

## **AGENDA**

Grand Pointe Meadows (Single-Family Detached Homes) Homeowner's Association - (GPMHA)  
Meeting of September 8, 2015

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The GPMHA will hold a meeting in the conference room of the Village of West Dundee Public Safety Building, 100 Carrington Drive, in West Dundee, IL at 6:00 p.m. on Tuesday, September 8, 2015.

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- I. Roll Call
- II. President Comments
  - A. Street Lights at Huntley Road Entrance; Bike Path Along Huntley Road and Sleepy Hollow Road; Primary Entry Sign Damage Repair; Vacant Lot Mowing; Bike Path Weed Spraying; Condition of Landscaping at Parks
- III. Board Comments
- IV. Old Business
  - A. None.
- V. New Business
  - A. Discussion Regarding Mailbox Replacement Program
  - B. Update to the FY2014 Annual Report
  - C. Discussion Regarding the Resumption of a Printed Quarterly Newsletter
  - D. Discussion Regarding Remaining Common Area Maintenance Items for 2015
  - E. Discussion Regarding the Creation of an Architectural Review Committee
- VI. Items in Review
  - A. None.
- VII. Public Comments
- VIII. Adjournment

## New Business - Item A

### MEMORANDUM

**Date:** September 8, 2015  
**To:** HOA Board - Grand Pointe Meadows (Single-Family Detached Homes) HOA  
**From:** Chris Nelson; President, GPMHOA  
**Subject:** Discussion Regarding Mailbox Replacement Program

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### Background

The mailbox post and mailbox units have been in place since 2003. Exposed to the elements, normal wear has taken a toll on many of those units and the posts on which they are mounted. An assessment was conducted of the mailbox posts and units in an effort to ascertain the scope of necessary repairs and replacements. The HOA is presently in the fifth year of the 5-year mailbox replacement plan initiated in 2011.

### Discussion

Upon completion of this round of replacements, all GPM mailbox units will have been replaced since the program commenced in 2011. The cost breakdown for this phase is as follows.

Item	Unit Cost	No. Units	Ext. Cost	Note
Mailbox	\$29.00	7	\$203.00	To be ordered from Menards.
Numerals	\$2.30	22	\$50.60	Per price estimate from doityourselflettering.com; includes delivery. Also includes replacement numerals for units installed in 2011; since that time, the quality and durability of the replacement numerals have been enhanced to resist scratching and weather.
Installation, Repair, Disposal, Labor	\$20.00	7	\$140.00	Cost estimate for installation of 21 units; spot painting of posts; reseating of some posts in concrete footings; repair of post support (Maple); removal and disposal of old mailbox units. Vendor: Dan Moore Associates of West Dundee, IL
<b>TOTAL NET COSTS</b>			<b>\$393.60</b>	Direct outlay from HOA funds.

**Recommendation**

It is recommended that the Board approve the expenditure at a cost set not to exceed \$393.60. It is expected that this work will be handled by Dan Moore and Associates of West Dundee by October 1, 2015.

**New Business – Item B**

**MEMORANDUM**

**Date:** September 8, 2015  
**To:** HOA Board - Grand Pointe Meadows (Single-Family Detached Homes) HOA  
**From:** Chris Nelson, President, GPM HOA  
**Subject:** Update to the FY2014 Annual Report

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**Background**

State law has made it necessary to develop an annual report for the subdivision. This report has been made available to subdivision residents and also has been filed with the Illinois Secretary of State's office.

**Discussion**

The attached report provides an overview of HOA activities and a look at the final budgetary figures for the past fiscal year. This version notes a revision to the meeting schedule for the September and December meetings.

**Recommendation**

Request acceptance of the report as amended.



# Grand Pointe Meadows

**ANNUAL REPORT 2014**

## Executive Summary

Incepted in 2010, the Grand Pointe Meadows Single Family Homeowner's Association (GPMHOA) is a 4-member body that represents homeowners in the maintenance of the 118-unit subdivision. This annual report is intended to give homeowners an overview of 2014 operations as well as a snapshot of expected activities for 2015. All told, the subdivision and its finances are in solid condition.

