

## **Willow Creek of Metamora HOA Quarterly Meeting**

June 27, 2018

Meeting Start: 7:05PM: Metamora Village Hall

Present: Steve Landau; Tom Thomas; Chad Langan; Jon Van Order; Eli Grove; Jim Susin

Absent:

Guests: Rae Ann Layloch, Lamar Horton, Pat Berger, John & Bonnie Nungester, Steve Johnson, Shannon Bates, Stephanie Elliott, Kim Stein (Core 3)

Jim Susin has elected to sell his property and as required by the covenants, resign from the HOA Board. Thank you Jim for your dedication and long term commitment to the Willow Creek HOA.

### **Secretary's Report:**

Review of previous meeting minutes

Motion: Approve Mar Minutes

1<sup>st</sup>: Tom : 2<sup>nd</sup>: Chad

Approved

### **Core 3 Presentation**

Core 3 Property Management (Kim Stein – 309-740-7123 : [kstein@core3pm.com](mailto:kstein@core3pm.com))

With the lack of new volunteers, the board is looking for options to reduce the day-to-day workload. Core 3 offers services in Financial Management (dues and payments), Maintenance and Landscaping (including mowing and pond services), contract management; tailored to the clients needs.

Questions:

1. Is it legal? Core 3 would be simply another contract (same as mowing services)
2. Would the HOA keep its own bank account? Yes, the HOA can keep its own bank account. A retainer fund would be held in trust, (for bill payment), with a minimum balance of \$1000.
3. Would Core 3 be available to work directly with contractors on-site? Yes, it is an option. It is up to the board to determine the depth of involvement.
4. Would Core 3 attend board meetings? Yes, it is an option. It is up to the board to determine the depth of involvement.
5. Would Core 3 take minutes and notes at the board meetings? This is typically the responsibility of the board secretary.
6. Has Core 3 applied liens in the past? They have not applied liens yet, but they are working through the details with another client now.
7. How would Core 3 process dues payments? Either on-line payments or Core 3 will visit our PO Box on a scheduled basis. No cash payments are accepted.
8. How are the HOA funds managed? Core 3 would set up the HOA as a separate trust fund. Each individual owner would have a separate ledger page. Reports are provided (typically to the Treasurer) on a monthly basis, including the prior month's activities.
9. How large is the lawn mowing company? Would they have room in their schedule for the size of property of the HOA? Today, there are 6 people in lawn mowing. They can add staff and equipment if required.
10. How large is Core 3? Core 3 is an LLC with 3 owners. They have been in business since 2016. The head office is based in Bloomington with a full support staff of accountants, property

managers, maintenance and lawn crews. (Typical managed properties are apartment complexes... per previous meeting)

11. Is the mowing on a set schedule or can it be adjusted during the hot/dry months of the summer? Typically, they mow on a given day of the week. It is a future discussion topic for when/how often to mow.
12. Is there a planned escalation matrix of the fees structure? At this time, there has not been a fee increase for any of the clients. There is no planned escalation of fees (after 1 year for example). However, if the client requires an unexpected amount of time and resources, fees may be adjusted accordingly.
13. What is the contract period? There is a 2 year contract. After 1 year, either party can decide to cancel the contract.

Management Fee = \$275 / month

Mowing Fee: \$450 / mow

Pond Maintenance Fee: \$555 / application

Weed Control: \$620 / application

The board will consider the proposal and report a decision (Target date: end of Aug)

**Intra Meeting Motions:**

Fence on Lot 140 – 833 Stonebridge

Motion: To approve the amended fence proposal (wrought iron style) on 833 Stonebridge as submitted.

Approved (6/2/2019)

Ed Foster's Mowing Contract

Motion: Move to cancel the contract between Willow Creek HOA and Peoria Lawn, as per Peoria Lawn renegotiation of terms and conditions. Agree to approve the contract from Ed Foster 17May2019

Approved (6/19/2019)

Fence on lot 89 – 1150 Stonelake Ct

Motion: Approve the 1150 Stonelake Ct. Fence request as amended.

Approved (6/6/2019)

Fence on Lot 92 – 1119 Stonelake Ct

Motion: Approve the 1119 Stonelake Ct. Fence request as submitted.

Approved (5/20/2019)

Fence on Lot 81 - 1010 Stonelake Ct.

