

STEEPLE RUN HOMEOWNERS ASSOCIATION

Monday June 27, 2005

A meeting of the Officers of the Steeple Run Homeowners Association was called to order by new President Bill Harfst with a welcome to all of our neighbors attending. Because of the large number of new residents, each person introduced them self.

1. Following the agenda distributed to each household the week before the meeting, the new Officers were introduced:

President	Bill Harfst
Vice-President	Herb LeBlanc
Treasurer	Joe and Kathy O'Malley/Karen Malcolm/Jeanne Mulville
Secretary	Jill Peterson

Volunteers were sought for the Architectural Control and the Landscaping Committees:

Architectural Control Committee:

Dave Malcolm
Brian Mulville
David Penny
Greg Wallis

Landscaping Committee:

Chris Kempa
Bill Kulis
Marc Scichitano
(Joe McNally will be approached to join this group)

2. The Treasurer's Report was given by outgoing Treasurer, Brian Gross. With no outstanding liabilities, the bank balance is \$6193. The electrical service for the entrance monuments is on auto pay monthly.

All of the dues for last year were collected with the exception of 2, both in foreclosure; we are unable to collect dues from the foreclosed properties. \$150 was also spent to mow the grass at one property when it reached 8" high.

Notices for this year (June 1, 2005 – May 31, 2006) will be mailed shortly. There was discussion of initiating a late fee. Some homes are consistently delinquent and dues were still being collected in November.

Most of the expenses incurred were for landscaping and lighting of the entrance monuments. This spring, \$745 was spent to spray fertilizer, to mulch and to trim trees at the monuments. The landscaper has provided evidence of insurance.

An insurance policy for the Homeowners Association was discussed. A general liability umbrella for \$500,000 to \$1,000,000 will be investigated. The monuments may be covered by the individual homeowners' policies. The Landscaping Committee (Chris Kempa) will check out the available options, including the possibility of the SRHA pay for the increased coverage on the monument areas.

The Association dues will remain the same for this next mailing - \$70 – and will be due 30 days after the date the notices are mailed.

3. Proposed changes to the Declaration of Covenants and Bylaws were discussed. After a lively discussion of restrictions on fencing and grandfathering existing fences, it was agreed that although the petition of proposed changes had been approved and could be filed at the Courthouse, the Architectural Committee will revisit the wording and divide it into two issues for the homeowners to vote on, so that the raised concerns and exceptions may be addressed.

A more involved review, revision and update of the Covenants and Bylaws needs to be made. Volunteers for the Covenant Review Committee are:

Bill Babington
Tim Graff
Steve Kadish
George Lang
Karen Malcolm
Jeanne Mulville

Enforcement of the Covenants will be continued. After written notification of violations, escalation would include liens and fines. We will have to make sure that all homeowners have a copy of the most current Covenants and Bylaws.

4. Communication with the homeowners needs to be improved. The Directory should be updated once a year with current email addresses included. Meeting Minutes will be distributed. Association dues notices need to be printed and mailed. A newsletter and a password-protected website were also discussed as communication tools. www.steeplerun.org has been obtained for our use. Using email, rather than snail mail, was discussed to be timelier and to decrease postage costs.

Volunteers are needed to join the Association President (Bill Harfst) and Secretary (Jill Peterson) on a Communication Committee, to update the directory, to create a newsletter and to investigate the development of a website.

As no other business was brought forward, the Officers and Committee members were reminded to have their reports at the next meeting in one month. An Annual Meeting will be held once a year but a date has not yet been chosen.

Jill Peterson, Secretary

STEEPLE RUN HOMEOWNERS' ASSOCIATION MEETING MINUTES

08-06-2005

In Attendance: Bill Harfst, Chris Kempa, Herb LeBlanc, Dave Malcolm, Karen Malcolm, Joe O'Malley, Jill Peterson

The meeting was called to order by President Bill Harfst and the minutes of the previous (June 27, 2005) meeting were approved.

The committees were updated. Tina and Bill Kulis and Laura and Joe McNally will join the Scichitanos and Chris Kempa on the Landscaping Committee. The Covenants and ByLaws Committee volunteers need to be contacted; they haven't started working yet to our knowledge. Greg Wallis would like to serve on the Architectural Committee as a consultant only.