## Board Mission and Structure

The GPMHOA was comprised of five (5) elected officials, all of whom are subdivision homeowners. The mission of the board is to protect the assets of the homeowners while maintaining our shared investment. The board for 2014 included:

- Chris Nelson, President
- Becky Carnes, Vice-President
- Cheryl Alopogianis, Secretary
- Scott Lindgren, Treasurer
- Nicole Caceres, Member-at-Large

The board contracts with a management company, Rage Management, to assist in the conduct of daily duties, including the acquisition of common area property insurance; accounts receivable and payable; proper filing of pertinent state and federal documents; retention of counsel when necessary; and guidance on HOA functions. For 2014, the GPMHOA feels that this structure served the subdivision well.

## 2014 Items of Note

**Huntley Road Entrance Improvements:** As in 2013, the GPM HOA worked to improve the aesthetic of the entryway from Huntley Road. This past year saw the addition of several plantings at the entryway itself and along the Huntley Road berm that runs perpendicular to the entrance Grand Pointe Boulevard. The intent of the improvement was to enhance the entryway aesthetic for the primary entrance to our subdivision, as well as to provide a discernable identity for the development.

**Dues Stable for 2014:** The annual homeowners dues remained static for the 2014 fiscal year and will remain so for 2015. During the budgeting process, which took place in the fall and winter of 2013 and resulted in a 2-year budget, the board felt that a dues increase was unnecessary given the strong financial position the subdivision is in currently.

**Past Due Collections Pursued Aggressively:** The GPMHOA made a collective decision to pursue unpaid dues from a number of homeowners, recognizing that all homeowners share an equal responsibility for the maintenance of the subdivision. These activities included legal action and the filing of property liens. The actions have proven successful, and the board will continue to actively pursue the small number of instances where dues go unpaid. Special thanks are due to Rage

Management for its persistence in acquiring funds from a property long in arrears. The efforts yielded the recovery of over \$1,000 in back-dues and legal fees.

**HOA Federation Discussed:** The Grand Pointe Meadows HOA has taken the lead in discussions to form a federation of West Dundee HOAs. The purpose of the federation is to facilitate the sharing of HOA best practices. An initial planning meeting occurred in 2014; additional discussions are to take place in 2015.

**Mailboxes Replaced:** The board worked to replace 28 damaged mailboxes and repair four (4) damaged mailbox posts.

**Dues Recovered from Owners of Vacant Parcels:** In 2014, the HOA decided to pursue annual dues from the property investor that had acquired the remaining 16 vacant parcels within the subdivision. As a result, the HOA successfully recovered dues the property owner in 2014 and expects that activity to continue indefinitely. The annual yield of the collection of dues from the owners of the vacant parcels is \$4,000.

**Facebook Page Launched:** The HOA Web site was complemented by the 2014 launch of the HOA Facebook page. The popular social networking site will help the HOA stay in regular communication with residents.

**Parkway Trees Replaced:** The HOA worked with the Village of West Dundee to replace 65 parkway trees—most of which were lost due to the Ash Borer infestation--throughout the subdivision.

**Nicole Caceres Departs:** Former HOA board member Nicole Caceres has resigned from the board in January 2015. The board thanks Nicole for her service the subdivision.

## **A Look Ahead to 2015**

**Tree Replacement Activities to Continue:** The subdivision still contains several ash trees, all of which will likely succumb to the Ash Borer infestation. As a result, the Board plans to continue to work with the Village to replace parkway trees as needed.

**Mailbox Replacements:** The HOA plans to replace 34 mailbox units in 2015.

**Additional Entryway Work Planned:** The HOA board will continue to invest in enhancing the aesthetic of all entryways and common areas through the purchase and planting of additional landscaping. Similarly, the HOA will work with the Village to secure a street light at the entrance of the subdivision at Huntley Road.

