

Dover Pointe Subdivision
Board of Directors
Minutes of HOA Meeting
June 5, 2023

Minutes of the Board of Directors meeting of the Dover Pointe HOA, Dunlap, IL, held at the North Branch of Peoria Public Library in Peoria, IL, at 6:30 pm on June 5, 2023

1. CALL TO ORDER

President Natalie Cobb called the meeting to order at 6:33 pm.

2. ROLL CALL

Board members present:

Brandon Neuhoff, Treasurer, Landscaping and Beautification, arrived at 6:38 pm

Madhu Reddy, Vice President, arrived at 6:30 pm

Jamie Martin, Secretary, arrived at 6:30 pm

Natalie Cobb, President, arrived at 6:30 pm

T.J. Seiler, arrived at 6:30 pm

Eric Mumm, arrived at 6:30 pm

Board members absent:

Les Hedgespeth

Others present:

Sumner Bourne

Erin Neuhoff

3 residents on zoom call

3. QUORUM ESTABLISHED

The Dover Pointe HOA successfully established a quorum at 6:39 pm.

4. FINANCIAL REPORT

Brandon Neuhoff gave the Treasurer's report as follows at 6:40 pm

A. Paul Sumner, new Treasurer, had the chance to speak with Paul Sullivan this past week regarding current financials. He followed up regarding making sure that the authorization is approved correctly through the bylaws for check writing and having 2 signatures. Necessary to authorize the business manager to also be able to write checks.

a. Checks are typically delegated 2 to 3 per month. Primarily for mowing, maintenance, or reimbursements for expenses. Planning on getting Sumner Bourne a detailed ledger for him to review from Paul Sullivan.

b. The board decided on a resolution regarding and update to the bylaws regarding writing checks and 2 signatures. Resolution - the board makes a motion for business manager/treasurer to authorize to write checks. Does not require 2 signatures. Paul Sullivan is first point of contact and Sumner Bourne is second point of contact.

- a. Motion - Eric Mumm
 - b. Second - Brandon Neuhoff
 - c. All in favor of new positions - no opposed
- B. The previous 5 years of expenses were sent out to residents through email. Attached at the end, updated expenses for the current year to date.
- C. Insurance - Paul Sullivan has exact details of specific insurance coverage and cost.
- D. Reserve finances - target goal is \$10,000. \$27,000 in checking account but that includes expenses for this coming budget. Approximately \$10,000 still to be collected in dues for fiscal year.

5. COMMON AREAS REPORT

- A. Drainage basins: Basins are cleaned out every spring and in the fall. Reinhart landscaping maintains the area. They clear out fallen rocks, debris, etc. Additional cleaning are done on as needed basis.
 - a. Eric Mumm is in the landscaping role with Jamie Martin in charge of entrance maintenance.
 - b. Reinhart landscaping - 1 yr contract
 - c. Greenview - 1 yr contract
 - d. Bloomtastic - Not part of the mowing contract. Hired for one time cleaning of the basins as needed.
 - e. 3 new trees were planted along Wilhelm fence line. Purchased through Greenview Nursery.
 - f. Greenview - allocated \$500 for new drought resistant plants to be added in the month of June to the entrances. In discussion with Greenview as to type of plants and locations.

6. UNFINISHED BUSINESS

- A. Cost for lighting at all 3 entrances came back higher than anticipated at \$10,000 for installation and without including materials or labor. Due to the high costs, several options are being discussed. This includes: seeing additional bids from other companies, adding lighting through a phase process, waiting for the market to drop to possibly have a price change, and just sticking with solar lighting despite them getting stolen.

7. NEW BUSINESS

- A. Updated roles of HOA:
 - a. President - Natalie Cobb, 2 yr term, ends in 2025
 - b. Vice President - T.J. Seiler, 1 yr term, ends in 2024
 - c. Treasurer - Sumner Bourne, 1 yr term, ends in 2024
 - d. Secretary and beautification - Jamie Martin, 2 yr term, ends in 2025
 - e. Social - Les Hedgespeth, 2 yr term, ends in 2025
 - f. Paul Sullivan - outside financial consultant
 - g. Landscaping - Eric Mumm, 1 yr term, ends in 2024
 - h. Madhu Reddy - resigned from board
 - i. Matt Smith - resigned from board

- j.** Brandon Neuhoff - resigned from board
- k.** Possible addition - Greg Nevitt or Gordon Selling
 - a.** Motion - Natalie Cobb
 - b.** Second - Brandon Neuhoff
 - c.** All in favor of new positions - no opposed
- B.** Natalie Cobb and Jamie Martin will be spearheading the Dover Pointe Landscaping Award for 2023. This will be similar to last years awards. This includes: neighborhood voting, top 5 winners and winner receiving a gift card to Greenview nursery.