Motion: Approve the 1010 Stonelake Ct. Fence request as submitted.

Approved (5/14/2019)

Approved Expenditures our up to \$100 for deterrent fence on Spillway between Golf Course and Pond 1.  
No Motion, but all parties Approved (6/2/2019)

Moved HOA Board Meeting Date.

Delayed 1 week due to Old Settlers Days activities. (6/2/2019)

### **Treasurer's Report:**

Regular Checking: \$47,713.60

Deposit Checking: \$50.00 (Returned Preferred's deposit \$1500 5/24/2019: Lots 106/107)

### **Expenses:**

Ameren Electric: \$35.42, \$46.06, \$76.09, \$76.49

Jon Van Order: \$42.32 (Funeral Flowers)

Steve Landau: \$59.35 (Safety Fence)

Peoria Lawn: \$1020, \$1530

Marine BioChemists - \$67.32 (aerator start-up/filter), \$215 (cat tail treatment)

PO Box Renewal: \$56

Annual Report (State of IL): \$13

**Total Expenses Paid: \$3237.05**

### **Dues Status:**

2016 Dues 98.31% Paid (\$387.50 Outstanding)

2017 Dues 97.49% Paid (\$600.00 Outstanding)

2018 Dues 96.65% Paid (\$600.00 Outstanding)

2019 Dues 84.70%

Motion: Approve Financial Report

1<sup>st</sup>: Tom 2<sup>nd</sup>: Eli

Approved

### **Hospitality Committee:**

For Sale:

1109 Stonelake Ct

820 Stonelake Dr

1318 Cedar Lake Drive

1314 Willow Glen Dr

5 Open lots for sale

Sold:

1150 Stonelake Ct

1020 Willow Lake (Pending)

833 Stonebridge (New tenants)

### **Landscape / Architectural Committee:**

Committee Meeting held 5/30/2019 to discuss lawn contract. HOA not happy with current level of service. Contractor not happy with previous negotiated rate.

### **On-going Projects:**

1. Spring spraying for dandelions:

Ed Foster : \$800

Dandelions not a big issue this year. Have not yet applied weed control.

2. Cat Tail control:

Sprayed once. Need a repeat treatment

Tom / Jon have already

3. Spillway Maintenance between Pond 2 and 3 ....

Tom and Steve spoke with Fred Schrepfer

He provided a \$400 quote for spillway maintenance

New Projects:

4. New Lawn contract with Ed Foster

Cancelled Lawn contract with Peoria Lawn.

5. Algae control: Tom and Jon have already contacted Marine Biochemist

6. Spillway between Golf Course and Pond 1 is failing

Constructed a deterrent fence

In negotiations with the golf course

Met with Fred Schrepfer for recommendations. His recommendation is to simply break it up.

Steve and Eli constructed a deterrent fence (orange snow fence) to warn people of the hazard.

7. Mulching : Mulberry Park : Eli (and family) put down some mulch around the trees in Mulberry Park. It looks nice. Thank you.

Motion: Move to approve for Fred to maintain Pond 3 retaining wall for \$400

1<sup>st</sup> Tom

2<sup>nd</sup>: Jon

Approved

**New Business:**

Property management company:

The board will investigate hiring a property management company to address day-to-day activities.

-See Core 3 notes above

Air B&B / Short Term Property Rental:

Concern from an owner about a property that is listed on a vacation rental home site. The concern is unknown people in the neighborhood and running a business out of the home.

Discussion:

- It is not against the HOA covenants to have rental property.
- Is a rental property considered an in-home business, (by the intent of the covenants)? The intent of the in-home business as described by the covenants is multiple patrons per day, impacting parking, traffic and other residential safety concerns.
- Zone regulations: Village does not require permits. County requires permits.

Discuss with homeowner that no further action will be taken by the HOA board at this time. If the homeowner wishes to pursue this further outside of the HOA, he/she has the authority per the HOA covenants to do so (example Phase IV section 12.1)

Willow Glenn: Car has not moved in many months. It is parked over the sidewalk with an expired license. Jon to call the village on behalf of the homeowners

Fence on 1317 Cedar Lake

Need time for review. Put to email vote this weekend.

Motion: Adjourn Meeting

1<sup>st</sup> Eli: 2<sup>nd</sup> Tom

Meeting Adjourned 8:30pm