**Meetings Become Quarterly:** HOA Board meetings will now take place each quarter instead of every other month.

**Architectural Committee Considered:** A plan to create the resident committee is to be discussed.

## 2014 Budget (Final) + 2015 Budget

	2014 Budget (118 LOTS)	2014 Actual (118 LOTS)	2013 Variance (118 LOTS)	2015 Budget (134 LOTS)
<b>INCOME</b>				
Assessment Income (\$250 per lot)	\$29,500.00	\$33,500.00	\$4,000.00	\$33,500.00
Late Charges	\$0.00	\$1,850.00	\$1,850.00	\$300.00
Interest Income	\$0.00	\$22.78	\$22.78	\$0.00
Pond Maintenance Refund	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fee Income	\$1,275.00	\$1,746.00	\$471.00	\$500.00
Miscellaneous Income	\$0.00	-\$625.00	-\$625.00	\$0.00
<b>Total Revenue</b>	<b>\$30,775.00</b>	<b>\$36,493.78</b>	<b>\$5,718.78</b>	<b>\$33,800.00</b>
<b>EXPENDITURES</b>				
<b>G&amp;A Expenses</b>				
Printing & Postage	\$400.00	\$566.11	\$166.11	\$420.00
Legal Fees	\$250.00	\$3,234.00	\$2,984.00	\$300.00
Audit Fees / Tax Return	\$125.00	\$125.00	\$0.00	\$125.00
Insurance	\$1,416.25	\$1,876.00	\$459.75	\$1,500.00
Licenses - Permit	\$15.00	\$10.00	-\$5.00	\$15.00
Bad Debt	-\$250.00	\$755.00	\$1,005.00	\$250.00
Miscellaneous	\$186.22	\$70.00	-\$116.22	\$180.00
<i>Total G&amp;A Expense - Admin</i>	<i>\$2,142.47</i>	<i>\$6,636.11</i>	<i>\$4,493.64</i>	<i>\$2,790.00</i>
<b>Operating Expenses</b>				
Landscape Repairs	\$100.00	\$3,100.00	\$3,000.00	\$3,200.00
General Repairs	\$399.40	\$1,550.00	\$1,150.60	\$350.00
Miscellaneous	\$0.00	\$199.84	\$199.84	\$0.00
<i>Total Operating Expense</i>	<i>\$499.40</i>	<i>\$4,650.00</i>	<i>\$4,150.60</i>	<i>\$3,550.00</i>
<b>Contract Services</b>				
Management Fee	\$5,400.00	\$5,400.00	\$0.00	\$5,400.00
Scavenger Fee	\$0.00	\$0.00	\$0.00	\$0.00
Landscaping Maintenance	\$12,000.00	\$6,875.00	-\$5,125.00	\$12,000.00
Pond Maintenance	\$5,060.00	\$0.00	-\$5,060.00	\$5,060.00
<i>Total Contract Services</i>	<i>\$22,460.00</i>	<i>\$12,275.00</i>	<i>-\$10,185.00</i>	<i>\$22,460.00</i>
<b>Reserves</b>				
Transfer to Budgetary Reserve Fund	\$1,035.65	\$0.00	-\$1,035.65	\$1,500.00
<i>Reserves Total</i>	<i>\$1,035.65</i>	<i>\$0.00</i>	<i>-\$1,035.65</i>	<i>\$1,500.00</i>
<b>Expenditures Total</b>	<b>\$26,137.52</b>	<b>\$23,561.11</b>	<b>-\$2,576.41</b>	<b>\$30,300.00</b>

## 2015 Calendar

- **January 1, 2015:** Fiscal Year 2015 commences.
- **February 1, 2015:** Annual dues notices mailed to residents.
- **February 15, 2015:** Annual report due; HOA tax return preparation commences.
- **April 1, 2015:** Regular GPMHOA Meeting; 6PM; West Dundee Public Safety Building II.
- **June 3, 2015:** Regular GPMHOA Meeting; 7PM; West Dundee Public Safety Building II.
- **September 8, 2015:** Regular GPMHOA Meeting; 6PM; West Dundee Public Safety Building II; 2-year budget cycle discussion begins.
- **November 30, 2015:** Landscape maintenance ends.
- **December 1, 2015:** Regular GPMHOA Meeting; 6PM; West Dundee Public Safety Building II; 2-year budget reviewed; pending year homeowner's dues announced.

## **New Business – Item C**

### **MEMORANDUM**

**Date:** September 8, 2015  
**To:** HOA Board - Grand Pointe Meadows (Single-Family Detached Homes) HOA  
**From:** Chris Nelson, President, GPM HOA  
**Subject:** Discussion Regarding the Resumption of a Printed Quarterly Newsletter

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### **Background**

From 2010 through early 2013, the HOA issued a printed quarterly newsletter. In an effort to conserve costs and other resources, however, the printing and mailing of the newsletter was suspended by early 2013 in favor of the use of the HOA website, email list, and other online options such as EveryBlock, Facebook, or Twitter (Facebook was ultimately chosen).

### **Discussion**

HOA Secretary Cheryl Alopogianis recently suggested the resumption of the quarterly printed newsletter, citing her own observation that a significant portion of residents do not regularly access the email or Web options.

