

Minute of Meeting  
Glencoe Neighborhood Homeowners' Association  
May 22, 2020 via Zoom

Attending: Dean DiCarlo, Dave Fisher, Harold Gaar, Leslie Witt, George Gates, Karen Feth and Cortney Skory

Meeting was called to order at 4:05 p.m. by Harold Gaar.

Introduction

Harold started off by welcoming Cortney and asking the board to share an overview of individual responsibilities.

**George Gates** indicated that he handles snow removal, website and gutters. Website is updated quarterly to keep costs down and he just paid for the site through 2029. He has also made Leslie the contact for future bills. Leslie asked that he send the statement to the PO Box. A message regarding gutter cleaning will be coming and Cortney can send it out to residents with Harold's master list to all residents.

**Dean DiCarlo** handles horticulture for the communal areas. A discussion of tree removal guidelines ensued. Trees within 8 feet of the house with a trunk diameter of 4" or more may not be removed without obtaining prior approval of the trustees. Leslie pointed out that information with regards to trees is in the welcome letter.

Treasurer's Report

**Leslie Witt** is the Treasurer and handles dues collection, bills, reserves, insurance, liability insurance, incorporation papers and taxes for the HOA.

Snow removal costs were lower than anticipated due to a mild winter. A new painter has been secured to paint homes on the 2020 rotation at a favorable cost. If the quality of the work doesn't meet expectations, we may have to move to another provider at a higher cost.

The audit is complete. Second half dues will be due this summer and Leslie will be sending out a dues notice. A home in the area is on the market and already contingent so Leslie will ensure dues are collected.

Leslie suggested that Harold check the Citizen's account statement to verify/audit that everything is legit. The last review was in February when Charlene Altman moved. Harold is going to check monthly.

**Dave Fisher** handles painting and the exterminator. Painting is done every 7 years. We had a long-term painter who charged the same low rate for every house, but he is no longer available. A new painter has been selected and he will start with Harold's house. This will allow the HOA to measure the quality prior to moving on to other homes. The painter is also providing a quote on mailbox maintenance.

Leslie cautioned that if it is easy to touch up mailboxes, -- the home painter can do so at the individual homeowner's expense. Harold suggested that the residents be reminded to maintain their own mailboxes when the home painting notice goes out. This should clarify and remind residents to maintain their mailboxes, at their expense.

**Harold Gaar** is President of the HOA and also handles landscaping through our contractor, Turfscape.

Turfscape's contract has been renewed for three years. Competitive bids were

solicited last year and Turfscape was approximately half the price of other providers. Turfscape's new liaison, Keith Wetzel, seems to be very responsive. In June, Harold and Keith will check the progress of last year's plantings and replace any shrubs that didn't survive the heat of last summer.

Harold will walk with Turfscape next week to see if there is trimming that can be done to improve the common green areas, or if items need to be removed. Leslie asked that Harold see if Turfscape can clean up around the cul de sacs.

Harold indicated that he reached out to Payne and Payne Builders who will be building on the last lot on Thistle Court. The HOA would like the contact information for the owner so that an HOA packet can be provided. Leslie stated that we need that contact information in case of any issues.

**Karen Feth** joined the call and shared that she is responsible for the roadways, curbing, drainage, catch basins and surfacing driveways every other year.

### **Annual meeting**

Harold asked for information on when each of the trustees were elected to determine if any board terms were expiring in 2020. Leslie shared that all current positions began in June of 2019, with each board member elected for a 2-year term, expiring in 2021. Trustees will nominate Cortney to complete Charlene's expiring term through June 2021.

The Richfield Library will be closed through June and it will not be possible to host the annual HOA meeting at the library. Harold suggested the trustees email residents a summary of the state of the HOA. There will be two items for owners to vote on: approval of the minutes and the trustees' recommendation to approve Cortney fulfilling Charlene's term. Leslie suggested we post all documents relevant to our virtual annual meeting on the website.

### **Social Function**

Harold pointed out that Leslie suggested a social hour. Perhaps the second Sunday of the month at the end of East Glencoe. Something casual in the late afternoon was discussed. Cortney volunteered to help organize and will send a draft of an announcement to the board members.

### **Roads and Resurfacing**

Leslie asked Karen if we have had our storm sewers inspected or cleared. Karen indicated that she was not aware that we had and there was a general consensus that the sewers were in good shape and that their maintenance was a HOA responsibility.

Harold asked what was going on with the silt removal in the front pond. Dave indicated it could not be repaired this winter because the large equipment necessary to dredge the pond could not be used because the ground never froze over. There are no known plans to address the pond in the short term.

Next Trustee meeting – to be determined

Respectfully submitted,

Cortney Skory secretary