8. PUBLIC COMMENTS/CONCERNS

- A.** No questions

9. NEW MEETING DATE

The next monthly board meeting is yet to be scheduled.

- a.** Motion to end: Natalie Cobb
- b.** Seconded: Brandon Neuhoff

The board meeting adjourned at 7:48 pm.

These minutes were approved by the Board of Directors.

Jamie Martin, Secretary

Date

Dover Pointe Homeowners Association
Income Expense Budget vs. Actual
 May 2023 - April 2024

	<u>May 2023</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Interest Income	3.60	50.00	-46.40	7.2%
Dues - Current Year	27,025.00	37,100.00	-10,075.00	72.84%
Dues - Prior Year	0.00			
Late Fees	0.00		0.00	0.0%
Recovered Expenses	0.00			
Total Income	<u>27,028.60</u>	<u>37,150.00</u>	<u>-10,121.40</u>	<u>72.76%</u>
Expense				
Maintenance & Repairs				
Capital Improvement	0.00	500.00	-500.00	0.0%
Entrance Maintenance	1,730.00	3,715.00	-1,985.00	46.57%
Lawn & Mowing	0.00	18,080.00	-18,080.00	0.0%
Miscellaneous Landscaping	0.00	0.00	0.00	0.0%
Retention Pond Maintenance	0.00	2,130.00	-2,130.00	0.0%
Maintenance & Repairs - Other	0.00	0.00	0.00	0.0%
Total Maintenance & Repairs	<u>1,730.00</u>	<u>24,425.00</u>	<u>-22,695.00</u>	<u>7.08%</u>
Operating Expense				
Advertising Expense	0.00	0.00	0.00	0.0%
Bank Fees	0.00	0.00	0.00	0.0%
Insurance	0.00	2,700.00	-2,700.00	0.0%
Office Supplies	0.00	0.00	0.00	0.0%
Owner reports - Assessor Office	0.00	0.00	0.00	0.0%
Post Office Box Rental	0.00	120.00	-120.00	0.0%
Postage & Mailing Expense	302.23	450.00	-147.77	67.16%
Social Events	347.92	2,500.00	-2,152.08	13.92%
Total Operating Expense	<u>650.15</u>	<u>5,770.00</u>	<u>-5,119.85</u>	<u>11.27%</u>
Professional Fees				
Filing Fees	0.00	50.00	-50.00	0.0%
Legal Fees	0.00	500.00	-500.00	0.0%
Management & Accounting	0.00	2,100.00	-2,100.00	0.0%
Professional Fees - Other	0.00	0.00	0.00	0.0%
Total Professional Fees	<u>0.00</u>	<u>2,650.00</u>	<u>-2,650.00</u>	<u>0.0%</u>
Taxes				
Federal Taxes	0.00	0.00	0.00	0.0%
State Taxes	0.00	0.00	0.00	0.0%
Taxes - Real Estate	16.40	0.00	16.40	100.0%
Stormwater Utility Fee	0.00	100.00	-100.00	0.0%
Pension Fee	0.00	50.00	-50.00	0.0%
Total Taxes	<u>16.40</u>	<u>150.00</u>	<u>-133.60</u>	<u>10.93%</u>
Website	<u>0.00</u>	<u>350.00</u>	<u>-350.00</u>	<u>0.0%</u>
Total Expense	<u>2,396.55</u>	<u>33,345.00</u>	<u>-30,948.45</u>	<u>7.19%</u>
Surplus YTD	<u><u>24,632.05</u></u>	<u><u>3,805.00</u></u>	<u><u>20,827.05</u></u>	<u><u>647.36%</u></u>
Basic Business Chkg- CIB Bank	27,456.20			
Business MMDA - CIB Bank	28,240.76			
Uncollected Dues (58 homeowners)	10,150.00			
Prepaid Dues - Future	0.00			
Deposits in transit	2,450.00			

