

Petite Lakes Highwood Association  
Meeting Minutes from 11/18/2024

- 1) Meeting called to order at 6:47pm
- 2) Officers present: Sam Terranova, Bob Leavitt, Joe Kozlowski, Amanda Wood, Lauren Hart, Shannon Turk
- 3) Officers absent: Dakota Schneider
- 4) Acceptance of minutes: Bob accepts, Joe K. seconded
- 5) Acceptance of agenda: Shannon accepts, Sam seconded
- 6) Public Comments: none
- 7) Correspondence
  - a) Bob L. received bills and payments in the mailbox
    - i) Noted that board members with lock box keys need to check the box at the main park (Joe, Shannon and Sam have keys)
- 8) President's report: Joe P. reports he is having a great time as president. He found out Amanda (former board treasurer) likes tequila and that got her a bottle and card as a thank you for her time serving the association.
- 9) Treasurer's Report:
  - a) Chase Checking balance: \$18,870.00
  - b) Chase Savings Balance: \$20,571
  - c) First American balance: \$15,106.00
  - d) Bob is thinking about doing a transfer from the Chase savings account to the checking account, then withdrawing the funds and moving it to First American
    - i) He now has checks for the First American account
  - e) New email for the neighborhood is: [plhighwoods@gmail.com](mailto:plhighwoods@gmail.com)
    - i) Will need to post to facebook and neighborhood webpage.
  - f) House on Elm Ave is closing 11/22/2024
  - g) First American has some restrictions for Zelle payments - will need to investigate that option further.
  - h) Motion to accept Treasurer Report: Lauren motions, Joe K seconded
- 10) Other Reports:
  - a) Roads are done and look great!
  - b) Joe K
    - i) The association will have boat slips available in the Spring.
      - (1) There is a renter on the list that is looking for a slip
- 11) Continuing business
  - Updating by-laws -
    - Checking with Dan Ventura regarding changes being made to the by-laws
      - Joe will forward by-laws to Dan

- Third-party accountant to perform audit - checking with Jared Smith
  - Leave on continuing business for now
- Articles of incorporation
  - They have been added to the website
- Weed Abatement
  - On the list for next year - will send email in the spring
- Looking into accepting Zelle payments for Association dues with First American account
- Cameras for the main park/boat ramp
  - Will place new “No Trespassing” signs
- Thank you gift for Amanda is taken care of

12) New Business - noe

13) Next Meeting: Lights at the Front of the neighborhood 12/1/2024 @ 9:00am

14) Meeting adjourned: 7:57pm

Notes submitted by Lauren Hart, secretary