

**DOMINION PATIO HOMES CONDOMINIUM ASSOCIATION NO. 1-A**  
**(a not-for-profit corporation)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**FOR JANUARY 3, 2005**

The following members of the Board of Directors were present:

Price Sowers  
Liz Nickel  
Fred Latzke  
Paul Weber  
Dave Griffin

All Board members being present, a quorum was declared.

Also present was Kelly Koehler of Williamson Management.

The following members were present:

Barbara Timken  
Dan Timken  
Dave Nickel

**AGENDA:**

Dave Griffin moved to adopt the Agenda. Fred Latzke seconded the motion. The motion was unanimously passed.

**APPROVAL OF NOVEMBER 3, 2004 BOARD MINUTES AND ANNUAL MINUTES:**

Fred Latzke moved to approve the November 3, 2004 Board of Directors meeting minutes. Liz Nickel seconded the motion. The motion was unanimously passed.

Fred Latzke moved to approve the November 3, 2004 annual Members meeting minutes. Liz Nickel seconded the motion. The motion was unanimously passed.

Fred Latzke moved to approve the November 3, 2004 new Board of Directors meeting minutes. Liz Nickel seconded the motion. The motion was unanimously passed.

**PRESIDENT'S REPORT**

Price Sowers inquired as to when the financial report for the year ended December 31, 2004 would be ready. Based on projections there will be a loss in the operating account. A discussion will take place at the next Board of Directors meeting

whether the Condo Declaration requires that the members' monthly assessment be increased to provide for the loss.

The next Board of Directors meeting will take place on February 14, 2005 at a member's home.

#### **TREASURER'S REPORT:**

Fred Latzke moved to approve the financial reports for the periods ending October 31, 2004 and November 30, 2004. Dave Griffin seconded the motion. The motion was unanimously passed.

#### **MANAGEMENT REPORT:**

##### **Tax Return Preparation Proposal**

Dave Griffin moved to approve Mark Cantey Associates' proposal dated October 28, 2004 to prepare the Federal and State income tax returns for the Association for the years ended December 31, 2004 and December 31, 2005 in the amount of \$300.00 per year. Liz Nickel seconded the motion. The motion was unanimously passed.

##### **Property Technics Garage Roof Technical Specifications Proposal**

The proposal submitted by Property Technics to provide technical specifications for garage roof replacement for a total cost of \$2,200 was deferred pending a report from Jim Smith and Tony Rugerro.

##### **343-345 Concrete Replacement Project**

Kelly Koehler explained the delay in replacing the concrete at 343-345 Dominion. The City of Wood Dale has not yet approved the building permit. Further, the weather conditions will prevent the replacement until Spring 2005.

##### **Insurance**

Kelly Koehler indicated that she had requested State Farm insurance agent, John Craver, to forward a copy of the insurance policy to management. The Association policy expires on August 16, 2005. The members of the Board of Directors expressed their desire to have John Craver attend a future Board of Directors meeting to explain the coverages and the policy limits.

### **Special Assessment Issue**

Kelly Koehler contacted the Association attorney, Dave Freeman of Moss & Bloomberg. Dave Freeman was asked whether a unit owner can be excluded from a future special assessment. Dave Freeman indicated that a unit owner cannot be excluded from a special assessment.

### **Homeowner Requests/Repairs**

Dave Griffin moved to approve the proposal dated December 3, 2004 as submitted by B.T. Roofing to repair the unit roof at 353 Dominion at a cost of \$800.00. Liz Nickel seconded the motion. The motion was unanimously passed.

Barbara and Dan Timken indicated that they were still getting water leaks into their crawl space after multiple attempts to fix the problem. Management was directed to get the last contractor who did the repairs to go back and check what has occurred. Dan Timken indicated there was a crack in the cap on the fire wall and that he was going to have that cap replaced.

### **Late Fee Waiver**

Based on the facts submitted by Brian Heirs of 476 Dominion and Management, Dave Griffin moved to waive the \$25.00 late fee charged to Brian Heirs. Fred Latzke seconded the motion. The motion was unanimously passed.

### **Reserve Study Review**

Paul Weber addressed the financial projections set forth in the Reserve Study prepared by Property Technics. Graphs and projections were submitted to the Board of Directors for review and discussion.

### **Scope of Adlawn Landscaping Contracts**

A discussion took place concerning the Adlawn Landscaping contract and the work to be performed such as trimming bushes, working in the courtyards and how often to aerate. A discussion took place whether Adlawn Landscaping should trim the bushes adjacent to the units. The survey indicated that 20 out of 28 members preferred that Adlawn Landscaping trim the bushes adjacent to their units. Dave Griffin moved that Adlawn Landscaping not perform any landscaping work in the courtyards. Fred Latzke seconded the motion. The motion was unanimously passed.

A discussion took place about salting after a snow or ice storm. Under the current contract, sidewalks and court yards are salted but not driveways. The cost of salting was discussed and whether members could salt their own sidewalks and courtyards. No decision was made.

**AJOURNMENT:**

Price Sowers moved to adjourn the meeting. Liz Nickel seconded the motion. The motion was unanimously passed.

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Dave Griffin, Secretary