

## **Minutes of 1/12/2011 ROIA Board Meeting**

**Present:** Ruth Brackmann, Rick Deist, Kristin Norberg, Rob Stout, Frank Vainisi

**Absent:** Sharon Goodman, Linda Saxton

Meeting called to order 7:40 p.m. at Kristin Norberg's house.

**Additions to Agenda:** Bookkeeping software

### **Secretary Report:**

Rick moved to accept December 2010 minutes with one clarification. Frank seconded, all approved.

### **Treasurer Report:**

#### **Dues**

- Rick sent email reminders to 10 lots owing at least 2 quarters, and only 3 are still in that category.
  - Email communication seems to have been very successful.
- Rick made motion that we waive the late fee for a specified Lot due to the financial hardship that they communicated to him. Kristin seconded, all approved.
- Two lots have paid extra dues that will be allocated to 2011-12.
- Rick made motion that we forgive the remaining one quarter of a specified Lot's assessment for 2010-11 due to the severe financial hardship. Frank seconded, all approved.
- Dues are looking really strong coming into the last several weeks of the fiscal year – 14 lots still owe something, only 21 quarters total outstanding. Thanks to Rick for his collection efforts!

Kristin made motion to accept the Treasurer's Report. Frank seconded, all approved.

### **Old Business:**

- Morton Arboretum soil project – no updates. Should hear back around March 2011.

### **Landscaping:**

- Ruth and Frank will plant flowers at front entrance in the spring.
- Front entrance sign letters will be repainted in the spring.
- Frank will call B&B landscaping before April 1 start-up to discuss clean-up needs, mounds of soil around the front sign.

### **New Business:**

- Front entrance lights
  - Frank contacted Bollweg:
    - stated \$98/hour for labor (and we estimate 2 hours for project).
    - he can turn off the electric and install the solar lights, but he didn't recommend solar.
  - We considered having Bollweg work on our electric to eliminate the shorting and/or sensor problems and ask for a 60-90 day guarantee – Board will reconsider in the spring when ground is thawed.
  - Ruth will contact an Emerald Green board member for their electrician.
  - Frank will contact the solar company again for referrals of customers who have had a similar product for at least a few years.
- Retaining wall
  - Ruth will get an estimate from Larsen Engineering to check the pgs that they installed – probably needs to wait until spring.
  - Will ask Linda again to locate the original engineering report.
- Budget for 2011-12
  - After discussion of each line item, Rick made motion that we present the proposed budget at the annual meeting equal to last year's budget but with the three changes listed below. Frank seconded, all approved.
    - Insurance up to \$650 (from \$600, actual \$591)
    - Landscaping down to \$8800 (from \$8848, actual \$8745, contract \$8480)
    - Retaining wall down to \$2640 (from \$2642) to balance

- Landscaping: actual was \$8480 for 32 cuttings (at contract) plus \$495 for mulch and other special work (some allocated to Property Maintenance). We'll budget \$8800 (about 4% over contract) to allow for some extra cuttings.
- Annual meeting mailings – Rick will buy stamps, Rob and Ruth will get the content together.
- Board candidates
  - Ruth, Kristin, Linda, and Rob are up. First three will run again. Rob will not run again and has two potential ideas for replacements. He will contact them.
- Annual meeting scheduled for Feb. 9 at 7:30 p.m. at either Park District or City Hall, with Feb. 8 as back-up. Ruth will schedule a room.
- Bookkeeping software
  - Kristin proposed shifting all bookkeeping to Excel spreadsheets that she would develop and maintain, including custom reports, more detail on dues payment activity, easy printing for annual statements of dues status.
  - We will need to get a complete data dump of everything Rob has in Quicken so no data is lost or unavailable.
  - Rob will also obtain a 90-day free trial of Quicken so old files are easily available for reconciliation and quality control of the new programs.
  - Rob and Kristin to meet in next several days to make the transition of files.

Meeting adjourned 9:30 p.m.

Next meeting: annual meeting with homeowners, tentatively Feb. 9 at 7:30 p.m.

Respectfully submitted

Kristin Norberg, Secretary