

Trails at Brittany Homeowners Association

Minutes from Annual Members Meeting

MEETING DATE: Tuesday, January 16, 2024 6:30 p.m.

LOCATION: Jupiter's at the Crossing, 2511 Village Green Place, Champaign IL

Attendance: A total of 17 Trails at Brittany HOA members were present and 5 guests: Neighborhood Ambassador Anthony Davis and 3 others from the Neighborhood Ambassador program and Sergeant Jordan Hagemann from the Champaign Police Department.

1. Welcome and Introductions (Jean Wichman)

- a. The annual members meeting was called to order by Jean Wichman at 6:50 p.m. A majority of the current Homeowner Association (HOA) Board was present. Jean opened the meeting and welcomed everyone and introduced the Board members in attendance.
 - i. A quorum of membership was not present. Therefore, signed Proxy Authorizations from members (Homeowners) were utilized to meet quorum requirements for conducting business.
 - ii. The agenda was reviewed and adjusted to allow Sgt. Hagemann to present earlier than originally indicated.
 1. Welcome and Introductions
 2. 2023 Accomplishments and Activities
 3. Treasurer's Report and 2024 Budget
 4. Welcome New Neighbors
 5. Election of Board Members
 6. Discussion of 2024 Goals
 7. Safety Presentation

2. 2024 Accomplishments and Activities (Jean Wichman)

- i. Updated TAB HOA By-laws: Following along with our completed Covenants revision last year, the TAB HOA By-laws are now revised and in DRAFT form on the TAB website for membership review and comment. Direct any comments to the trailsatbrittany@gmail.com email address.
- ii. New TAB HOA Neighborhood Guidelines Document: The TAB HOA Board decided that a guideline or policy document related to property maintenance and conduct within our neighborhood would help clarify details not specifically addressed on our Covenants and By-laws documents. This document is also on the TAB website for membership review and comment.
- b. Lakes: New Lake Signs were added to all 3 lakes to address on-going trespassing issues and safety concerns. It was mentioned that we continue to see unapproved skaters/hockey players on the lakes which is dangerous and not allowed.
- c. Lake Improvements: Lake improvement options were pursued with a couple lake management vendors. We were pleased to learn that the condition of our lakes was good, and that we just need to keep up with on-going maintenance at this time. The Board agreed to stay with Aquatic Control's lake management program at this time. Adding bubblers or fountains to any lake is cost prohibitive at this time.

- d. The Social Committee was happy to resume in-person social activities this year with two ice cream socials. New activities for 2024 are being considered. Our new venue for the Annual Meeting was suggested through the Social Committee and supported by the Champaign Neighborhood Ambassadors program. The board decided this year, that due to low participation, the TAB supported yard sale events will not be held going forward. Members can host their own sales whenever they would like.
- e. Tree Maintenance and Removal: Tree maintenance and removal work continued in 2023 as it will in 2024. Several trees had storm damage and more are at the end of their life and need replacement. The Board will try to continue to work with the City for assistance with tree replacement, if their program continues this year. Additional plantings will depend on our budget, and may wait until fall to address. Edging was completed along pathways in the TAB Common areas this summer at a cost of \$4,500. The results did not last long for the expense. We will not edge in 2024 as a cost saving measure.
- f. Final TAB Lot Sold and Home Building in Progress.

3. The TAB HOA Financial Report (Shirley Faughn)

a. Profit and Loss Summary: 2023

i. **Income:** \$81,385 (includes base \$81,250 + late fees collected).

ii. **Expenses:**

1. Liability Insurance (Annual)	\$2,653
2. Lake Maintenance (Annual)	\$13,164
3. Landscape Maintenance (Mowing)	\$31,557
4. Landscape Planting/Maintenance	\$30,683
5. Postage—mailing HOA Late Fee Notices	\$57
6. P.O. Box Rental (Annual)	\$176
7. Attorney Fees (Covenant Revisions)	\$0
8. Accountant(s) (\$120/mo + \$118 for tax prep)	\$1,558
9. Repairs (Mullikin entrance breaker box, transformer & new sign, \$2,249)	\$4,130
10. Utilities (Electric & Water) + Irrigation (\$2,138)	\$5,538
11. Misc. (Reception, Garage Sale, Ice Cream Socials, State Fees)	\$194

iii. **TOTAL Expenses (January – December)** ***\$89,710**

b. Budget: 2024

i. **Anticipated Income: \$81,250**

ii. **Expenses (Anticipated):** [*=possible flexibility]

