

Petite Lake Highwoods Association

Meeting Minutes for 11/7/2018

1. **Meeting called to order:** 6:51 PM
2. **Officers Present:**
Amanda Wood, Bob Leavitt, Sam Terranova, Lauren Hart
3. **Officers Absent:** Mary Sena, Shannon Turk, Joe Kozlowski, Nina Whittaker
4. **Acceptance of Minutes:**
Sam moved to accept the minutes from 8/22/18, Amanda Wood seconded
5. **Acceptance of agenda:**
Sam moved to accept, Lauren seconded
6. **Correspondence:**
 - E-mail correspondence was received on 10/24/18 from Marie and Michael Kulis regarding property at 24921 W. Forest, Lake Villa, IL stating that Marie is the heir to the property. Marie Kulis also stated that their may be a squatter (and squatters son) in the basement. They have contacted attorney Mark DeRue in Lake Villa.
 - Ralph and Sally Smith (24927 W. Forest, summer home) Missed the house special assessment, had questions about weed abatement and house assessment. Bob Leavitt sent an email back explaining the house assessment was \$101.23, the lot assessment is \$15.00 and the weed abatement is \$83.77
7. **President's Report**
 - Nothing new to report, thanked the serving board
8. **Treasure's Report**
 - Michael Lipsey (of Circus, Inc) has two rental properties that have over \$1000.00 in association fees due. Mr. Lipsey lives at a different address
 - ~ 25000 W. Highwoods Dr.
 - ~ 25104 W. Forest Dr
 - Discussed setting up a spreadsheet for what homes have a lien
 - There are currently 13 liens to process
 - Amanda to file past due accounts
 - New liens to be sent out 4/1/2019
 - Need to look in to cost of filling liens
 - All association fee invoices were sent out the end of October, at the time of board meeting, 6 payments had been received
 - 3 new houses closed, 2 of the closings included the association fees
 - 24849 W. Park – Tim and Karen Latta – PAID
 - 24857 W. Park – Curtis Barnes and Amber Nagel – PAID

- 24748 W. Highwoods – Roger and Mary Schindler, closed 11/1/2018 – UNPAID
- ACCOUNT BALANCES
 - \$16,866 Checking
 - \$20,459 Savings
- Check sent to Jim Smak for \$1070.00
- Invoice was received from Site One for 2 ½ gallons of goose repellent, Check was issued to site one for total invoice - \$167.42
- NO OUTSTANDING INVOICES

9. Other reports:

- Patricia Ritschke, 24921 W. Forest, Lake Villa, IL passed away, other people living at the home are not relatives and were asked to leave.
- Shed located at 24915 W. Park Ave was burglarized. Approximately \$600.00 worth of materials were stolen.
- One pier was completed, company that is repairing the piers has a rock wall that needs to be completed, they should be back within the next week to complete piers. – Joe absent from meeting

10. Continuing Business

- Sending out letters for issues that need to be addressed
 - ~Setting us a formal letterhead
 - ~ System of sequencing letters (1st attempt, 2nd attempt, 3rd attempt)
 - ~Possibly certifying letters to make sure letters are received
- Goose repellent – 2 ½ gallons purchased, invoice was paid by check (\$167.42)
- Addressed sending a letter to Robin Arne regarding rental property
- FAQ and “new neighbors” sections of the website – Bob- these areas are a work in progress.
- Addressed checking into a 3rd party for handling real estate closing documents – it was determined it will be handled in-house for now.
- Reviewed PLH membership directory/ Master email list – Bob updated the spreadsheet during the meeting

11. New Business

- Email contact was updated with postoffice by Bob: webmaster@plhighwoods.com
- Discussed sending correspondence to the heir of of property @ 24921 W. Forest to inquire about keeping an eye on property so any suspicious activity can be reported, as well as giving the neighborhood a heads up when people will be at the property.
- Piers have been started (Joe not present for report)

12. Cleanup

Sam to send email to Jim Smak to do a fall cleanup.
Sam Terranove donated new lights to be installed by the beach during the spring cleanup - Added to master list

13. Next Meeting

Next regular board meeting TBD, Median decoration meetup on 11/24/2018

14. Adjourned:

8:46 pm

Submitted By:

Lauren Hart, Secretary