The creation of the newsletter is completed by the HOA Board, so there is no direct cost for the document production. Printing, folding, envelope-stuffing, and mailing costs combined are approximately \$1.00/unit. So, for each quarter, the cost to produce, prepare, and transmit the newsletter would be approximately \$120 (or \$480 per annum).

A draft of the 3Q2015 newsletter, called *Grand Pointe Focus*, is attached.

### **Recommendation**

Recommendation is to resume the production, preparation, and mailing of the HOA quarterly newsletter at a cost set not to exceed \$480 per year.

→ For additional information, visit:  
[www.grandpointmeadows.mynetworksolutions.com](http://www.grandpointmeadows.mynetworksolutions.com)  
Or "like" us at:  
[facebook.com/grandpointmeadows](https://facebook.com/grandpointmeadows)  
Or call us at:  
(847) 742-5555 (c/o Rage Management)

# Grand Pointe focus

Fall 2015

## Meeting Notice!



December HOA Meeting  
Tuesday 12/1/15 at 6PM  
Public Safety Building II  
100 Carrington, W. Dundee



## Notable Updates to Common Areas in Grand Pointe

The Grand Pointe Meadows HOA is pleased to announce some exciting enhancements that will be coming to the subdivision this October. The highlights include:

### Enhancement to Landscape Buffer Along

**Huntley Road:** The builder of the subdivision provided an underdeveloped landscape buffer to Huntley Road. A more robust and coordinated buffer is sought, and the HOA has, over the past several years, been improving the buffer incrementally. The HOA will be working with a landscape architect to add more plantings to improve the aesthetic and noise-reducing benefits of the buffer.

**Repairs and Additions to Entry Signs:** GPM maintains two (2) large entryway signs (one at the entrance from Huntley Road and one from Sleepy Hollow Road) and two (2)

smaller stone signs at the entryway from Huntley Road. The Dryvit trim material that comprises the bulk of the larger signs needs an additional coat of paint this season, likely in a tan color instead of the current gray, and the rotted wood caps must be replaced. The letters displaying the subdivision name will be checked for slippage and some recent vandalism repaired. Additionally, the signage landscaping that typically grows to obscure the signs will be relocated and, in some cases, replaced with low-maintenance, low-growing native plantings.

**Replacement of Mailboxes:** By November 1, 2015, the HOA will have replaced each homeowner's mailbox. The replacement program, initiated in 2011, has resulted in the replacement of 124 mailboxes over the past five seasons.



## JOIN THE NEIGHBORHOOD WATCH!

Some of our GPM homeowners have expressed interest in a Neighborhood Watch Program. If you are would like to learn more about the program, please contact the Cheryl Alopogianis, HOA Board Secretary, at [calopogianis@hotmail.com](mailto:calopogianis@hotmail.com).



## Halloween Safety Tips for Homeowners

### In the News...

**Ash Tree Removal:** Many of the ash trees in the neighborhood are being cut by the Village as the individual trees die. Correspondingly, the Village pays for half of the cost of the replacement tree, anticipating the impacted homeowner paying the remainder of the cost. For the third consecutive year, the GPM HOA will be paying the homeowner share of the tree replacement cost. In 2014, 65 trees were replaced; in 2015, it is expected that 20 will need replacement. It is likely that all GPM ash trees will have been replaced by 2017.

**Seasonal On-Street, Overnight Parking Ban Coming Soon:** On November 1, 2015, the Village's Winter Street Parking Ban will take effect, prohibiting parking on Village streets between the hours of 2 am and 6 am. The parking ban will remain in effect until April 1, 2016.

**Leaf Collection Coming Soon:** The Village's annual Leaf Collection Program will begin October 10 and continue until November 26. Please rake leaves into the street approximately one foot from the curb. Remember, please contact Allied Waste directly ([alliedwastechicago.com/residential/community/west-dundee/](http://alliedwastechicago.com/residential/community/west-dundee/)) should you have a large quantity of refuse, large household appliances, or refrigerants in need of pick-up.

**Huntley Road Update:** The reconstruction of Huntley Road from Sleepy Hollow Road east to Rt. 31 will likely commence in summer 2016. This much-welcomed project will result in a slightly widened and much smoother driving surface.



