

Board Meeting January 23, 1992

PRESENT: Tom Sinnott, Toni Oster, Cheryl Soelke, Gloria Langston  
Millie Murphy, Mark Moore, Amy Sayler, and Linda Saxton

ABSENT: John Christiansen

The meeting was called to order at 7:45PM.

TREASURER'S REPORT: Gloria was a little late so the treasurer's report was tabled until she arrived.

ENTERTAINMENT COMMITTEE: Linda turned over the folder containing all of the entertainment information from past years to the Secretary. Linda also turned in her list of the Entertainment Chairperson duties. Nothing else new to report.

CITY LIASON: Amy reported that she had been to the County building to check on some of the information that the Board had previously requested.

THE MEETING THEN WENT INTO EXECUTIVE SESSION AT 7:50PM and  
THE EXECUTIVE SESSION WAS ADJOURNED AT 8:30PM

Linda Saxton then made a motion that we table the discussion of outstanding dues until the regular February monthly meeting at which time we will establish a set guideline of how to handle delinquent payments. Millie Murphy seconded the motion. The motion was passed unanimously.

TREASURER'S REPORT: Bill for \$50.00 from Attorney. Mark Moore made the motion to pay the Attorney's bill. Linda Saxton seconded the motion. Motion was passed unanimously. A verbal financial report was given by Gloria. A written report was not submitted as the books are currently at the accountant for the financial review. Interest earned was \$382.21 for the year. The accountant, Brian Hampton will be contacted about the Federal Income Tax Form to be filed with the IRS.

NEWSLETTER COMMITTEE: John Christiansen could not attend the meeting. No report. Linda Saxton did bring up that we received a copy of the Summerlakes Newsletter and also a copy of the Fox Hollow Newsletter that is published twice a year.

NOMINATING COMMITTEE: Toni read a letter from Dr. Street thanking us for our \$75.00 donation for use of the school for our annual meeting. The president from the Warrenville Park District, David Harding, will speak at the annual meeting. Toni requested that anyone who could, be at the school at 7pm on 2/6/92 to help set up for the meeting which is to start at 8pm.

GROUNDKEEPING/BEAUTIFICATION COMMITTEE: Millie reported that she has not been able to get ahold of co-chairman, John Spartz and so she does not know if he has obtained any bids for the upcoming year for mowing and weed and feed.

Millie also passed around a newspaper article stating that the Summerlakes Board has banned pesticides in their common area. It was discussed that since the restrictor has been removed in the common area and since there is grass growing in the common area, there should not be a need for pesticides in our own common area.

CITY OF WARRENVILLE vs. ANDEN LAW SUIT: a hearing is again scheduled for January 24, 1992. More on this issue at the Annual Meeting.

OLD BUSINESS: Cheryl Soelke made a motion that we purchase an insurance bond to bond the Treasurer. The insurance bond was quoted at approximately \$200.00. Linda Saxton seconded the motion. The motion was not carried. Linda Saxton abstained from the vote.

Cheryl Soelke made a motion that we find out what the deductible would be on the Liability insurance policy with the Cincinnati Insurance Company through the Esser Insurance Agency and that we renew our coverage with this company upon renewal in April. Amy Sayler seconded the motion. The motion was carried unanimously.

Linda Saxton made a motion that the letter proposed as a standard letter to Real Estate Agents be adopted with the discussed changes to be used when a property in River Oaks Subdivision goes up for sale. This letter will explain to the Real Estate Agent that there is a Homeowner Association in the Subdivision and give the Agent the name of the Secretary in which to contact if there are any questions. This letter will also state that the property should be well maintained in the case that it should be vacant. Mark Moore seconded the motion. The motion was unanimously carried.

Duty lists were distributed to the secretary to be passed out to the new and existing Board members at the annual meeting.

#### NEW BUSINESS:

There will be handouts at the annual meeting giving an update of the Real Estate Tax review that was heard on December 31st with the Board of Review.

Toni Oster read a letter that John Christiansen wrote to Dr. George Ware of the Morton Arboretum thanking him for his generous contribution of a dozen or so hybrid elms for our parkway tree planting program. The letter was unanimously approved by the Board.

The discussion of whether or not to switch our Association Attorney was tabled till the February meeting.

The meeting was adjourned at 9:45PM. The next meeting will be the Annual Meeting on February 6, at Johnson School at 8PM. The February regular meeting will be February 20, 1992 at 7:30PM at the Soelke residence.