Treasurer's Report There are 17 homeowners with their dues still outstanding; they will be sent reminders. 2 of the outstanding accounts are empty homes. The Lee family has moved out and the Ibbotson family will be moving in; Ibbotson contact information was given to Joe. The Terrana property is in foreclosure. The bank/property management firm will take care of the lawn maintenance and dues. A bill was submitted for mowing and the dues with the hope that we will be paid. It is possible that we may need to file a lien on the property.

Architectural Committee Report The committee has yet to meet and work on the wording of the grandfather issue. There appears to be zero effort and interest to rewriting the fencing amendment to include grandfathering. After much discussion of this urgent issue, a motion was made to file the signed petition as it has been approved by the needed majority. The homeowners (1 pool, 2 yards, and possibly 3 dog runs) of existing fences and dog runs can petition the Architectural Control Committee for an exemption near the time of sale. Bill will write a letter to affected homeowners who are not in compliance to explain their options until they sell. The letter will be approved by all of us and sent with a return receipt requested.

Landscape Committee Report Chris checked into a need for the association to purchase insurance to cover the monument areas. He was advised that the personal liability insurance of each Steeple Run Homeowner should cover that. Any injuries on the monuments should be the responsibility of all homeowners. There is no value to purchasing added coverage.

The light bulbs on the signs need replacing. Some of the light fixtures are damaged and need replacing. The question was raised as to who has the key to the electrical box; Chris was going to check with Brian Mulville.

Covenant Review Committee Report No one was present today; Bill will contact all on the committee.

Communication Committee Report This committee currently needs volunteers. We will try to publish a quarterly newsletter, with September 1 for the first issue. Bill will provide welcoming remarks and outline our goals. Contact numbers will be included. Many content ideas were raised; we should have no difficulty filling the next few newsletters but if we find a lack of news in the future, we can scale back to 2 or 3 issues a year. The Directory is being updated. 32 entries have been verified and 42 remain to be checked and updated. The partially updated listing was given to those present to work from, with the unverified information in red.

Steeplerun.org domain name has been renewed. Jill will investigate the cost of various options based on the level of service. For now, the site will be Read Only with officer and committee contact information available. No passwords for now with possible e links in the future.

New Business Jennifer Mark (4208 Church Hill) has volunteered to Welcome new residents to Steeple Run. Karen Malcolm will do it if Jennifer doesn't.

Herb LeBlanc brought up the idea of Preferred Contractors and he will look into it some more. Sealcoating, lawn care, mulching, snowplowing, painters, electrical contractors were all mentioned.

Chris Kempa will check on fees for a property manager to see if there is any value to Steeple Run.

The next meeting will be held the third Saturday in September, September 17th.

STEEPLE RUN HOMEOWNERS' ASSOCIATION MEETING MINUTES

09-17-05

In attendance: Herb LeBlanc, Bill Harfst, Chris Kempa, Dave Malcolm, Karen Malcolm, Joe O'Malley, Jill Peterson

The meeting was called to order by President Bill Harfst and the minutes of the previous (8-6-05) meeting were approved after correcting Greg Wallis' first name.

Treasurer's Report

Current position – our bottom line is good. 73 of the 74 homeowners have paid their Association dues. The one household that has not yet fulfilled their obligation has received two follow-up letters and will receive a phone call or personal visit next. The bank has paid the dues for the foreclosed Terrana home as there is a contract pending. With the collection of the dues, we have reached the high water mark for the fiscal year. Our current bank balance is \$10,676.65.

In the process of transferring transaction authorization from the former treasurer to the current one, it was discovered by the bank that our EIN# associated with our account is not valid. The Social Security number of a previous treasurer had been used. Joe O'Malley had applied for, and received, an EIN for the SRHA, triggering the attention of the IRS. The SRHA must file tax returns but none had been filed since the SRHA was formed in 1988. A return for the 04-05 fiscal year has been sent and now Joe needs to file for the previous years before September 28th or file for an extension. Bill Harfst will assist Joe in reconstructing the needed history. It is unlikely that we will have any tax obligation for most years; we may owe tax for the year in which we had the subdivision picnic. There may also be fines and interest due.

Architectural Control Committee

The Kadish fencing waiver request using an existing covenant provision for grandfathering was discussed and approved, in theory, with some modifications in the wording to address some of our concerns and to limit the list of signers to the 4 elected officers.

