

## **AGENDA**

Grand Pointe Meadows (Single-Family Detached Homes) Homeowner's Association - (GPMHA)  
Regular Meeting of December 6, 2016

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The GPMHA will hold its regular meeting in the basement conference room of Public Safety Building #2, 100 Carrington Drive in West Dundee, IL at 7:00 p.m. on Tuesday, December 6, 2016.

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- I. Roll Call
- II. Approval of Minutes
  - A. October 4, 2016
- III. President Comments
  - A. Discussion Regarding Christmas Decorations for Entryways
- IV. Board Comments
- V. Public Comments
- VI. Old Business
  - A. Discussion Regarding Entryway Signage Improvements
- VII. New Business
  - A. Discussion Regarding 2016 Annual Report
- VIII. Items in Review
  - A. None.
- IX. Adjournment

## MEETING MINUTES

Roll Call taken at 7:00 PM on October 4, 2016. Board Members present:

Chris Nelson, Becky Carnes, John Budnyk, Paul Bertone and Tony Caceres.

One correction from the July 12th meeting minutes. Board Member comment from Becky Carnes commented "(that common areas) not vacant lots were over grown with weeds".

Chris asked for a motion to approve July 12, 2016 meeting minutes approved. Becky motion to approve, John second the motion. Motion carried.

President and Board Comments:

- Chris spoke about a quote for the letter replacement for the entry signs. The board discuss possible alternatives to either have the letters being replaced or provide another more permanent signage option.
- Chris also spoke about Huntley Rd. construction along with lighting of the entryway into the subdivision off of Huntley Rd. at that time.
- John asked about signs to advertise our meetings due to the lack of HOA member's participation. Chris stated that we have signs. HOA member stated that she had the signs. John stated he would pick them up and post them at the entrances prior to the next meeting.
- Tony spoke about the landscaping covering the signage to the entrances. Possibly cutting them back so the signs can be seen.
- Becky asked about the Berm.

Public comments:

- An HOA member informed the board that she has the email address to other HOA members and she would share them with John. There is also concern that the board has not been communicating with the HOA members to ensure awareness of upcoming meetings.
- Another member suggested guest speakers to come in to possibly draw in more interest in the HOA meetings.

Old Business:

A. Proposals for the landscaping for the Huntley Rd. entrance. Discussion of cost, warranty of shrubs and trees to help cover loss.

New Business:

Final discussion on entryway improvements. Chris asked for a motion to approve the Huntley Rd. entrance landscaping improvements. Work to be completed by Dundee Landscaping, Dundee, IL cost not to exceed \$15,086.50. Paul motioned, Becky second. Board voted unanimously to approve the improvements.

Boulevard trees. Bonkosky recommended tree trimming on all of the trees along the boulevard and circle, but does not provide this service. After looking at the options for tree trimming for our 61 trees. Cost of which would come out of the operating budget not the reserves. Chris asked for a motion to approve a trim trimming contract with Tom's Tree Service at a cost not to exceed \$2,300. Becky motioned Tony second, motioned carried. Board voted unanimously to approve to improvements.

Decorations at the entrances for Halloween Decorations. Chris motioned for an expenditure for decorations for Halloween not to exceed \$350. Tony motion, Paul second, motioned carried, all in favor.

Next scheduled meeting December 6th, 2016. Chris asked for a motion to adjourn. Becky motion, John second, motion carried.

**Old Business – Item A**

**MEMORANDUM**

**Date:** June 5, 2016  
**To:** HOA Board - Grand Pointe Meadows (Single-Family Detached Homes) HOA  
**From:** Chris Nelson; Board Member, GPMHOA  
**Subject:** Discussion Regarding Entryway Signs

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**Background**

The GPMHOA maintains two (2) large entryway signs near Huntley Road and Sleepy Hollow Road, respectively. These signs employ pinned letters that are affixed to a Dryvit-like, painted material. Since 2010, the signs have been damaged at least five (5) times, with the damage most frequently occurring in the form of the removal of the “e” in the word “Pointe.” In fall 2016, a larger volume of letters was removed, prompting renewed discussion regarding a more viable signage plan.

**Discussion**

The HOA requested pricing from two vendors. The only respondent was Meyer Signs of Gilberts, IL. The options and related costs follow:

<b>Option</b>	<b>Notes</b>	<b>Cost</b>
Artisan Graphics		No Response
Meyer Signs	Includes removal of old letters and installation of new panels.	\$4,228

**Recommendation**

It is suggested that the HOA Board authorize the purchase and installation of panel signs from Meyer Signs of Gilberts, IL, at a cost set not to exceed \$4,228. A sample of the panels is attached.

**Design of Sign to be Installed**



## **Old Business – Item B**

### **MEMORANDUM**

**Date:** December 6, 2016  
**To:** HOA Board - Grand Pointe Meadows (Single-Family Detached Homes) HOA  
**From:** Chris Nelson; Board Member, GPMHOA  
**Subject:** Request Acceptance of 2016 GPM Annual Report

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#### **Background**

State law requires the HOA to develop an annual report for the subdivision. This report will be made available to subdivision residents and will also be filed with the Illinois Secretary of State's office.

