

# Fox Meadows West

## Property Owners Association

**Date:** February 11, 2009

**Time:** 7:00 PM

**Location:** Real Estate Group

**In Attendance:** Ralph Holt

Barb Lyons

Kathy Staten

Jim Collins

Pat Quigley

Barry Hines

Chuck Coleman

Jeff Stelle

George Stelle

Connie Stelle

### Minutes:

1.  Connie Stelle reviewed 2008 expenses with the new board and made recommendations on vendors as well as areas that should be looked at for other options in 2009. Bids will need to be requested from the existing and new vendors before a final budget can be put together.
2.  There was a discussion regarding the number of directors for the board. Tom Immel suggested that the board examine if we need more than the current three. It was decided that this subject would be reviewed again in about 6 months to give the new board time to start functioning.
3.  The FMW-HO currently has liability insurance. A recommendation was made to check into the economic feasibility of protecting the board members with a liability insurance package in addition to the one for the property owners association.
4.  A decision was made to retain the existing CPA, Perrino & Associates.
5.  A recommendation by Barry Hines was that the association didn't need to hire an attorney at this time.
6.  The board approved that the treasurer, Pat Quigley, was authorized to write checks for up to \$250.00 without any other signatures. Expenses will be reviewed as a part of each meeting by Pat.
7.  Pat Quigley and Chuck Coleman reviewed the process to handle annual dues. Chuck will be responsible for maintaining the master list of lots and owners. Chuck will mail out the annual dues notice and checks will be returned to his address. Chuck will provide a report to Pat Quigley regarding who has paid and who is still outstanding. Pat will be provided that report as well as the checks. Pat opened up a checking account for the association at National City Bank.
8.  The board will have preliminary budget numbers at the next board meeting, March 3, 2009. If all of the information needed is available at this meeting, the board will then approve the 2009 budget and then determine when the annual dues letter should be sent. The goal is to send the letter in March with a 30 day interval for sending checks to the association.
9.  Chuck Coleman will send to the Illinois Secretary of State the appropriate paperwork for the "Statement of Change of Registered Agent and/or Registered Office"

**Next Meeting:** March 3, 2009. Barb Lyons house, 2300 Connie Drive, 6:30 PM