1. Liability Insurance (Annual)	\$2,653
2. Lake Maintenance (Annual)	\$12,411
3. *Landscape Maintenance (Mowing \$30,000)	\$60,000
4. Entrance Planting/Maintenance (Flower Island)	*\$3,300
5. Postage	\$30
6. P.O. Box Rental (Annual)	**\$176
7. Attorney Fees	\$0
8. *Accountant(s)	\$1,800
9. *Repairs (New Lights + Paint Entrance Signs + Coach Houses)	\$5,500
10. Utilities (Electric); Irrigation Systems (\$0)	\$2,600
11. *Misc. (Social, Office Supplies, County Records, State Fees, Gifts)	\$1,000
12. TOTAL Expenses Anticipated	***\$89,470

- a. Any carry-over will be used for capital savings in the TAB HOA Edward Jones account.

c. Summary

- i. \$5,000 to Long Term Capital Projects (lakes, infrastructure) on 12/20/23 to MMKT; + \$502 to purchase another \$1,000 CD
- ii. Long term Capital Projects money was moved to CDs with 4.7% interest (earned approx. \$1,550 in 2023 at 4.5%); 2024 interest about 5.45% CD; 4.7% MMKT
- iii. Current CD value: \$33,000 (approx.); MMKT \$2,500; Will re-evaluate in February.
- iv. Carryover cash from 2023 to 2024 is \$18,997.
 1. Any carryover will be used for overruns of budget and capital savings.
- v. What the Board Has Done:
 1. Upgraded Mowing, Groundskeeping to cover all aspects of the neighborhood's appearance: grass, weeds, edging, mulch, trees, etc. for both common areas + all lakes.
 2. Added new signage around lakes and common areas.
- vi. Continue to do: Improve the Entrance appearance: Lighting, Flower Islands, Paint, Coach House Repairs, Weed Management, Etc. Finish our website updates; expand social activities; maintain lake and land management.
- vii. Jeff Konick expressed concern about a noticeable fish kill following a lake treatment in the summer. He noted that the treatment may have been granular (not the usual spray treatment). Shirley confirmed that spraying was observed, but will confirm with Aquatic Control prior to spring activity to be sure treatments are appropriate for our fish population.

4. Acknowledgement of the Neighborhood Ambassador Program (Shirley Faughn)

- a. Shirley acknowledged Anthony Davis, Neighborhood Ambassador, from the City of Champaign.
- b. The Neighborhood Ambassador Program is part of the City's overall response to gun violence and public safety concerns in neighborhoods and commercial districts throughout the community.
- c. Through a grant application process, the Neighborhood Ambassador program sponsored our social event for this annual meeting. The attendees acknowledged their thanks to Mr. Davis and the Neighborhood Ambassador Program with a round of applause.

5. New Neighbors in 2023 (Shirley Faughn)

Welcome to the following new neighbors:

- | | |
|--|-----------------------|
| a. Abou Cham | 1711 Brighton Court |
| b. Erica Rudolph & Seth Baker | 4202 Curtis Meadow |
| c. Melika Sharifironizi & Houtan Jebelli | 4406 Curtis Meadow |
| d. Haylee Min & Chris Yang | 1812 Kensington Knoll |
| e. Lucy Han & Floyol Fu | 1704 Mullikin |
| f. Rahil Shahparvari & Mohammad Ali Torabi | 1904 Mullikin |
| g. Nisha Indrajith & Vinod Chandrasekaran | 4305 Southford Trace |
| h. Tiffany & Clint Jackson | 4508 Southford Trace |

6. Safety Presentation by Sergeant Jordan Hagemann of the Champaign Police Department

- a. Sgt. Hagemann gave an overview of the Champaign Police Department.
 - i. The Police Department has on-going hiring efforts.
 - ii. There are 18 vacancies for sworn officers and 3 professional vacancies right now.
 - iii. The Police Department offers an annual Open House every summer. Anyone interested is encouraged to attend.