#### **Discussion**

The attached report provides an overview of HOA activities and a look at the budgetary figures and calendar for the coming fiscal year. Please note that the document, as drafted, suggests no changes to budgetary amounts or annual dues paid by homeowners.

#### **Recommendation**

Request acceptance of the report as submitted and authorization to direct Rage Management to submit the report to the State of Illinois on behalf of GPMHOA.



Grand Pointe  
Meadows

ANNUAL REPORT 2016

## **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 2016 operations as well as a snapshot of expected activities for 2017. All told, the subdivision and its finances are in solid condition.

## **Board Mission and Structure**

The GPMHOA is comprised of four (4) individuals, 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 2016 included:

- Becky Carnes, President
- Paul Bertone, Vice-President
- John Budnyk, Secretary
- Tony Caceres, Treasurer
- Chris Nelson, Immediate Past-President/Member-at-Large

Departing the Board in 2016 were Cheryl Alopogianis, Secretary, and Scott Lindgren, Treasurer; they are thanked for their service to the subdivision.

The board continues to contract 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.

## **2016 Items of Note**

**Huntley Road Entrance Improvements:** 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, extending from Huntley Road south down 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 2016:** The annual homeowners dues remained static for the 2016 fiscal year and will remain so for 2017. During the budgeting process, the board felt that a dues increase was unnecessary given the strong financial position the subdivision is in currently.

**Mailboxes Replaced:** The board worked to replace 24 damaged mailboxes and repair seven (7) damaged mailbox posts.



**New Website Developed:** The HOA website was reformatted and relaunched with a new address: [www.grandpointemeadows.com](http://www.grandpointemeadows.com). The updated site

**Parkway Trees Replaced:** The HOA worked with the Village of West Dundee to replace 14 parkway trees—most of which were lost due to the Ash Borer infestation--throughout the subdivision.

**New Signage Developed:** The primary subdivision entryway signs experienced sustained vandalism in 2016—specifically the removal of the pinned letters on the sign itself. As a result, the GPM HOA worked to design signage that uses a single, resin-coated panel with etched letters. It is expected that the new design will be deployed in 2017.

## **A Look Ahead to 2017**

**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 10 mailbox units in 2017 and at least 20 sets of numeral replacements.

# 2017 Budget

2017 Budget  
(134 LOTS)

## INCOME

Assessment Income (\$250 per lot)	\$33,500.00
Late Charges	\$300.00
Interest Income	\$0.00
Pond Maintenance Refund	\$0.00
Legal Fee Income	\$500.00
Miscellaneous Income	\$0.00
<b>Total Revenue</b>	<b>\$33,800.00</b>

## EXPENDITURES

### **G&A Expenses**

Printing & Postage	\$420.00
Legal Fees	\$300.00
Audit Fees / Tax Return	\$125.00
Insurance	\$1,500.00
Licenses - Permit	\$15.00
Bad Debt	\$250.00
Miscellaneous	\$180.00
<i>Total G&amp;A Expense - Admin</i>	<i>\$2,790.00</i>

### **Operating Expenses**

Landscape Repairs	\$3,200.00
General Repairs	\$350.00
Miscellaneous	\$0.00
<i>Total Operating Expense</i>	<i>\$3,550.00</i>

### **Contract Services**

Management Fee	\$5,400.00
Scavenger Fee	\$0.00
Landscaping Maintenance	\$12,000.00
Pond Maintenance	\$5,060.00
<i>Total Contract Services</i>	<i>\$22,460.00</i>

### **Reserves**

Transfer to Budgetary Reserve Fund	\$3,500.00
<i>Reserves Total</i>	<i>\$1,500.00</i>

<b>Expenditures Total</b>	<b>\$30,300.00</b>
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## 2017 Calendar

- **January 1, 2017:** Fiscal Year 2017 commences.
- **February 1, 2017:** Annual dues notices mailed to residents.
- **February 7, 2016:** Regular GPMHOA Meeting; 7PM; West Dundee Public Safety Building II.
- **February 10, 2017:** Annual report due to Secretary of State; HOA tax return preparation commences.
- **April 11, 2017:** Regular GPMHOA Meeting; 6PM; West Dundee Public Safety Building II.
- **June 6, 2017:** Regular GPMHOA Meeting; 7PM; West Dundee Public Safety Building II.
- **September 12, 2017:** Regular GPMHOA Meeting; 7PM; West Dundee Public Safety Building II.
- **November 30, 2017:** Landscape maintenance ends.
- **December 5, 2017:** Regular GPMHOA Meeting; 7PM; West Dundee Public Safety Building II; 2018 budget approved; pending year homeowner's dues announced; discussion regarding multi-year election cycle begins.