

**WALKUP AT THE PARK**  
**BOARD OF DIRECTORS MEETING – MINUTES - APPROVED**  
**February 11, 2009**

**In Attendance:** Jim Rollberg – President, Tanya Benham – Treasurer, John Kula- Vice President and John Hanacek –Director. Lynda Potas – Complete Management Solutions, Inc. Four homeowners were also in attendance.

**Location:** American Community Bank, Crystal Lake, IL 60012

**Time:** 7:34 pm Motioned by Jim, Seconded by Tanya

**Approval of Agenda:** The Agenda was presented to the Board and motion was made by Tanya and seconded by John to accept the Agenda with the addition of “G” under New Business titled 2008 Tax Preparations and that this meeting was for a review and approvals would commence at the next scheduled homeowners meeting.

**Review of Minutes:** The minutes were reviewed and will be on the agenda to approve at the next scheduled meeting.

**Financial Review:** The December 2008 YTD Financials were presented and reviewed. As of December 31, 2008 the Operating account had a balance of \$21,779.80 and the Reserve account had a balance of \$35,919.83. There are three CD’s held at Harris Bank that have either matured or will mature shortly. The balances as of December 31, 2008 were \$10,133.16, \$9,483.16 and \$9,476.34 and are all in addition to the Reserve Fund. A motion was made by Jim and seconded by Tanya to accept the financials as submitted.

**Legal Update:** Currently there are two homes in the legal process, both in foreclosure.

**Property Inspection:** A property inspection was performed on 1/23/09. Thirty-six homes were noted as having either garbage cans visible from the street or having commercial vehicles in their driveways or on the side of their home. It was decided that a notice would be included in the Annual Election mailing, scheduled to mail in early March, advising all homeowners of the various violations that management will be required to report on and process violation fines for.

**Landscape/Maintenance:** A proposal was submitted by Harvard Nursery for the board’s consideration to decorate the front monument on Crystal Ridge with Holiday decorations and lights in the amount of \$678.36. This was approved by the board with a motion from Jim and second by Joe.

## **OLD BUSINESS**

**B.P. Management Services, Inc.:** The previous management company was terminated on 11/28/08. This action to be ratified at the next scheduled homeowners meeting.

**Complete Management Solutions, Inc.:** This new management company was hired effective 12/01/08. This action to be ratified at the next scheduled homeowners meeting.

**Building Maintenance:** The monument sign was completed in late fall. The delay was due to the Association name having to be reinstalled due to a spelling error. There remains a limestone residue on the brickwork, which come warmer weather will be power washed to clean up.

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**Website Update:** The website administrator has been contacted by management and updates will take place in March 2009

**NEW BUSINESS**

**Building Maintenance:** The monument sign contractor has submitted a bid for the waterproofing of the sign in order to extend its life. This bid is \$350 and will be voted upon at the next scheduled homeowners meeting.

**Harvard Landscaping:** The landscape maintenance contractor has submitted their bid for the 2009 season. The Board expressed that they were happy with their work and plan on accepting their 2009 bid of \$9,150 at the next scheduled homeowners meeting.

**McGinty Bros. Inc.:** The wetland maintenance contractor has submitted their bid for the 2009 season. The Board expressed that they were happy with their work and plan on accepting their 2009 bid of \$4,500 at the next scheduled homeowners meeting.

**2009 Projects/Review for Quoting Purposes:** Management requested from the Board if there were any projects for 2009 that required quotes for review. The Board advised there were no projects listed.

**2009 Annual Election Mailing Materials:** Management provided draft copies of the Annual Election mailing materials for discussion and review. The Board has requested a few changes and the final copies will be approved for mailing via email.

**2009 Assessment Invoice Mailing Materials:** Management provided draft copies of the proposed assessment invoice mailing materials for review. The Board has requested a few changes and the final copies will be approved at the next scheduled homeowners meeting.

**2008 Tax Preparations:** Management advised the Board that no payment records could be found for the 2007 tax preparation documents, although the 2007 taxes were filed. The Board is to review their paperwork and provide management with the accountant contact information.

**Next Homeowner Meeting:** Monday, April 6, 2009 – Annual Election Meeting

**Adjournment:** 9:48 pm. Motioned by Jim and seconded by Tanya

Respectfully Submitted:

Lynda Potas  
Complete Management Solutions, Inc.