- iv. Sergeant Hagemann noted that Chief Timothy Tyler (new in June 2022) has an open-door policy, and he encouraged community involvement. Members of the Police Department take part in a number of community engagement initiatives throughout the year and are committed to the continued strengthening of community-police relations.
- v. As part of a discussion about neighborhood safety, Sergeant Hagemann highlighted the Vacation Watch service offered by the Champaign Police Department. You can contact the Police Department to assist in monitoring your home while you are away for extended periods of time. Your home will be added to the patrol watch for our area. You can contact the Front Desk at (217) 351-4545 to request Vacation Watch for your home.
- vi. Additional Safety Suggestions for Vacations and Extended Absences:
 - 1. Leave on lights to deter break-ins.
 - 2. Be sure house and car are locked.
 - 3. Leave on TV/Radio so it appears that someone is home.
 - 4. Don't let mail/packages pile up, ask a neighbor to collect mail or have it held at the Post Office.
- vii. Stolen USPS mail concerns were mentioned by Shirley.
 - 1. Sergeant Hagemann acknowledged that the mail theft situation is getting better, but highly recommends not mailing checks if a digital delivery method is available. Check washing is still a significant problem in our area.
- viii. Solicitor concerns were mentioned by Lori (e.g. solar energy providers).
 - 1. Per Sergeant Hagemann, the solicitors do need a solicitor permit to go door-to-door.
 - 2. Be aware some of the energy company vendors look official, but they can be scammers. Be very careful who you talk with and what information you give them. For aggressive, inappropriate, or rude door-to-door sales people, get a license plate of the person, if you can. The Police Department finds that helpful in possibly identifying the individual.
- ix. Fireworks concerns were mentioned by Shirley, noting several complaints this year in our area.
 - 1. Sergeant Hagemann explained that the Police Department responds based on a priority system. Fireworks are a low priority unless the issue escalates. Homeowners are still encouraged to report the fireworks as a concerned citizen call, and the police will respond as soon as they are able [Non-emergency Police phone number (217) 333-8911].

7. Election of Board Members (Shirley Faughn)

- a. Shirley asked for nominations from those present for Board membership. None were nominated. The slate of current Board members was presented and voted on by a verbal "Yea" vote from membership.
- b. Board Members for Approval:
 - i. Shirley Faughn, Treasurer
 - ii. Jean Wichman, Secretary
 - iii. Imad Al-Qadi, Member-at-Large
 - iv. Lori Konicek, Member-at-Large
 - v. Sandy Loeb, Member-at-Large
 - vi. Tami Fuller, Member-at-Large
 - vii. Katie Newman, Communications Director
- c. Neighbors are encouraged to consider serving the neighborhood on the Board as existing members/officers rotate off.

8. 2024 Goals (Jean Wichman)

- a. Recruit New Board Members
- b. Finalize By-laws
- c. Finalize Guidelines Document
- d. Finalize Website
- e. Beautification and Landscaping Committee
 - i. Continue Tree Removal
 - ii. Update Plantings at Entrances (to Supplement Flower Island)
- f. Social Committee
 - i. New Chair for Committee Needed
 - ii. Exploring New Social Events for 2024

9. Reminders (Jean Wichman)

- a. Please remember to get Architecture Committee approval for all additions, such as fences, pools, and ball courts on your property.
- b. Keep pets on leashes and within your property.
- c. Keep all trash and recyclables in covered bins.
- d. No fireworks.
- e. No ice skating or hockey playing on lakes.
- f. Make sure your yard lights are working, both front yard and back yard.

10. Document Review Request (Jean Wichman)

- a. All interested Members are invited to please provide feedback on the DRAFT documents for the updated By-laws and New TAB HOA Guidelines document.
- b. These can be found on the TAB website, <http://www.trailsatbrittany.org/> . You must login as a member. The documents can be found in the "Files" section. (Scroll to the bottom).
 - i. **Guidelines:** Trails at Brittany HOA Neighborhood Information, Policies, and Norms – DRAFT 1-8-24
 - ii. **By-laws:** Trails at Brittany HOA By-laws Update DRAFT 1-14-24
- c. Please review and provide any feedback to the HOA email address, trailsatbrittany@gmail.com, by February 29, 2024.

11. Jean moved to adjourn the meeting.

- a. Shirley provided a second to the motion, and the motion carried.
- b. Meeting adjourned at 8:15 p.m.

Minutes submitted by Jean Wichman