Bill will communicate this with the Kadish family. Bill will get the fencing amendment from Brian Mulville so that all of the officers can sign it before it is filed in Woodstock.

Our current covenants require that all modifications to the exteriors of our homes and property need to be reviewed and approved by the Architectural Control Committee before any work is done. This includes gazebos, roofs, decks and screened porches. Dave Malcolm volunteered to be the contact person for the committee; this information will be included in the newsletter.

Landscaping Committee

Chris and Dave will examine the lighting system at the Crystal Lake Avenue entrance to determine if they can fix it without outside contractor help. They will contact Brian Mulville for the key to the electrical control box.

A proposal to engage Northwest Property as our property managers was discussed. Their services would be \$225/month with additional fees kicking in if added services are needed, such as engaging a lawyer. We would need to raise Association dues to cover this monthly expense. Copies of the proposal and references were handed out to be reviewed before and discussed at our next officers' meeting. After initial examination, this might be the way to go in the future if no volunteers can be found to serve on the various committees and as officers; those duties and responsibilities would then be carried out by the property manager.

Preferred Contractor Program

Herb presented the findings of his rough study of lawn mowing services; he will continue until he has polled more than 10 providers and then begin to look into snow removal. These contractors would be referred without endorsement.

Covenant Review Committee

Bill Babington, Karen Malcolm, Jeanne Mulville, Tim Graff and George Lang had volunteered for this review. We will aim to have the new covenants voted upon at the Annual Meeting in January 2006. The review must be finished before then so that copies can be distributed for each family to review the changes. To leave some space between the holiday rush and the annual meeting, Bill will try to reserve a room at the Algonquin Township offices for a Thursday in late January. This date will appear in the next 2 newsletters.

Communication Committee

Preliminary copies of the Fall 2005 newsletter were passed out and read. It was decided to add recent information from this Officers' Meeting. The spending of dues on the newsletter was determined as an appropriate use of Association dues; the cost for printing and mailing was approved. A statement will be included on this first issue requesting those homeowners who would prefer to receive the newsletter as an email should contact Jill Peterson; future issues would then be emailed to that family, either as a PDF file or MSPublisher.

Bill Harfst will reserve a room at the Algonquin Township offices for our Annual SHRA meeting to be held in late January. Once we have that date, the newsletter can be issued. The Winter 2005 newsletter will be tentatively issued December 1st, containing the

proposed updated Covenants information and a reminder about the Annual Meeting at which the Covenants will be voted upon.

The Directory is nearly updated. It has been very difficult to verify and update the information for 2 families and new neighbors are moving into the former Gross house today. The Directory will be printed next week.

We have a domain name for the website but do not yet have a host. Proposals will be presented at the October Officers' meeting. Jane Litrell has volunteered to help Jill with the search.

New Business

Herb LeBlanc wondered if we should obtain a dumpster for resident use; most of us have things in our garages and basements that we would like to toss out. After discussion, it was decided against. The Spring 2006 newsletter will contain information about recycling and the services offered by Algonquin Township.

The next meeting will be held Saturday October 22, 2005 and this information will be included in the newsletter so that if any residents are interested in attending or addressing the Board, they may contact Bill Harfst for time and place information; we will then know if additional seating is required.

Respectfully submitted,

Jill Peterson, Secretary

STEEPLE RUN HOMEOWNERS' ASSOCIATION MEETING MINUTES

OCTOBER 22, 2005

In attendance: Bill Harfst, Chris Kempa, George Lang, Herb LeBlanc. Dave Malcolm, Karen Malcolm, Joe O'Malley, Jill Peterson

The meeting was called to order by President Bill Harfst and the minutes of the previous meeting (9-17-05) were approved without correction.

Treasurer's Report

As of today, the current balance is \$10,478.52. The dues have been paid by 100% of the households. Fiscal year-to-date, we have \$5360 total income and \$2170 total expenses.

Tax returns have been filed for the year 1994 to the present; there was no Homeowners' Association activity prior to 1994. We are currently waiting for any IRS response.

Covenant Update Committee

George Lang presented the proposed update of the original 1988 Covenants, Conditions and Restrictions. Since there are no vacant lots and the developer is no longer involved, the appropriate sections can be deleted and the language updated. George will also examine the Bylaws and all of the subsequent amendments that had been filed at the Courthouse. The goal is to have all of the various documents combined into one and distributed to every household to eliminate any future confusion. The proposed update would be distributed to all homeowners 30 to 60 days before the scheduled Annual Meeting on January 26th to allow time for study before the vote at that meeting.