Respectfully submitted,  
Cheryl Soelke

The attached gives a description of each of the Offices and Chairperson duties of the River Oaks Improvement Association as perceived by the Board of Directors of 1991.

Please review each of these positions and keep in mind which position that you would like to run for when the Board has the election at the regular February meeting.

The regular February meeting will be held on February 20, 1992 at the Soelke residence (Lot 42) at 7:30pm sharp.

We will also be discussing goals of the 1992 Board of Directors at this meeting so please write down some of your ideas and bring them with you to this meeting.

PRESIDENT DUTIES:

1. Preside at all meetings of the Board of Directors.
2. Assure that orders and resolutions of the Board are carried out.
3. Execute binding written instruments and co-sign checks.
4. Represent the Association as necessary with other bodies
5. Guide in the development of the Association and protect the interests of the subdivision.

#### VICE PRESIDENT DUTIES:

1. The Vice-President shall act in the place of the President in the event of his/her absence, for any reason, and shall exercise and discharge duties as may be required of this office by the Board.
2. Chairperson for the Nominating Committee as per the Board of Directors.
3. The nominating Committee shall consist of a Chairperson (member of the Board) and two or more members of the Homeowner Association.
4. The Nominating Committee shall canvas the homeowners for possible candidates for the upcoming election of Directors in February. The canvassing should begin in November with a Newsletter article and a flyer to all homeowners with a petition attached for nominations. Collect petitions for the ballot and use ballot for voting at the Annual Meeting.
5. At the Annual Meeting conduct election and ask for nominations from the floor. Be sure to write in any of these nominations on the ballot, then proceed with the election and announce the New Board of Directors.
6. Set up the location of the Annual meeting. Coordinate preparation of the meeting.

## TREASURER DUTIES:

Handle all bookkeeping matters for the River Oaks Improvement Association.

1. Send out all quarterly bills.
2. Receive and record all payments and make deposits in a timely manner.
3. Pick up the mail and distribute it from our P.O. Box on a weekly basis.
4. Supply a written financial report for all monthly Board Meetings including a list of overdue payments by lot number.
5. Follow up on all late payments.
6. This year a procedure needs to be proposed to implement to handle late payments.
7. Process any liens with the attorney as pertaining to the By-Laws and Covenants.
8. Disburse payments as directed by resolution of the Board of Directors.
9. Keep accurate records of the members of the Association together with their addresses.
10. Prepare books for the account for the annual review by 12/31 so the financial statement is ready for the February annual meeting. Also make sure the form allowing records from the Bank to be released is ready by 12/31 to go with the books to the accountant.
11. Check to make certain that the incorporation papers are promptly filed each year before January 1st.
12. Check to make sure that the River Oaks Improvement Association Insurance Policy is renewed promptly each April.
13. Sign all checks and promissory notes of the Association.
14. Prepare an annual budget and a statement of income and expenditures to be presented to the membership at the annual meeting and deliver a copy of each to the members.
15. Have the accountant submit the proper Federal Income Tax form annually.
16. Type up form letter to Mortgage holders or whomever is requesting that states whether or not the Homeowner is currently paid on their dues for closings or refinancing of the property.

#### SECRETARY'S DUTIES:

1. Record and report meeting minutes and record votes at these meetings.
2. Contact all Board Members and remind them of monthly meeting and location one week prior to the meeting if possible.
3. Set up a schedule for monthly meetings (location and time)
4. Keep all records in an organized manner.
5. Contact Realtor for any home for sale in the subdivision to advise the Realtor that there is a Homeowner Association in River Oaks and to advise the Realtor if there are any unpaid dues or liens against the property up for sale. Follow-up with the standard approved letter to the Realtor.
6. Keep appropriate current records showing the members of the Association together with their addresses.
7. Follow up annually to make sure that the incorporation papers have been renewed appropriately.
8. Help with any of the committees as needed, perform such other duties as required by the Board.
9. Handle contact between Attorney or Insurance Agent as necessary.
10. Type up the necessary correspondence as required by the Board.

#### CITY LIASON DUTIES:

1. Correspondent between River Oaks Improvement Association and the City of Warrenville.
2. Correspondent between River Oaks Improvement Association and the Warrenville Police Department.
3. Informing and keeping knowledgeable of City and Public issues, some examples:
  - a. Route 59 issues
  - b. the new proposed freeway
  - c. City of Warrenville vs. Anden lawsuit
4. Contacting and gathering information from other sources as necessary. (for example: finding how and where we could go about installing a traffic barricade to prohibit vehicles driving thru the common area)
5. Contact the Warrenville Police Department to request increased patrol thru the neighborhood on the night of our annual meeting each year.



