

Reflections at Hidden Lake
Regular Board of Directors Meeting
Thursday, February 21, 2013 – 7:00 pm
Darien Police Training Room

I. CALL TO ORDER/ROLL CALL

President Karen English called the Regular Meeting of the Reflections Association Board to order at 7:00 p.m.

Board Members Present:

President Karen English
Director Sandra Starck
Director Derek Ahlborn

Absent:

Vice President Steven Lekas
Treasurer Joanne Blattner

Also present were Property Manager Brett Kovel representing Elite Management, Recording Secretary Laura Griffith from Karick and Associates, and fourteen homeowners.

II. HOMEOWNER FORUM

A homeowner asked how snow removal was paid, and it was confirmed that this was a flat rate paid monthly. However, if removal is necessary, an additional fee is paid.

III. APPROVAL OF THE MINUTES

A MOTION was made by Director Starck to approve the minutes of the November 15, 2012 Board meeting. Seconded by President English. Motion Carried Unanimously.

IV. FINANCIAL AND ADMINISTRATIVE

A. Q4 2012 Financial Report

Operating Funds - \$56,006.28

Reserve Funds - \$411,292.17

Total Funds - \$467,298.45

Last year was a successful year even with the roofing project. The reserves were kept above \$400,000. The Association performed under budget.

B. Collections Report Through January 31, 2013

Property Manager Kovel said that two units were settled with some write-off, and approximately \$18,000 was collected which included some legal fees and fines.

The collection balance as of February 21, 2013 was under \$14,000 (the main accounts were an insurance issue, an evicted unit currently being rented out, and a foreclosed unit).

C. Management Report from Elite Management

- Phase 2 of the roofing project was completed. Eight buildings were planned for 2013. There were minimal roofing issues due to minimal snow and few major storms.
- A lot of gutter cleaning was done in the fall (approximately 18 buildings). This would be done in late spring/summer and then again in the fall. This would be dependent on when buildings were re-roofed and what issues came up throughout the year.
- Kramer did the second round of pruning. Next year would be the final phase of this, and the Board would review.
- Work orders had been manageable due to the winter season. Property Management had kept up with making sure all lights were working. Some of these were fixed by management and some were fixed by Marek. There was some discussion regarding the recessed lights by the doors.
- Capital projects were published in the newsletters.
- Warnings and violations were minimal.
- A few newsletters had been distributed as had the annual meeting notice.
- There had been a few property closings; information was available on the internet.
- Some variance requests were submitted. Property Manager Kovel reminded everyone that the variance approvals expire in 90 days.
- The Rules Committee had been meeting, and the draft would be presented to the Board soon.

V. GROUNDS AND BUILDING MAINTENANCE

A. *Adams Roofings*

A MOTION was made by Director Starck to approve the 2013 phase of roof replacement for \$329,586. Seconded by President English. Motion Carried Unanimously.

B. *BPM Enterprises Inc.*

Green-Up was purchased by Acres Group. Proposals were received from Acres and BPM. The previous contact at Green-Up went to BPM, and the Board felt that the Association would receive a higher level of service with BPM. The Board felt that the transition would be smoother with a contact that was familiar with the property. Property Manager Kovel noted that the same guys would be doing the snow removal from last year.

a. *Landscape Contract*

A MOTION was made by Director Starck to approve the 2013 landscape maintenance contract for \$55,920. Seconded by President English. Motion Carried Unanimously.

b. *Snow Contract*

A MOTION was made by Director Starck to approve the 2013-2014 snow contract for \$26,400. Seconded by President English. Motion Carried Unanimously.

c. Mulching

A MOTION was made by Director Starck to approve the common area mulching for \$3,520. Seconded by President English. Motion Carried Unanimously.

VI. HOMEOWNER FORUM

Two homeowners asked if 8225 and 1054 were getting new roofs. Property Manager Kovel said that he would look this up and get back to them. One of the homeowners said that there was drywall damage due to improper venting. Property Manager Kovel would check to see if this was part of the next roofing phase as that would solve this problem. If it was not, Property Manager Kovel would determine what could be done in the meantime.

VII. ADJOURNMENT

A MOTION was made by Director Starck to adjourn the meeting at 7:15pm. Seconded by President English. Motion carried unanimously.

Respectfully submitted,

Laura Griffith

Recording Secretary

Karick & Associates

This document is subject to correction as noted on next the minutes of the next meeting..