Architectural Control Committee

The approved fencing amendment was filed at the Courthouse and we're waiting for the appropriate paperwork to be mailed back to us. The Kadish fencing waiver had a revised signature page added as well as a description of the fence and a diagram of its placement. The Renzy dog run waiver needs an accompanying diagram; Dave will measure the dog run and supply the diagram before the Board will consider a vote on the waiver. The committee will develop a standard waiver request form and procedure for future use.

A question concerning antennas was raised. After discussion with George Lang, who has the copies of the various amendments, we will review the FCC ruling and all of the current covenants so that we may act on this at our November Board Meeting. Dave will update the homeowner who raised the question.

Communications Committee

The Littrells, our webmasters, have selected SBC Yahoo! as our hosting site. Anyone with content for the website should email it to Jill Peterson, the Secretary, for inclusion. Joe O'Malley asked that he should be billed directly for this monthly expense. The website would be another method to make the proposed covenants available to the majority of homeowners for review.

The Fall 2005 newsletter has been mailed; no one has requested that the newsletter be sent to them via email so we will continue to mail them through the USPS. The effectiveness of communicating via the internet is not easy to evaluate; when the minutes of the last meeting were sent, a return receipt was requested (to assure that the distribution list had no typographical errors) but only returned by a little more than half of the homeowners, most within the first 2 days.

The Winter 2005 newsletter should be distributed before December 1st. The proposed content was discussed. Herb submitted an article summarizing the results of his lawn mowing survey for inclusion; he will try to complete a similar survey on snowplowing in time for publication.

Landscape Committee

The light fixtures at the Crystal Lake entrance need to be replaced.

Chris has located the key needed to open the electrical box. Chris will contact the current landscaper to review the contract and prepare to put it out for bid for next year.

The proposal of the Northwest Property Managers was discussed. As their services are not needed at this time, Chris will ask if they would perform a one-time review for a set fee. Based on the review, a determination of any needed services would be discussed.

Preferred Contractor Program

Herb presented the results of his survey of lawn mowing services which will be included in the upcoming newsletter. He will survey the snow plowing services next.

Social Committee

The Holiday Party was discussed. As in the past, the cost of this social event will be borne by the participants. In response cost concerns, Karen Malcolm has arranged for the Holiday Party to take place at 7:30 pm on Saturday, December 3rd at The Village Vintner winery on Randall Road. The event will include wine tasting, appetizers and desserts, games, door prizes and music. Non-alcoholic beverages will be available and there is no obligation to purchase any bottles of wine at the venue. Food arrangements need to be finalized but the cost should be around \$20-\$25 a person.

The Annual Meeting will be held Thursday January 26, 2006 7:00-9:00 p.m. at the Algonquin Township Offices. The next meeting will be held Saturday November 19th, 2005. If any residents are interested in attending the November meeting, they should contact Bill Harfst for time and place information.

Respectfully submitted,

Jill Peterson, Secretary

STEEPLE RUN HOMEOWNERS' ASSOCIATION MEETING MINUTES

NOVEMBER 19, 2005

In attendance: Bill Harfst, Chris Kempa, George Lang, Herb LeBlanc, Karen Malcolm, Joe O'Malley, Jill Peterson

The meeting was called to order by President Bill Harfst and the minutes of the previous meeting (10-22-05) were approved without correction.

Treasurer's Report Of the \$5180 collected (dues), \$2593.41 has been spent, leaving a balance of \$2766.59. Our fiscal year budget is on schedule. The fiscal year runs from June 1 – May 31.

The IRS has acknowledged receipt of our tax returns from 1994 to present and has agreed that we do not need to file tax returns for the prior years.

Covenant Update Committee

The proposed update was discussed and questions concerning our liability exposure for common areas (the monuments) were brought forward. Some minor typing and wording corrections will be made by George. The front page will be modified to conform to the wording required by the Courthouse. There will be time to study the documents before the annual meeting as well as time at the meeting for discussion and questions.

