

HLA March Board Meeting Minutes  
April 25, 2023

Call to Order: 6:02 pm

<b>Present</b>		<b>Absent</b>
President Reed	Secretary Parmele	
Vice President Stalzer	Director Cagle	
Treasurer Kent	Director Porter	
	Director Masters	

**Approval of Minutes**

Motion to approve March Meeting Minutes.

Motion by: Director Porter      Seconded by: Vice President Stalzer      Vote Tally: 7-0

**Approval of Expenditures**

Motion to approve March Expenditures

Motion By: Treasurer Kent      Seconded By: Secretary Parmele      Vote tally: 7-0

**Treasurer's Report**

All data presented is as of March 31st, 2023.

The Total Cash Balance is \$1,883,258 and is made up of the following fund balances:

Emergency Fund .....	\$169,069
General Fund .....	\$883,055
Infrastructure Reserve Fund .....	\$393,834
Lake Funds .....	\$309,276
Road Funds .....	\$128,023

The above funds include checking and CDAR accounts.

The outstanding receivables total is \$162,416, a decrease of \$89,655. For additional breakdown, please refer to the March 31st, 2023, Balance Sheet.

The Year-to-Date Net Income/(Loss) is \$252,975 with Revenues of \$308,354 and Expenses of \$55,379. Please see the March YTD Profit and Loss Statement for further detail.

As for actual Cash details, for the month of March the cash deposits were \$90,603 and the cash expenditures were \$16,219.00.

There were no unusual expenses in March. Additional report details are posted on the Heritage Lake website.

**President's Report – Reported by President Reed**

None

**COMMITTEE REPORTS**

**Conservation Committee – Chair Kurt Lemke – Reported by President Reed**

- The Dam permit for culvert lining and primary spillway inlet structure work will be submitted this week to the various agencies involved.
- Weed abatement is all set up again this year the same as last year.
- The Procellaclor company asked that we contact them once we see the weeds start to grow along the lake. Chair Lemke will contact them once weeds are observed.

**Environmental Control Committee – Chair Debra Mielke**

**PENDING PERMITS:**

- Elizabeth Way, a letter was sent regarding the fence in the front yard. No response. Board issue now.
- 1 Warwick CT, a letter was sent regarding the screen on fence. At the March board meeting it was decided the member needs to remove the screens. The ECC reviewed a proposal for an 18" screen, that was denied. The HLA office will send a reply denoting this decision and the deadline for completion will be July 31, 2023.
- 6 Scarborough sent an inquiry letter on January 10 asking about putting a modular home on this site. Office states the property has been sold. This issue is now closed.
- 636 Heritage Dr., solar panels paperwork was submitted, the office will send a reminder letter requesting this permit be filled out and returned.
- Potential member inquiry regarding building a home and was sent building information including setback info.
- HLA chicken coop permit was requested from 6 Carlton Dr. & 1 Westminster Dr.

**CLOSED/APPROVED PERMITS:**

- 2 Raleigh permit for a concrete pad alongside the current driveway. APPROVED
- 27 Brandy Ln permit for a concrete pad and 1 tree removal on the side of the garage. APPROVED
- 21 Wilshire Wood Dr permit for a chained link fence. APPROVED
- 122 Brandy Dr. permits for 1 tree removal and a shed next to the garage. APPROVED
- 1 Wilshire Wood Dr chicken coop permit submitted and approved.
- 847 Heritage Dr permit for a shed was approved.

A reminder letter will need to be sent to the member on Heritage drive just North of between Scarborough Drive regarding the previous deadline for removal of the broken fence.

**Social Committee – Reported by Secretary Parmele**

- Thanks to Chair Abigail Hines and co-chairs Paige Hasler & Jeanette Burash for coordinating the Easter Egg Hunt
- Thanks to Lora Himmelsbach for Chairing the Spring Craft Sale
- Jessica Schaufler volunteered to chair the Spring Garage Sale
- HLA Cleanup Day will be May 7<sup>th</sup> from 9:00 am – 4:00 pm

HLA March Board Meeting Minutes  
April 25, 2023

- Neville's Dumpster 30yd \$490 with another dumpster in reserve at no cost
- Need volunteers for 2-hour shifts. Bob Pirtle & Bill Semlak have volunteered so far. Will need additional volunteers.
- Security is needed until the dumpster is picked up by Neville.

