

**WILLOWBROOK ESTATES COMMUNITY ASSOCIATION 1,2,3**

**MEETING MINUTES FOR JULY 17, 2020**

**7:05 PM MEETING CALLED TO ORDER**

**Board Members in Attendance:**

Ray Peterlin (President)

Johnnie Davis (Vice President)

Dwight Dwornik (Treasurer)

Deborah Tero (Secretary)

Denise Gray (Board Member)

Yulanda Johnson (Board Member)

David Johnson (Board Member)

Homeowners in Attendance: Orv Oldenburg, Faye Miles, Kathy Singleton, Daniel Johnson, Tonya

McGowan. **WELCOME!!**

Guest in Attendance: Billie Williams and Mary Amador (ARMS Management Company)

Vincent Meri (Vincent's Lawn and Landscaping)

Approve Minutes: Meeting minutes from 6/18/20 board meeting read by Yulanda J. and approved by board members present.

**Management Report - Billie Williams and Mary Amador**

-37 homeowners have not paid assessments for 2020. Three (3) homeowners made checks Payable to ARMS and were asked to resubmit payment.

-Board informed the management company that the board has not received any information regarding collections from those homeowners who are delinquent in outstanding monies owed.

-Discussion had as to when we would like to receive reports from the management company.

-Ray stated that board meetings are always held on the 3<sup>rd</sup> Thursday of the month. He also

stated to management company that we would like to receive reports at least 2 days before the meeting.

-Mary A. needed clarity on the billing of delinquent homeowners.

-\$30 accounting fee to be charged every month for homeowner's who are delinquent in their outstanding balances due.

-Looking for fees to go into effect starting January, 2021. Discussions regarding the fee needs to be held with our attorney to see if they can produce a letter to send to all of the homeowners regarding the delinquent fee payment structure.

-Ray explained that the management company was given approval this year by the board to take the outstanding monies owed by homeowners from their \$750 security deposit account because the funds are needed to complete projects, pay bills, and to maintain our community.

-Once funds have been deducted from the homeowner's security deposit, the homeowner is responsible for replenishing that amount that has been deducted.

-Homeowner Tonya M. had question regarding what happens when the outstanding monies owed by the homeowner is greater than the \$750 security deposit?

-Ray explained that a continuous lien has been placed on all of the homes and that the homeowner would have to pay any outstanding balance due before they are allowed to close on their home.

-The entire security deposit is returned upon closing to those homeowners who do not have any outstanding balance due.

-Billie W. from ARMS clarified that the security deposit is called New Homeowners Account.

-Yulanda J. asked question as to whether or not the board has received reports showing the homeowners who have had monies deducted from the New Homeowners Account and the amount deducted.

-Mary A. stated that the New Homeowners Account Deposits are maintained on an Excel

spread sheet outside of Quickbooks. She also stated that she provided the board with a spread sheet that identified which New Homeowner Deposits that could be captured to be applied to their outstanding balance for which she received our approval in writing.

-Mary A. stated that the spread sheets were provided to the board via email and that she could resend the information.

-Funds transferred from the New Homeowners Account to cover outstanding monies owed were deposited into the Operating Account. Mary A. states that notifications were sent out to the homeowners who had funds captured demanding that they return the funds back into their account within 60 days. Only 2 homeowners have complied to date.

#### Financial Report – Ray P.

-Ray stated that we had not received any reports prior to meeting. Mary A. stated that she had just received the reports 15 minutes before she got into her car.

Denise G. asked the management company for a homeowner list and Mary A. stated that she sat the list on the desk but accidentally walked out of the office without it. Mary A. also stated that she provided Mrs. Johnson with a new homeowners account list when asked for it about 45 days ago.

#### Code Enforcement – Denise G.

-Mary A. informed the board that there was a matter of code enforcement that needed to be brought up to the board during closed session.

-Denise stated that only 7 out of 30 homeowners showed up for the violations meeting that was held today.

Homeowner expressed during meeting that she is receiving Chicago mail for which she called post office regarding. She also states that her neighbor says that he has not been receiving assessment fee letters/bills. Dave J. suggested having postmaster come to a meeting if mail delivery is becoming a common issue and notify homeowners of the date.

Facilities Report – Ray P.

- Approve bids this evening for entrance ways at Poplar and Cherry.
- Look at tree planting at north end of ball field in fall where 13 trees had to taken down.
- Aerator for lake.
- Crete Township did great job in repaving parts of the subdivisions roads (approx. 2.5 miles).
- Township will be putting down stone edge to protect the edge of the road.
- Homeowner inquired as to when will the other roads in the subdivision be completed and Ray replied that Crete Township highway department is only budgeted for them to do so many miles per year and that the roads that were repaired were high traffic roads. Homeowners can always call the township to voice their needs and concerns.

Community Neighborhood Block Captains – David J.

- Dave explained that we could take subdivision much further if we had more homeowners attending meetings and being on top of developments in the subdivision.
- Dave stated that we as a board can make better decisions if we had more people involved who live in the community. He also explained how he divided the subdivision into sections and was looking for section leaders to represent the areas where they live by reporting to the board any problem or issues that need to be addressed by the board so that we can improve our community by working together.
- Ray stated that it should not be left up to 6 or 7 board members to make decisions for the entire community. It is an investment for everyone to participate because of the amount that you paid to invest in your home.

**WELCOME** to our new homeowner Tonya McGowan.

Homeowners present also told about informative website for Willowbrook Estates 1,2,3.

**OPEN MEETING CLOSED AT 8:05 PM**

Respectfully Submitted,

Yulanda Johnson