

Petite Lakes Highwoods Association
Meeting Minutes from 1/20/2021

- Meeting (via Zoom) called to order: 6:40pm
- Officers Present: Bob Leavitt, Amanda Wood, Sam Terranove, Shannon Turk, Joe Kozlowski, Lauren Hart
- Officers absent: Mary Sena
- Acceptance of minutes: Amanda accepts, Joe seconded
- Acceptance of agenda: Sam accepts, Shannon seconded
- Correspondence:
 - Beth Schindler sent an email suggesting a welcome letter with a map showing where all the parks are in the neighborhood.
 - On Facebook page, Nina mentioned someone cut her Christmas Lights twice (this also happened to Mary's parents)
 - Bob Leavitt received a call from Sally Smith asking about assessment fees for this year.
 - Bob received correspondence from realtor, Tom Wagner, with questions regarding piers, parks and boat ramp use
 - Same realtor also emailed Joe asking the same questions
- President's report
 - Nothing new to report, said it was good to see everyone
- Treasurer's Report
 - **Savings** \$20,463.69
 - **Checking** \$27,355.58
 - **Piers Paid**- Bob Church, Matt Langlier, Andrea Herron, Randy Reuter, Bob Leavitt, Matt Livermore.
 - **Closings**
 - Joseph Galluci on Oak Ave
 - Tom Wandolowski on Oak Ave
 - Rebecca Sexton on Oak Ave
 - Joel Dodds On Highwoods
 - *Additional Closing in February, Mark and Rachel Johnson home on Highwoods to Colin Andrews, Maher home on Forest and Mon Ami Realty selling home on Oak Ave.
 - *Suggestion from Beth Schindler is to send a Welcome Letter and map of parks in the neighborhood. Can anyone take this on?
 - *Bills and Pier dues mailed in December along with letter due to COVID 19 cannot meet for Annual Meeting and sent out Budget.
 - ***Unpaid dues from Home Owners for 2+ years.**

- **Gonzalez \$1367.29**
- **Vynalek \$1093.03**
- **Sedlauskas \$1018.03**
- **Dax \$800.00**
- **Chappell \$600**
- *The account review for 2019-2020 was signed by Amy Hagedorn and Matt & Dawn Langlier.
- *Secretary of State annual fee paid in June 2020. Who paid?
- *Insurance never received our check we mailed and I paid on my credit card day before it was to cancel. Called recently and they still never received the check. Will follow up on.
- **Heather Chappell rents her house, and Amanda is unsure how to get a hold of her.
Shannon mentioned she keeps her boat at Robin's house, Amanda will ask Robin about the best way to contact Heather when he drops his payment off.
- Amanda sent a bill to the homeowners who had tree fall into parkway (landscaping company removed it and charged association for it), homeowners only paid association dues.
- **Other Reports**
 - Amanda unplugged the Christmas lights
 - Sam got a new timer for the Christmas Lights, Bob will replace
 - Joe there is currently a waitlist for piers, and there is a renter with a boat slip - will need to address
 - Tom Wandlowski paid \$100.00 for a boat ramp key
 - Cory Whipple paid slip fee tot Joe (\$200.00) - Joe will get \$ to Amanda
 - Trees have been getting cut down on the small and big islands - will report to fox waterway agency
- **Continuing Business:**
 - Third party accountant
 - Updating by laws
 - Drain by boat ramp where concrete is sinking and busted - discussed looking into getting a contractor, Bob and Sam will access.
 - Community Pavillion

- Look into what work can be done by association and what work would need to be contracted out.
- New Business:
 - Welcome baskets for new homeowners
 - Candle? Map of neighborhood, by-laws, local directory
 - Bob attempted to set up online bill pay with Chase and was unsuccessful, Amanda also ran into issues.
 - Action Items:
 - Bob will do a welcome letter with map for new homeowners
 - Lauren will check into local directory for Lake Villa for new homeowners
 - Joe will send updated Pier list to Bob
 - Amanda will send updated directory to Bob
 - Shannon will try to call Fox waterway agency about trees being burned on the island
 - Discussed current landscaping company: everyone is happy with the current landscaper

Next Meeting: March 3, 2021 @ 6:30 via Zoom

Adjourned: 7:52 pm

Submitted by Lauren Hart, secretary