**Road Committee/SSA – Reported by President Reed**

- Chip seal bid contracts will be available for bidding on the county website starting May 4<sup>th</sup>. The bid letting is May 18<sup>th</sup>.
- Spray patch areas have been reviewed and marked. The map will be submitted to the county this week for review and quote.
- The Road Committee started reviewing culverts. So far all of the culverts on the list need lining. No culverts collapsed or were severely damaged. In some cases, excavation will be needed, this was expected. Previous culverts that had excavation completed appear to be holding up well.

**Unfinished Business**

- Trash Committee – Chair Andrew Clinton
  - Trash committee created: Andrew Clinton, Cam Stalzer, Jacob Retz, Rob Walsh, and Susan Scott
  - The committee met and developed an RFQ which we plan to be sent out to potential vendors after board review.
  - There is a list of possible vendors, this will be kept confidential. Need to collect additional contact information for 2 additional vendors
  - Discussion of requirements that need to be met before entering into a contract with a trash collection vendor.
  - The RFQs will be sent out from the office and responses will be forwarded to Andrew Clinton and will provide a report at the May board meeting.
- Fence on Elizabeth Way, there were some exceptions made. The board will vote on fine in May meeting if fence changes are not made.
- Erosion at 36 Roxbury will be discussed in the Executive session. The member has contacted the office for outstanding fees due on property and erosion control.
- Light pole at dam spillway. Ameren will remove the light pole closest to the boat ramp. They will put the light on the large pole east of it to get good light presence on the dock. The bid changed to \$700 due to shortening the distance to the pole (originally quoted at \$1500). Power will be removed from the light half way down the road over the dam. The current power line is underground from the current location of the light pole near the boat ramp (this line will be abandoned). Ameren would consider this pole as an abandoned pole and a solar light could then be placed by HLA on that pole.

**New Business**

- Board approval for a bank account authorization form to add Treasurer Amy Kent added to the HLA accounts.

Motion to approve Treasurer Kent as a signer and account opener for all bank accounts.

Motion by: President Reed

Seconded by: Director Porter

Vote Tally: 7-0

- HLA T-Shirts: Select Screen Printing has approached Director Masters about selling HLA t-shirts this summer. Director Masters has requested a sample of the shirts they would like to sell. Secretary Parmele will work with the social committee to review the T-shirt request.
- President Reed recommended changes to the By-laws.
  - **Current By-laws Article VII, Section 4.** Board Meeting Quorum. A Majority of the Directors shall be necessary, present in person only, to constitute a quorum for the transaction of business, except to adjourn.
    - **Proposed change to Article VII, Section 4.** Board Meeting Quorum. The presence of a majority of the Directors shall be necessary to constitute a quorum for the transaction of business, except to adjourn.
    - **Proposed addition to Article VII, Section 2.** Members of the Board may attend meetings in person or by electronic means of contemporaneous interactive communication that allow the member not physically present to hear all members who are physically present and allow all members physically present to hear the member who is not physically present. Any member attending by such means shall be considered present at the meeting for all purposes.
  - **Current Article VII, Section 5.** Each director present, in person only, at a board meeting shall be entitled to one vote on business matters of the Association. An affirmative vote of a Majority of the Directors at the meeting where a quorum is present shall be regarded as the act of the Board. No Director may act by proxy on any matter.
    - **Proposed change to Article VII, Section 5.** Each director present or by electronic means at a board meeting shall be entitled to one vote on business matters of the Association. An affirmative vote of a Majority of the Directors at the meeting where a quorum is present shall be regarded as the act of the Board. No Director may act by proxy on any matter.
  - **Current Article VIII, Section 8. Filing Annual Reports and Articles of Incorporation Amendments.** The Board shall file Annual Reports, not later than March 1st each year, and shall file amendments to the Articles of Incorporation with the Secretary of State of Illinois in accordance with the Not-for-Profit Act.
    - **Proposed change to Section VIII, Section 8.** The Board shall file annual reports and any amendments to the Articles of Incorporation with the Illinois Secretary of State as required by law.
  - The By-laws approved in 2014 and the 2018 amendment to the by-laws are kept as separate documents. The board passed the amendment to the 2014 by-laws in 2018. President Reed recommended to vote on the document as a whole, with the above changes and the 2018 changes, so the bylaws can be compiled into one document. We are not voting to change this part of the bylaws; we are voting for the document as a whole

HLA March Board Meeting Minutes  
April 25, 2023

- The board agreed with the changes and the intent. The vote will be tabled until the May 2023 meeting while we await feedback on the proposed changes to Article VII, Section 5 from the Attorney.

