

**Harvest Run Phase III  
Board of Director's Meeting Minutes  
May 17, 2005**

Meeting was called to order at: 8:40 pm.

Roll Call

Present at meeting: Chris Kouzios, Allan Lamb, Mark Rekowski, Nick Falco, Karen Mathes with Lynda Potas and Carol Brown of B.P. Management Services, Inc.

Positions Assigned

Just prior to this BOD meeting, the 2005 Annual Meeting/Election was held. The following positions were assigned to the newly elected BOD.

Chris Kouzios – President	Motion-Allan Lamb, 2 <sup>nd</sup> –Mark Rekowski
Allan Lamb – V.P. of Association	Motion-Chris Kouzios, 2 <sup>nd</sup> -Karen Mathes
Mark Rekowski – V.P. Comm. Dev.	Motion-Chris Kouzios, 2 <sup>nd</sup> -Allan Lamb
Nick Falco – Treasurer	Motion-Chris Kouzios, 2 <sup>nd</sup> -Mark Rekowski
Karen Mathes – Secretary	Motion-Chris Kouzios, 2 <sup>nd</sup> -Allan Lamb

Approval of Agenda

There were no changes to the Agenda. Agenda approved.

Approval of Minutes

Minutes from the February 9, 2005 BOD meeting was approved by Chris Kouzios and 2<sup>nd</sup> by Mark Rekowski.

Financial Report

A motion was made by Nick and seconded by Allan to accept the Financial Reports ending April 30, 2005 as submitted by Lynda Potas.

A copy of the 2004 tax extension form was presented to the BOD. The accountant was unable to file these taxes by 3/15/05 due to information not being transferred from Northwest Property Management to B.P. Management Services, Inc. B.P. is to compile the data obtained from various sources to enable the accountant to file taxes no later than 9/15/05. There is no evidence received to date that the 2002 (Foster Premier) or 2003 (Northwest Property Management) taxes were filed either. B.P. is to finalize 2004 prior to researching any prior year's information.

Additionally, a report showing all late fees collected since 9/1/04 was reviewed. The amount of \$425 collected as of 5/17/05 would be used to open up a Reserve/CD/Money Market Account (whichever yields a higher return) as determined by the BOD. It was discussed that at a minimum future late fees collected would be used to fund this account until another plan was reviewed. Motion to accept plan by Chris Kouzios and 2<sup>nd</sup> by Nick Falco. This account must be created per the Decs and By-Laws for capital expenditures such as replacement of drainage areas, etc.

Arrangements need to be made by the new BOD to add Nick Falco and possibly Karen Mathes to the signature cards for the existing Operating account at 5/3 Bank in Crystal Lake. Additionally, options for the new Reserve account should be reviewed and opened with a minimum of \$425 from the Operating Account.

## Management Report

### **Old Business**

- A. **Burn Update** – the burn did not go well due to inadequate notification to the BOD, the management company and the homeowners. The BOD has requested to meet with TGF to discuss the contract. TGF sets the terms of the contract of burning when weather is allows for melting snow and dry conditions. Additionally, they were to chop/cut up material to enhance the burn where areas are light. TGF stated there was an additional sheet, which outlines their procedures of which neither the management company nor the BOD ever received. The BOD's decision is that TGF did not live up to the contract and the BOD or management company ever received or signed the additional sheet TGF claims they get from every customer. The BOD is ok with paying half now as this sheet indicates and the other half when the job is completed. TGF also offered a maintenance plan which herbicide needs to be performed. Allan Lamb met a homeowner from phase I & II who knows a company who provides wild flowers for wetland areas. A winter burn could be done possibly if the weather was dry, the snow was melted and the water was frozen. It is agreed to schedule a discussion with TGF.
  - B. **Landscape Update** – emails sent from Bill of FOG were forwarded to the BOD originally and will now be forwarded to the new Board members as well. It was discussed that the patches of bare dirt didn't seem to have been addressed by FOG with grass seed. B.P. to look into.
  - C. **Architectural Approvals** – based on an inspection performed in February of 2005, a draft letter was created for those homeowners who have performed alterations and additions to their homes, yet we have no approval on file, possibly due to the transition. We will require a copy of the permit from the City of Crystal Lake and/or management/BOD approval. We need to send create a DRAFT reminder letter to the resident of 1106 Autumn to paint their shed to match their home and create a DRAFT letter to the resident of 1139 Autumn that peeling paint issue is still not resolved.
  - D. **Pond Signs** – the BOD is ok with adding an additional sign that states something like "For Harvest Run Resident's Only". B.P. is to provide quotes for the BOD to review. Additionally, B.P. is to check with the City of Crystal Lake on obtaining "No Parking" signs to be placed at the area on Autumn in between Crabapple and Huntley.
- 3) **Window Replacement** - The Window Survey was requested to be modified to include the manufacturer's name and phone number as well as any and all window model numbers for the homeowners to reference. This will be updated and included along with the June Newsletter mailing. Additionally, the Potas family requested 12 front-top window replacements from the manufacturer. They arrived finally on 5/20. As soon as possible, it will be determined as to how "simple" it is to replace these top panels. The overall goal is to either help each other on this installation process or contact a local installer and get a quantity price break to cover all

homeowners interested in partaking in the installation of the warranty windows.

### Management Report

#### **New Business**

- A. [Notification of Mowing/City of Crystal Lake](#) – reviewed a copy of the notification recently received, as the City will begin charging and/or fining the associations. B.P. filled out the reply card with the recent burn information. B.P. also received copies of the warranty deed for outlets D-E and F and will fill out the appropriate forms to change the billing address to B.P. Management as all notifications from the City of Crystal Lake were still forwarded to Ryland in Schaumburg.
- B. [Harvest Run - Phase II/Website](#) – Chris Kouzios is the responsible party for adding updates and links pertinent to Harvest Run – Phase III homeowners. Chris will be working on adding downloads.
- C. [Vacant Lot](#) – a print out of zoning B3 was distributed to the BOD for review. These are the zoning requirements for the vacant lot located at the corner of Huntley and Bard Roads. This information was presented as information only as the BOD will need to be notified of the intentions of future development located at the north end of their community.
- D. [Newsletter](#) – a draft of the 2<sup>nd</sup> quarter newsletter was presented. The BOD discussed mailing the newsletter semi-annually along with the semi-annual invoice mailing. The other quarters will be posted on the website only. The BOD will need to review and finalize another draft version of the newsletter.
- E. [Harvest Run Annual Garage Sale](#) – The BOD agreed that the weekend of July 14-15 and 16 should be identified as the garage sales dates. B.P. will contact the realtor so he can organize.
- F. [Homes Sales](#) – The information was reviewed as two homes have recently sold (Wheaton - \$305,000, Lakeland \$380,000). Currently, there are three homes in our community for sale.

### Adjournment/Next Meeting

Meeting adjourned approximately 9:30pm.

Next meeting is currently scheduled for Wednesday, August 17<sup>th</sup>, location unknown.