## **New Business – Item D**

### **MEMORANDUM**

**Date:** September 8, 2015  
**To:** HOA Board - Grand Pointe Meadows (Single-Family Detached Homes) HOA  
**From:** Chris Nelson, President, GPM HOA  
**Subject:** Discussion Regarding Remaining Common Area Maintenance Items for 2015

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### **Background**

The common areas are typically maintained by the HOA's contracted landscaper, which for the past two (2) seasons has been Bonkosky Landscaping Services of Dundee. The common areas include the landscaped berm adjacent to Huntley Road; the entryway signs at Huntley Road and Sleepy Hollow Road; the boulevard median; and the pond area near Oak Drive. Services include mulching; trimming of trees and bushes; weed treatment; and regular mowing.

Each fall since 2010, the HOA endeavors to assess the common areas to ascertain if select projects can be undertaken to help enhance the common areas of the subdivision. Funds for the improvements are allocated within the landscaping budget.

### **Discussion**

In early September, an assessment was undertaken of the common areas; the following punch list was devised and is presented for Board consideration. If the Board agrees with the concepts, pricing for each service/item will be obtained and will be presented at a future date. See "Suggested Improvements" diagram on following page.

### **Recommendation**

No recommendation at present.

### Suggested Improvements



- **Position 1:** Relocate perennials (ornamental grasses) at Huntley Road entryway sign; replace with rose bushes similar to those near the rock-based signs nearest the roadway.
- **Position(s) 2:** Added 4 – 6 evergreens on either side of the stone-based entry signs near Huntley Road (for a total of 8 – 12 evergreens in total). Complement with ornamental grasses moved from the main entryway sign.
- **Position 3:** Remove dead tree, do not replace. Add 4-5 red-twig dogwood bushes.
- **Position 4:** Remove two (2) dead trees, replace with one (1) tree of non-Ash variety.
- **Position 5:** Remove dead tree, replace with two (2) trees of non-Ash variety.
- **Position 6:** Remove dead tree, replace with two (2) trees of non-Ash variety.
- **Position 7:** Remove dead tree, do not replace. Add 4-5 red-twig dogwood bushes.
- **Position 8:** Remove dead tree, do not replace. Add 4-5 red-twig dogwood bushes.

## **New Business – Item E**

### **MEMORANDUM**

**Date:** September 8, 2015  
**To:** HOA Board - Grand Pointe Meadows (Single-Family Detached Homes) HOA  
**From:** Chris Nelson; President, GPMHOA  
**Subject:** Discussion Regarding Creation of Architectural Review Committee (ARC)

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### **Background**

Since its inception in 2010, the HOA has discussed the prospect of developing an Architectural Review Committee (ARC) to be composed of GPM homeowners. The purpose of the ARC would be to review proposed exterior improvements planned by current GPM residents and/or developers planning to build homes on the remaining sixteen (16) vacant lots.

In concept, the ARC would then make recommendations to the full GPM board, which subsequently would provide feedback to the resident or confer approval via letter. In 2010 and again in 2013, the HOA called for volunteers for the ARC (concurrent with a call for Neighborhood Watch participants), but were unable to secure commitments from residents.

### **Discussion**

Upon completion of this round of replacements, all GPM mailbox units will have been replaced since the program commenced in 2011. The cost breakdown for this phase is as follows.

- The ARC would be comprised of three (3) GPM single-family detached homeowners, each of whom would be appointed by a majority vote of the HOA Board. Each member's term would be for 12 months in duration.
- As in current practice, residents would be asked to contact the management company (at present, Rage Management) when planning the work. Residents would then be provided a brief form (to be developed) ask basic information about the project. The form would also prompt the applicant to provide any visual references that might be of assistance in the application review process.
- Reviews would be conducted by the ARC on an as-needed basis. Their assessment would be rendered to the full HOA board within five (5) business days from the date of application. The recommendation will be conveyed by the ARC chair to the management company, the HOA board secretary, and to the applicant.
- The HOA can accept the ARC recommendation or, in the case of a problem or issue with the application, work with the resident to arrange mutually agreeable adjustments to the plan. Should any issue remain with any involved party, the matter can be further discussed at a public HOA meeting,

**Recommendation**

If the Board is amenable to the concept, it is recommended that:

- Research how ARC-like groups are structured in other subdivisions in the area.
- Send a call to residents asking if there is any interest in participating as an ARC volunteer.
- Discuss the ARC concept at a future meeting date.