**Maintenance – Reported by Director Cagle**

- Mowing season is ongoing.
- Cleaned out the pool.
- Member inquired about clumps of dirt that was left in her yard. Member will contact Telestar for their responsibility and Director Cagle and President Reed will look into the issue from the road weep repair in Fall 2022.

**Pool/Lodge – Director Masters**

**Lodge:**

No update.

**Pool:**

- The pool has been drained from the winter weather. BIG thanks to Matt for all his help. I have been monitoring it weekly and draining it after the rain.
- Preen and weed killer have been applied on the weeds but Director Masters will continue to monitor weekly for any added weed preventive needs.
- Director Masters met with Deano's Pools and Precision Home Renovation regarding bids for the weekly maintenance of the pool.
  - Deano's quote was higher than Precision Home Renovation, my suggestion is to move forward with Precision for this year's pool maintenance (done).
  - This was formally approved at the March 2023 monthly board meeting pending the follow-up above.
- Director Masters did find the contractor that we used last year and will meet with him this week. Last year's quote was \$600.
- Precision provided a quote to acid wash the pool (\$2360) and is highly recommending we find volunteers to help paint the pool after it is cleaned in an effort to save money. A quote for the paint materials for the pool was also provided by Precision (\$6503.08). The quote does not include Precision painting the pool once it is clean.
  - We need to put an ad out on the Facebook page looking for volunteers to help with painting the pool for potentially the first or second weekend of May.
  - The painting should just take one day if we get enough volunteers.
- Once the pool is cleaned, we can begin to fill it. The goal is to have it filled two weeks before Memorial Day weekend.
- Director Masters met with one contractor to compile pricing on sand blasting and resurfacing the pool but plan to meet with one more.
- Secretary Parmele has been posting ads for Lifeguards and a Head Lifeguard, thank you Patty.
  - We will continue to work through the hiring process for that in preparation for the pool opening.
- Discussion regarding reimbursement amount to lifeguards for certification costs and the criteria on how to base the reimbursement.
- President Reed discussed the need to make budget rearrangement for pool maintenance, chemicals and paying Precision to daily check on pool and updating the budget to reflect the changes. Director Masters and Treasurer Kent will review the pool budget and report back to the board in the June meeting.

HLA March Board Meeting Minutes  
April 25, 2023

- President Reed asked Vice President Stalzer for items over Outdoor Amenities budget to work to add that into the current budget.

Motion to approve acid wash and paint quotes not to exceed \$8900.

Motion by: President Reed

Seconded by: Director Cagle

Tally: 7-0

**Outdoor Amenities – Vice President Stalzer**

- Septic Tank service and pumping quote review. We have five septic systems and wanted to get them inspected regularly.
- Scott Shelton Septic Service reviewed four septic systems including Beach, Lodge, Campground, and Dump Station. Pumping costs approximately \$350 a tank. Recommend that we have a set schedule to pump on a regular basis. Maintenance septic was also noted.
- Vice President Stalzer will provide final quotes for all five septic systems in May meeting.
- Vice President Stalzer wants to get a new campground sign with listing of fees. \$20 for group for weekend and individuals are \$10 per night, RV camping is \$20 per night. There is a number to call. Rules will be listed, no generators, loud parties after 10:00 pm, no fireworks put out fires, cleanup campsite. Keep all vehicles on the road. Emergency number and Emergency Kit is located in the restroom.
- Bathrooms will be open as soon as the forecast does not include freezing temperatures around May 5.
- The RV dump station at the campground is permanently closed. Will review for possible filling with sand or cement.

**Office Organization/Website - Reported by Secretary Parmele**

- Website Update
  - Discussion to bring web hosting in-house or to keep current vendor to provide those services and allowing Web Solutions to update the website.
- 496 - Decals YTD
- 4 - Real Estate Transfers YTD

**Building/Zoning/Security – Reported by Bob Porter**

- 3 tickets issued, 1 reckless driving (PAID) 2 no stickers
- Meeting with Rich Sharp to review the setup on the security cameras at the beach house
- Director Porter will be setting up times at the lodge for Members to get their Vehicle stickers.
- Arranged to stagger Security's time to give us better coverage and also working on setting up memorial weekend coverage at the boat ramp.

**Member Question**

None

**Executive Session: 7:57 pm**

Motion to move to Executive Session

HLA March Board Meeting Minutes  
April 25, 2023

Motion by: Vice President Stalzer      Seconded by: Treasurer Kent      Vote Tally: 7-0

**Meeting Adjournment: 8:09 pm**

Motion to Adjourn

Motion by: Secretary Parmele      Seconded by: Vice President Stalzer      Vote Tally: 7-0