



825 S. Waukegan Rd, 8A PMB 207
Lake Forest, IL 60045

MEETING #2 MINUTES
August 2, 2018
Home of William Gundlach

Meeting was called to order at 6:00pm. Board members present were William Gundlach, William Kaufman, Michelle Gura. Homeowner present was departing treasurer Amanda Marijanovic.

Transfer of Responsibilities

Treasury

Amanda provided an overview of the treasury files to Bill Gundlach who will provide to Priya Patel, incoming Treasurer. This transfer included:

- the sole mailbox key (PostNet PO BOX 207)
- the bank password
- the bank account checkbook (It was noted that both a checking account and savings account are currently held)
- all digital files (roster and budget being the two most notable).

A few outstanding payments remain, specifics of which are included in the files. A reminder was provided that the Board may not identify delinquent association members by name in front of non-board members. It was also noted that association members with two lots only receive one request for dues; a manual follow-up is required to specify that they are required to pay for two.

Priya and Bill still need to go to the bank to add Priya as a signer on the account. Amanda was thanked for her service to the Association.

Secretary

Bill provided secretary documents to Michelle. This included:

- Meeting facilitation materials: sign-in sheets, proxy originals, and electronic documents
- Legal materials: Current construction standards. Note: Bill will be posting these on the Association website.

Upcoming requirements of the secretary include e-mail notices (for those members who have provided an e-mail address) and certified mail letters for those homeowners with dues outstanding. Bill and Michelle to work together to initiate these reminders.

Other Business

Lawn Services



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Common area lawn services were discussed. Chano is the contact at CMA landscaping. A walk through of services will be conducted in August with all board members invited. Further discussion will occur after, including quotes from other providers to ensure an appropriate price for this Association expenditure.

Membership and Engagement

It was discussed that a published Association directory could be useful going forward. Due to privacy constraints, it was proposed that in next year's annual dues mailer, we could provide an option to 'opt in' to the directory.

A potential member's block party was also discussed for next Summer.

Future Meetings

Schedule is as follows:

10/23/18	Gura's Home 7pm
1/22/19	Bill G's Home 7pm
4/30/19	Priya's Home 7pm
7/23/19	Annual Meeting at Sunset Foods 7pm

The meeting was then called for adjournment, which was second and passed.