

HLA Board Meeting October 24,2016
Minutes
Call to Order: 7:02 pm

Roll Call

<u>Present</u>			<u>Absent</u>
President Coan	Secretary Nafziger	Director Pirtle	Director Shake
Vice Pres. Weir 7:25 pm	Treasurer Waldorf		Director Welsh

Approval of Previous Minutes

Motion By: Director Pirtle Seconded By: President Coan Vote tally: 4-0

Approval of Expenditures

Motion By: Director Waldorf Seconded By: Director Pirtle Vote tally: 4-0

Treasurer's Report

Please see page 5

President's Report

No report

Committee Reports

Member Chaired

- **Conservation**
 - Drain tube re-line project is on-hold due to IDNR; IDNR is requesting secondary overflow structures in place at the lake in the event of a 100 year flood; Member Lemke and engineer Keith Plavec are working to develop a plan for an overflow structure that will bring the dam up to current Illinois codes; IDNR/Paul Maurer has indicated that if HLA has an approved plan for the secondary structure, that satisfies current Illinois codes, then the re-line project may move forward.
 - Dam inspection has been completed and rocks are needed on the lake side of the dam and at the dissipator on the back side of the dam. Three bids are being sought for this project.
 - Dam has been mowed and a request for a bid for mowing next year has been submitted
 - Fish stocking is being addressed.
 - Two sediment basins will be cleaned; one to be cleaned in October and the other in November.
- **Environmental Control**
 - (6 Tree Permits)
 - 443 Heritage DR.
 - 589 Heritage Dr.
 - 644 Heritage Dr.
 - 376 Heritage Dr.
 - 11 Canterbury Rd.
 - 319 Brandy Dr.
 - 474 Heritage Dr.(Member Concerned about trees being on H.L.A. Roadway right of way. They did not know if was there's or H.L.A. responsibility to remove. They contacted Bob Pirtle and Bob called me. Even though trees are on roadway right of way it is the home owner's trees to take care of. Their main concern was trees falling on power lines, I directed them to power company.
 - (Property Pins Location)
 - 333 Heritage Dr.
 - 22 Berkshire Rd.(Pending but I contacted members)
 - 570 Heritage Dr (Pending but I contacted members)
 - (Complaints)
 - 52 Londonderry a member complained about neighbor painting trees white. In the past member cut down trees without a tree permit(pending).
 - Called member at 225 Heritage Dr. About his intent on grading and landscaping the front of his lot. (A-frame by Boat Parking Area).

Minutes

- Got a call from board member on a building by Camp Ground. Garage door is Facing Camp Ground. Member has enough easement to drive out of garage and not encroach on Camp Ground he stated to me he would stay on his property. Used Camp Ground to deliver material.

- **Road Committee**
 - Spray patch - majority of work is done.
 - Ditch work on Strawberry Lane and King Richard
 - Culvert work on 599 Heritage Drive will be put "on hold" for now with the focus of work to be on Strawberry Lane and King Richard Drive
 - Recommended/planned work is as follows:
 - 551 Heritage Drive: culverts need to be replaced at the driveway and trailer parking area. The culvert on the driveway is damaged and only single-walled. The current culvert at the small trailer parking area is significantly under-sized. Both culverts will be replaced with 12" diameter culverts per ECC recommendations. The homeowner is to notify HLA if the small trailer parking area is no longer wanted.
 - 6 Strawberry Lane: No existing culvert in the driveway and the current concrete driveway extends to the road. The driveway will need to be cut for installation of the culvert. A 15-inch culvert will be installed at the recommendation of the contractor.
 - 15 Strawberry Lane: No existing culvert in the driveway. A 15-inch culvert will be installed per the contractor recommendation.
 - 14 Strawberry Lane: No existing culvert. A 15-inch culvert will be installed per contractor recommendation. Existing fence at this property extends past the property line and into the ditch right-of-way. A portion of the fence will need to be removed to allow for installation of the driveway culvert. Re-installation of the fence will be up to the homeowner and approval of ECC.
 - There are 4-5 pine trees between 551 Heritage Drive and 6 Strawberry that will need to have branches trimmed to allow room for contractor equipment.
 - Currently seeking a second bid for work on Strawberry Lane.
 - If homeowners refuse culvert installation, a document will need to be signed by the homeowner, holding HLA harmless for any issues/ water damage occurring to their property due to the lack of a culvert and proper work being done.
 - The standard for HLA cost responsibility is:
 - Any necessary ditch work.
 - The homeowner pays for the culvert. If the homeowner wants something other than a V-ditch in their front yard, then the homeowner is responsible for the additional cost.
 - Ultimately, the roads need to be constructed such that water is not collecting and causing issues to the roads. The engineer stated that we must deal with the water issues first and then repair the roads.
 - Letters will be sent to each involved homeowner explaining the work needing to be done to their property and the cost.
 - With regard to concrete driveways and culvert replacement, the homeowner is responsible for the contractor labor cost for cutting the concrete out of the driveway and the cost of the culvert. HLA will replace concrete with gravel.

- **Finance Committee**: See Treasurers report

- **Social Committee**
 - Halloween Party is this Saturday 5-8 at the beach/Summit drive
 - Need Trunks for Trunk or treat, Haunted House Monsters
 - Bonfire will be lit around 5-5:30
 - Trick or treating Sunday 5-8 PM, Haunted house open (need actors)
 - Haunted House Open Monday 10/31 5-8 Pm (need actors)
 - Christmas Party still tentative...need to find coordinator and get past Halloween.

