

Trails at Brittany Homeowners Association

Minutes from Annual Members Meeting

MEETING DATE: Tuesday, January 17, 2023 7:00 p.m.

LOCATION: Champaign Country Club, Gentlemen's Lounge, 1211 S. Prospect Ave, Champaign IL

Attendance: A total of 14 Trails at Brittany (TAB) residents were in attendance, to include five of the six current Board members.

Agenda:

Review 2022 Accomplishments and Activities

2023 Budget

Election of Board Members

Discussion of 2023 Goals

- By-laws
- Website revision
- Update on landscape projects, short and long-term
- Pond improvement, short and long-term
- Social events

1. Welcome and Introductions (Janet Peshkin)

- a. The annual members meeting was called to order by Janet Peshkin at 7:09 p.m. A majority of the current Homeowner Association (HOA) Board was present. Janet Peshkin opened the meeting and welcomed everyone.
 - i. A quorum of our membership was not present
 - ii. Janet reviewed our current Board and noted that we will keep governing as previously approved

2. Review 2022 Accomplishments and Activities

- a. Completion and consolidation of Revised Covenants was a major accomplishment for our neighborhood. This means new buyers will receive the correct information about our neighborhood.
 - i. The Board met many neighbors through this journey and have made new friends.
 - ii. Katie Newman will send out copies of the Covenants to all our new TAB members who joined the neighborhood since the new Covenants were delivered to the membership in September of 2022.

3. The TAB HOA Financial Report

a. Profit and Loss Summary: 2022

- i. **Income:** \$77,486 (includes base \$72,400 + dues/fees collected in arrears).
 1. All dues in arrears have now been collected for 2022.
- ii. **Expenses:**

1. Liability Insurance (Annual)	\$1,992
2. Lake Maintenance (Annual)	\$10,606
3. Landscape Maintenance	\$38,731
4. Entrance Planting/Maintenance	*\$1,003
5. Postage—mailing HOA Invoices	\$638

6. P.O. Box Rental (Annual)	\$322
7. Attorney Fees (Covenant Revisions)	\$4986
8. Accountant(s) (at a new and reduced price)	\$4,474
9. Repairs (Storm Sewer Leveling/Re-seeding)	\$655
10. Utilities (Electric & Water)	\$2,863
a. Turned on water only for entrances.	
11. Misc. (Garage Sale, Office Supplies, County Records, State Fees)	\$409

iii. **TOTAL Expenses** ***\$66,679**

1. Our total gave us a little carry-over that was needed to cover bills until January dues are received in early 2023.
2. *Note: Total Expenses from presentation updated to fix a reporting error for the presented cost of Entrance Planting/Maintenance.

b. Budget: 2023

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

1. Discussed revised assessments and how they were determined and approved in the covenant revisions.

ii. **Expenses:**

1. Liability Insurance (Annual)	\$2,653
2. Lake Maintenance (Annual)	\$11,000
3. Landscape Maintenance	\$55,327
a. Fertilizer & Weed Control: \$7,817; Mowing: \$33,150; Other/Special Clean-up: \$6,260; Tree Removal: \$8,000	
b. Costs increased to improve results realized in 2022	
4. Entrance Planting/Maintenance	*\$4,000
a. *Note: corrected to \$4,000 (not \$1,000) following presentation	
5. Postage—Mailing HOA Invoices	\$30
6. P.O. Box Rental (Annual)	**\$125
a. **Note: corrected to \$125 following presentation. The prior \$325 amount was noted as an error. The cost will be lower for this year, as a large PO Box is no longer needed.	
7. Attorney Fees	\$1,000
a. Some cost anticipated for By-laws revisions	
b. Len Lewicki shared that the Board can approve the by-laws without an attorney compliance review. Because our budget is below \$100,000, it is not necessary for the state statutes to be applied.	
8. Accountant(s)	\$2,440
a. Primarily for dues invoices, collection of dues, and preparation of tax returns	
9. Repairs (Storm Sewer Leveling/Re-seeding)	\$0
10. Utilities (Electric & Water); Irrigation Systems (\$1,500)	\$3,600
11. Misc. (Garage Sale, Office Supplies, County Records, State Fees, Gifts)	\$1,200
12. TOTAL Expenses Anticipated	***\$81,375
a. Any carry-over will be used for capital savings in the TAB HOA Edward Jones account.	
b. ***Note: Corrected Total Expenses Anticipated from presentation correction (4a & 6a, above).	

c. **Summary**

- i. \$13,000 dedicated to first 2 months of 2023 expenses, and...

- ii. The Board voted in early 2022 to move \$10,000 to Long-term Capital Projects (lake, infrastructure); Currently: \$32,000
- iii. Long-term Capital Projects money was moved to CDs with 4.5% interest
- iv. What the Board has done:
 - 1. Updated Covenants to include making fees more equitable; changes resulted in an additional \$10,000 income from the HOA dues.
 - 2. Sought bids for mowing and groundskeeping to cover all aspects of the neighborhood's appearance: grass, weeds, edging, mulch, trees, etc.
 - 3. Asked Landscape Committee to continue to add perennials to the plant beds.

