

Petite Lakes Highwood Association
Meeting Minutes from 02/27/2024

- 1) Meeting called to order at 6:55pm
- 2) Officers present: Sam Terranova, Bob Leavitt, Joe Kozlowski, Amanda Wood, Lauren Hart, Dakota Schneider, Shannon Turk
- 3) Officers absent: none
- 4) Acceptance of minutes: Sam accepts, Joe seconded
- 5) Acceptance of agenda: Shannon accepts, Amanda seconded
- 6) Public Comments: none
- 7) Correspondence:
 - a) Bob received a foreclosure for 24921 Forest Ave - they have never paid the association dues - Amanda will place a lien ASAP
 - b) Bob received a bill for the domain - \$13.12 for PLHA
- 8) President's report:
 - a) Nothing new to report
 - b) Will work on getting form filled out for the IRS
- 9) Treasurer's Report:

**Forwarded and Copied from Amanda*

Checking \$63,623.00
Savings \$20,469.92

96 homes with 138 lots including the lot w/ shed.

Sent letter 1/15/24 to Mike Sedlauskas at 24945 W. Forest for payment by 2/15/24 due to several years of dues need at least a payment over \$20.00 monthly to avoid lien which will be filed 3/1/24 if no payment made. He stated he was on SS and couldn't afford to pay originally. 2/10 received ck for \$240 from him saying this pays for 12 months. This is not what the letter stated as we needed monthly payments, and he still owes \$1418.03 after cashing the check. Asking Assoc. Members how to reply.

No homes for sale in the neighborhood currently.
Update on SS4 form from Bob? IRS form
Will call CPA again after-tax season.
9 unpaid pier dues
25 unpaid dues

Sending warning lien letters to Colin Andrews 24625 W. Highwoods \$685 due and Catrina Wickman 24800 W. Highwoods \$640 due for owing over 2 years of dues. Giving them until May 1, 2024, or will start Lien Paperwork. Lien Warning Paperwork has already been sent to Jerry Kelly 24921 W. Forest

owe \$1040 and will file Lien as well May 1, 2024.

Filed Lien on Thomas and Jacquelin Vynalek 25049 W. Forest Dr. Lien Fee is

\$60 and added to QuickBooks. Total due is \$1838.03.

10) Other Reports:

- a) Joe - there are currently 4 people on the waiting list for a pier slip.
- b) Sam - brought up the idea of having a "Book box" down at the park - he said he could have the carpenter at his work make one.

11) UPDATING BY-LAWS

- a) Change due date for the association dues from 8/31 to earlier in the year.
- b) Remove the "Petty Cash" stanza
- c) Reword section 5 - currently says "husband and wife", change to "homeowners"

12) Continuing business

- Updating by-laws -
 - Everyone will review for next meeting
- Third party accountant to perform audit
 - Will look into after tax season is over
- North park pier replacement

13) New Business

- a) Weed abatement - Sam has not received an email yet. He will reach out to them and look to get our channel on the books for the spring - he is hoping to get 2 scheduled for this year.

14) Next Meeting: April 2, 2024 location: TBD

15) Meeting adjourned: 8:00pm *meeting was abbreviated due to inclement weather*
Notes submitted by Lauren Hart, secretary