

Minutes of the Annual Meeting

The Willows at Upriver Homeowners Association

Argonne Library Community Room

March 31, 2014

7 PM-8 PM

1. Welcome and Introductions
 - a. Steve Beaulieu welcomed everyone and had everyone introduce themselves.
2. Roll Call and Establishment of a Quorum
 - a. All members received notice of the Annual Meeting by US mail which was mailed by Jo Lyn Hill on March 20, 2014. In addition, Board members went house to house on March 30th knocking on doors to remind people of the meeting.
 - b. Members in Attendance – Steve Beaulieu, Laura Campbell, Jason Steele, David Baydek, Rosalie Peluso, Shannon Batke, Mike Jacketta, Jo Lynn Hill, Becky Swan and Greg Schuerman, Joe and Sharon Mongeon. Proxy representation was registered for Ryan and Rachel Clabaugh, Patricia Munhall, Sharee Jones, Scott Steinbacher, Pat Bradway and Chauna Hardin.
 - c. Quorum is not established.
3. Plan for Permanent Signage – Jo Lyn Hill
 - a. Jo Lyn shared pictures and ideas for placing permanent signage at the entrance of the development. The Board has decided the best way to go is to get a rock with our name engraved on it and have it placed and landscaped on the east side of the entrance where there is a small piece of turf that is hard to keep green anyway. We will be getting estimates this summer and hopefully complete by Fall.
4. Reserve Study Presentation – Steve Beaulieu
 - a. Steve explained why a Reserve Study was necessary and reviewed all the assets that the HOA is charged with maintaining.
 - b. He presented a 20 year plan for covering future costs by continuing to collect enough funds in our yearly assessments to put some aside for future reserves.
 - c. Approximately 25% of the Association Fee charged each year is for the Reserve Fund.

5. Financial Report – Becky Swan

- a. Becky reviewed the budget and answered questions.
- b. The budget will be implemented as presented.
- c. The board will offer a discount for all homeowners who pay their fees in full by April 30th. This year's assessment is \$200. The discount for early payment is \$40.
- d. Becky will send bills out in early April.

6. Board Volunteers for 2014-2015

- a. The following people have volunteered to continue on the Board.
 - i. Jo Lyn Hill
 - ii. Becky Swan
 - iii. Steve Beaulieu
 - iv. Krystal Grey
 - v. Shannon Batke
- b. The Board is open to training and assimilating new volunteers who are interested in volunteering.

7. Member Questions and Recommendations

- a. Steve Jacketta asked what we could do to get more members to the Association meeting. There was general discussion about how to generate interest and involve more people.
- b. Sharon Mongeon volunteered to help with the informal audit of the treasurer's records again this year.