4. Introductions of Attendees

- a. Jessica and Ryan Moore from Brighton Court. New TAB residents.
- b. Elaine Hlavach from Curtis Meadow.
- c. Michael and Tina Jones from Southford Trace, recently moved from CA.
- d. Len Lewicki from Southford Trace, moved from WA in June 2020.
- e. Imad Al-Qadi, from Kensington Knoll, has lived here for 18 years, move from VA, is a Board member.
- f. Katie and Tom Newman, from Kensington Knoll, moved in 2014; Katie is a Board member.
- g. Darrel and Jean Wichman, from Brittany Trail Dr, moved in 2000; Jean is a Board member.
- h. Shirley Faughn, bought her lot on Mullikin in 2003, moved in 2009, is a Board member.
- i. David and Janet Peshkin, from Brighton Ct, moved back to area in 2008 from VT; Janet is HOA President.

5. Election of Board Members

- a. Janet reviewed the current Board members and acknowledged that the current members will remain in their roles and no vote is actually necessary. The two Board members who would be rotating off the Board (Jean and Imad) are willing to stay in their current roles.
- b. Current Board Members:
 - i. Janet Peshkin, President
 - ii. Jean Wichman, Secretary
 - iii. Shirley Faughn, Treasurer
 - iv. Katie Newman, Director of Communications
 - v. Imad Al-qadi, Member-at-Large
 - vi. Krishna Bhowmik, Member-at-Large
- c. Len Lewicki moved to approve this recommendation to continue with the current Board members.
 - i. Elaine Hlavach provided a second to the motion and the motion carried.

6. 2023 Goals

- a. By-law Revisions
 - i. The Board commits to transparency of information.
 - ii. Our new by-laws will follow any required state regulations for HOAs and help to provide clarity of the Board's function for our neighborhood.
- b. Website Revisions
 - i. Katie Newman and Shira Epstein are working on revisions to give our users better functionality.
 - ii. We want an updated look and hope that the new site will help us better share information.
- c. New Neighbors in 2022
 - i. Acknowledged and welcomed nine new neighbors who moved in to the Trails at Brittany in 2022.
 - ii. All lots are now sold; one lot has the building plans approved; the second lot is awaiting plans.

- d. Update on Landscape Projects, Short-term and Long-term
 - i. There are plans to update cul-de-sacs and entrances.
 - ii. The Landscape Committee will work to develop a long-term tree management plan for the neighborhood.
 - iii. A new member joined the Landscape Committee; welcome to Peggy Prichard.
- e. Pond Improvement, Short-term and Long-term
 - i. Desire to establish plans to address pond maintenance, run-off management, and improve landscaping/plantings.
 - 1. The Landscape Committee is seeking education to help them determine the best approach, the Committee will then propose and execute a plan.
 - 2. Anyone with pond maintenance expertise or an interest in helping please reach out to a Board member or send a message to trailsatbrittany@gmail.com.
- f. Don't forget to get Architectural Committee Approval for All Additions
 - i. Approval is needed for items such as building/home revisions, fences, pools, driveways, mailboxes, and ball courts on your property.
 - ii. The main goal of this approval is to be sure the Covenants are followed and that the change would not have a negative impact on any neighbor.
 - iii. If you are interested in joining the Architectural Committee, please contact a Board member.
- g. Social Events
 - i. The Board hopes to resume the Ice Cream Social this year.
 - ii. Suggestions are welcome for new ways for our neighbors to get to know each other.

7. Additional Topics:

- a. Invoicing feedback regarding new email process this year (Shirley led discussion).
 - i. Apologies for a few challenges that were encountered with the invoice distribution.
 - 1. Invoices were supposed to come from the trailsatbrittany@gmail.com email address.
 - 2. Our accountant was out ill and also ran into some data transfer challenges from our prior accounting firm.
 - 3. Email came from a name no one recognized and some attachments were not able to be opened.
 - 4. The accountant has been good at follow-up and sending new pdf invoices.
 - 5. Shirley is collecting all the issues and will have a de-brief meeting with the accountant.
 - ii. Katie asked how those not getting the dues invoice will be followed-up with when payment does not come in.
 - 1. Reminder of dues was sent with annual meeting reminder.
 - 2. Feb 3 is the 30-day deadline for the payment of the dues.
 - 3. Statements will go out again (by email) to those who have not paid yet.
 - 4. Shirley hopes to then follow-up on late dues on an individual basis.
 - 5. There is a late fee for those not paying on time. It was proposed that this fee might be waved if original invoices were not received. This will be handled on a case-by-case basis.
 - 6. Shirley requested feedback and suggestions.

8. Michael Jones moved to adjourn the meeting.

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

Minutes submitted by Jean Wichman