e. 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.
- f. From the January meeting, Kim was asked to provide an overview as to the impact Omni was expecting to have for SFPOA. The outline of the scope is below:**
 - **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

B. Landscaping and Maintenance Committee (Greg and Dave unavailable so no action taken)

1) Oil drum/Trash removal in common areas—Tabled until Spring

2) Subdivision dead tree removal and new plantings- Tabled until Spring

3) Beaver dams- Tabled until Spring

4) Broken Fence by Lot 24- Efrain to repair

5) Spring projects:

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

C. Architectural Review Committee (All board members are now voting on issues)

Lot 31 - Sent homeowner letter confirming one year extension of garage variance. (Tabled until after the garage vote.) *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 –Need Update from Omni

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

Lot 52 - Lot condition letter sent to property owner by Omni. Need Update from Omni

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

Lot 94 - Need to investigate if lot is in poor condition. Need Update from Omni

D. Governmental Liaison Committee- VanZandt

- Conveyance of Common Area to Grey Willows: Ed commented on his concerns, but after further review and discussion with John Bickley, this item is closed with no action to be taken.

E. Community Activities Committee-Polek

Spring bonfire set for Saturday, April 27, 2013.

Vote to revise the bonfire budget up to \$800 was unanimously approved by the board.

F. Nominating Committee (Michalowski) – No Items to discuss

G. Committee assignments (so far):

- a) Landscaping – VanZandt
 - b) Secretary – Polek
 - c) Treasurer – Weidl
 - d) Community Activities – Polek
 - e) Nominating Committee Michalowski
 - f) Governmental Liaison – VanZandt
 - g) Architectural Review: Discussion around making this a Board-wide committee, with approval needing a majority. Vote via email is acceptable, using Google Groups that Eric is setting up.
- Subcommittee: Old Farm common area conveyance to Grey Willows Preserve. (Kohlfeld, Polek, VanZandt) **Closed, should this committee be eliminated?**
 - Subcommittee: Bylaw amendments: Larry has Redline of CCR's from John Bickley to be sent out to board for review. (Mraz, Polek, Vielbig)

H. 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. **No update from Omni on this item.**

4. Old Board Business

- a) **Foreclosures**
 - I. **Lot 40 -**
 - II. **Lot 55** – New owners, reroofing completed. **Have they paid dues Omni?**
 - III. **Lot 76** – Foreclosure completed Dec. 2011. **Are they paying association dues now Omni?**

5. New Board Business

- a) Winter letter was mailed.
- b) Ballot of 4-car amendment planned. **Date is TBD.** 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.
- c) Campton Hills Examiner ending up as neighborhood litter.
- d) Entrance signs need TLC. Some need touchup, others need repainting.
- e) Ed brought up a minor concern about residents allowing trash & recycling bins to remain in view, non-complaint with CCR. **Letter needs to be sent by Omni to lot in question?**
- f) Unanimous approval from the board for Omni to spend up to \$500 for SFPOA meeting and announcement signage.
- g) Eric undertaking a switch to Google Groups for board members to communicate. Better retention of history for future board needs.

Adjournment:

The meeting was unanimously adjourned by the board.

Submitted by:

Jim Vielbig

Director

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