#### GROUNDSKEEPING/BEAUTIFICATION DUTIES:

1. Supervise the maintainence of all common areas in the subdivision. This includes obtaining bids from grounds-keeping companies and getting approval for hiring of this company for mowing, weed control, planting, and whatever else may need to be done.
2. Supervising the plans and implementation for new plantings within the subdivision on common areas. This is usually a season event in the front entry area. (spring and fall) In the past, the Groundskeeping/Beautification Committee has decorated the front sign with corn stalks in the fall and Christmas trees with bows at Christmas time.
3. Gathering a committee to aid in this process.
4. Follow up on the Company who is hired for Groundskeeping to make sure that the work is performed as required by the Board. (If we have a dry season, we may not need as many cuttings, so the Chairman would be responsible to contact the Company we hire to eliminate a cutting, for example)

# ENTERTAINMENT COMMITTEE CHAIRPERSON DUTIES:

The purpose of the Entertainment Committee is to organize activities for the enjoyment of the entire subdivision.

The three main events handled by this committee in the past have been:

Easter Egg Hunt  
Annual Block Party  
Halloween Party

This job can be as simple or as complex as the Chairperson deems. It can be alot or work, but it can be alot of fun with a good committee.

November 19, 1991

## **NEWSLETTER COMMITTEE ACTIVITIES; DUTIES OF CHAIRMAN**

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This summary of River Oaks Newsletter Committee activities is NOT set down in the Bylaws or Covenants. It describes the aspects of the job which I see as important, and which have evolved over the two-plus years in which I have chaired this committee. NONE of it is graven in stone; the following simply describes the way the Committee has operated thus far.

### ***PROCEDURES***

The Newsletter has been published monthly or, in slow news periods, bi-monthly, usually around the middle of each month. We have generally combined the February and March issues, due to the disruption which inevitably occurs when committee assignments and membership are shuffled after the Annual Meeting in February.

The Committee meets once a month about 10 to 14 days prior to the "press date" to lay out the next issue. This includes (1) an inventory the homeowners' stories, announcements, etc. which have come in, (2) identification of stories or features we want to cover, and assignment of committee members to solicit and assemble these items, and (3) discussion of future directions for the Newsletter.

By about three days before press date, all stories should have been submitted; the Newsletter must then be laid out, proofed, and printed, which always takes several hours. The Committee must make arrangements for obtaining suitable paper, copying, collating, stapling, and distributing 70+ copies of the Newsletter per issue.

### ***COMPUTER-RELATED ISSUES***

Every issue of the Newsletter produced thus far has been done on our PC using WordPerfect word processing software. More recently we have imported stories typed in WordPerfect into custom page layouts generated with the Express Publisher desktop publishing software package. We have accumulated a rather large collection of computer clip-art, which we have sprinkled into the Newsletter along with custom graphics drawn using a mouse-driven "paint" program. Every issue of the Newsletter has been archived on floppy disks.

## ***DUTIES OF THE COMMITTEE CHAIRMAN***

The duties of the Chairman are as follows:

- (1) To preside over the monthly committee meeting.
- (2) To supervise and participate in the assembly, proofreading/correction of each issue.
- (3) To act as editor-in-chief to resolve any sticky issues regarding what should and should not be printed; the Chairman should be firm and fair, but should not make decisions which should have been made by the entire Board. This situation has come up several times, since many homeowners contact the Newsletter first with any Board-related issues; the proper policy for the Chairman is to bring any really difficult decisions to the Board's attention (see No. 5, below).
- (4) To ensure that each issue is distributed to all homeowners, with extra copies to the Board Secretary for distribution to absentee homeowners or other Newsletter recipients. We have recently (11/91) begun to mail copies to other Warrenville homeowners associations as well.
- (5) To act as a conduit for information from the Board to the Newsletter and vice versa; the Chairman has written all of the stories, announcements, etc. requested by the Board at the monthly Board meetings. Also, since much of the River Oaks homeowners' communications with the Board are via the Newsletter, the Chairman carries such information back to the Board meetings for the Board to deliberate upon.

A final note: although this is certainly not a requirement, it is very helpful for the Chairman to have access to a PC, printer, and suitable word processing and graphics software for assembling the Newsletter.

..... submitted by John Christiansen,  
Newsletter Committee Chairman, 1989 - 1991.