Copies of the proposed Covenants and Bylaws will be distributed to each household, via email and USPS mail, within the required 30-60 day window. The mailed copies will have a proxy vote sheet included. A notice will be put in the newsletter stating if residents haven't received their packet by Dec. 10th, to please contact Jill Peterson (477 xxxx). Residents will have 3 ways in which to vote on the proposed updated Covenants: in person at the January 26th Annual Meeting, by delivering a proxy vote to the Secretary one week before the Annual Meeting (by January 19th), or by tendering their proxy vote to the SRHA Board.

Architectural Control Committee

The Kadish waiver has been filed. Ron Rowe had some questions about the waiver and may request one. Bill will write a letter to all owners who could have fences or dog runs that do not meet the new amendment to explain their options. Dave Malcolm will survey the existing fences and dog runs.

Communication Committee

Draft copies of the Winter newsletter were shared. The mowing contractor information will be moved to the Spring 2006 newsletter to provide room for Herb's more timely snow plowing contractor comparison. The newsletter will be both emailed and snail mailed. The Spring 2006 newsletter will be published around March 1st. Submit any news/articles/concerns to Jill for inclusion.

The Littrells have the website content loaded and are working on the accompanying graphics. When the site is ready, Jill will alert the officers so that they can review the content.

Jennifer Mark has volunteered to be our Welcome Committee. If anyone sees a new family moving in, please let her know. The Johnsons have purchased Terrana's former home but they have yet to move in. Jennifer has copies of the directory, meeting minutes and newsletters since May 2005. After the updated Covenants and Bylaws are approved, they will be included in the Welcoming packet. If a For Sale sign sprouts in our subdivision, please let us know so that we can make sure that the realtor has a current copy of our Covenants and Bylaws for potential buyers.

Landscape Committee

The current lawn mowing service provides 3 men, weekly/as needed from April – November for \$200/month. Fertilizing, pruning and weeding are extra. Since the 4 monument-containing lots are now built, it is no longer necessary to have a service mow the small area that they do. Chris will check with the 3 other homeowners. Chris will start getting bids for next year's landscaping maintenance to include an annual cleanup, weeding and mulching, with and without mowing.

The monument lights on the east side of Smith have been repaired and are noticeably brighter than the other side, which will be replaced soon.

The proposal of the Northwest Property Managers was discussed. As their services are not needed at this time, Chris will schedule a one-time review for mid-February.

Two reusable lighted wreaths will be purchased for the Crystal Lake Ave. monuments.

Preferred Contractor Program

Herb presented the results of his survey of snow plowing services which will be included in the upcoming newsletter. Some changes were made to the wording of the disclaimer. He will survey the driveway sealing services next.

Social Committee

The deadline for the Holiday Party is next Wednesday Nov. 23rd. The dates appear on page 1 and twice on page 3 of the newsletter. It will also be mentioned in the body of the accompanying letter.

New Business

Joe brought up the dangerous practice of some drivers eastbound on CL Ave. who pass cars waiting to turn left onto Smith by swerving into the right turn lane. By passing the turning cars on the inside, the eastbound cars come uncomfortably close to the front ends of cars waiting to leave our subdivision on Smith as they have to creep forward of the stop sign to avoid the obstructions that the utility poles cause in order to obtain a clear sight

line. Passing on the inside also nearly causes an accident if there is a car slowing to turn right into our subdivision when they swoop into the right turn lane to pass. A letter will be drafted to the Township Highway Supervisor highlighting the hazard and suggesting a Do Not Pass on the Right sign, a Turn Only Lane sign and striping on the roadway in the turn lane.

The holiday party plans were made this year with the comments and complaints of the residents in mind. It was suggested that we survey the homeowners in the March newsletter to see which social events would be of interest. Some ideas include a picnic or block party, Christmas party, golf outing, cookbook, lawn mower racing, Easter egg hunt. Any suggestions from the residents would be welcome. It might be possible to also include this poll on the website.

To facilitate the smooth transfer of information from one officer to his successor, Herb suggested that we borrow from the corporate world and provide all officers with uniform ring binders and index tabs to organize the information. We need to determine the index tab categories.

The Annual Meeting will be held Thursday January 26, 2006 7:00-9:00 p.m. at the Algonquin Township Offices. Because of the holidays, there will be no Officers' Meeting in December. The next meeting will be held Saturday January 7th, 2006 with the focus on the upcoming Annual Meeting. If any residents are interested in attending the January Officers' meeting, they should contact Bill Harfst for time and place information.

Respectfully submitted,

Jill Peterson, Secretary