Minutes

Board Chaired

- **Maintenance**
 - Working on equipment in preparation for snow season.
 - Water will be left on at beach house until after Halloween. Water in the campground bath house will be shut off this week in anticipation of any freezing that may occur.
- **Office Org.**
 - Year End Statements will go out Mid November, after Lake Fund Late fees are added. The \$25 late fee will be waived if the homeowner's account is paid in full by November 14th.
 - Next Newsletter will also be included
 - Letters for Strawberry and King Richard residents are ready, awaiting actual amounts from the bid.
 - Gearing up for annual meeting prep!
- **Pool & Lodge**
 - An aluminum extruded frame exterior door has been ordered for the Lodge from MBS.
- **Administrative & HR**
 - No report
- **Building & Zoning & Security**
 - No report
- **Outdoor Amenities**
 - No report
- **Website**
 - Have been working with Barb on training to do posts. Still need to get with Tara.
 - Road Improvement Page
 - Preliminary page for site has been started, preview link has been sent to all board members. Will go live 11/1 unless changes are received.
 - Still need Timeline from lawyer and engineer
 - Need updated map from Road committee/Brad
 - Reminder about Off road vehicle policy for trick or treating will go up Sunday morning

Unfinished Business

- Director Waldorf has created a policy with regard to fundraiser/not-for-profit use of HLA facilities. This document will be reviewed and discussed by board members at the November meeting.

SSA Report:

- SSA core sample numbers are being compiled.
- CAD design starting after receiving information from the County.
- Engineer Devon Burch will be present at the November board meeting to give a full report.

New Business

- December 12, 2016 is the date for the December board meeting.
- Christmas party will be held on December 11, 2016.
- Annual meeting date is March 18, 2017.
- Need to have a balanced budget to start the year.
- It is suggested that annual assessments be raised in order to cover a maintenance lead full time position. A \$30.00 increase in annual assessments per lot will give HLA an additional \$30,000 toward that salary. A lengthy discussion ensued with regard to the benefits of having a maintenance lead and hiring an individual to fill that role. No decision was made.
- The current member service budget does not include office rent since we do not yet know that cost.
- If we are unchanged in the budget, we need to raise assessments \$8 per lot.

It was determined that further budget talk will continue during *Executive Session* given there are members waiting to speak during *Open Floor*.

Open Floor for Members

- Question from the floor: "Is a permit needed to remodel the inside of a house?" Answer, "No."
- Concern with regard to the number of vehicles that are parked overnight in the street at 5 Stratford. Four trucks are typically parked overnight in the street in addition to two other family vehicles; this is a single family dwelling. Vehicles leave during the day. Concern with the street being blocked to snow plows and other vehicles. Currently, a vehicle is not to be parked in the same spot for more than 48 hours continually. During snow, vehicles are not to be parked on the side of the road.
- Concern also expressed with regard to maintenance performed on Stratford Street in 2010; cul-de-sac area went from being a circle to an oval. Wondering about the right-of-way.

Executive Session 9:02 pm

Motion By: Director Pirtle

Seconded By: Director Nafziger

Vote tally: 4-0

Executive Session Adjournment 9:35pm

Motion By: Director Pirtle

Seconded By: Director Nafziger

Vote tally: 4-0

Meeting Adjournment 9:35 pm

Motion By: Director Pirtle

Seconded By: Director Nafziger

Vote tally: 4-0

HLA Board Meeting October 24, 2016

Minutes

Treasurer's Report

October 24, 2016

All data presented is as of September 30, 2016.

The Total Cash Balance is \$810,151.44 and is made up of the following fund balances:

General Fund	\$73,973.15
Lake Fund	\$94,917.69
Road Fund	\$204,091.55
Emergency Fund CD ..	\$87,657.88
Lake Fund CD.....	\$100,915.33
General Fund CD	\$50,482.59
General Fund CD2	\$50,131.91
General Fund CD3	\$49,687.76

The outstanding receivables total is \$242,310.87, an increase of \$5,799.54. The Lake Fund payments were due October 1. For additional breakdown, please refer to the attached Balance Sheet.

The Year-to-Date Net Income is \$235,136.27 with Revenues of \$638,293.07 and Expenses of \$403,156.80. Please see the attach Profit and Loss Statement for further detail.

As previously approved road repairs were completed at a cost of \$162,618.24. There were no other unusual expenses or income in September.

As for actual Cash details, for the month of September the cash deposits were \$37,166.01 and the cash expenditures were \$182,534.34. Additional report details are posted on the Heritage Lake website.

The Finance Committee met October 10, 2016. They reviewed the 2017 budgets as submitted by board members. The current general budget shows a (\$8K) loss. To not have a break even budget isn't sustainable. The combined budget was sent back to the Board to assess ways to reduce budget lines to reach a break even budget.

The conservation committee requested spending \$20,000 on rock for recommended dam repair. The finance committee confirmed that there are funds available for the project to be completed in 2016 and asked the conservation committee to provide quotes to the board.

They also recommended that the engineering firm be contacted to confirm the timeframe for the road and SSA project prior to the next board meeting.

This concludes the treasurer's report for October 24, 2016.