



**LAKEWOOD PRAIRIE HOMEOWNERS' ASSOCIATION**  
**1200 BARBERRY WAY, JOLIET IL**  
**BOARD OF DIRECTORS MEETING**  
**NOVEMBER 7, 2024 – 7:00 PM**

Purpose: A pre budget meeting town hall to discuss concerns and answer questions regarding the proposed 2025 budget.

The president Christina Driscoll called meeting into order at 7:05pm

Board Members Present:

Christina Driscoll- President

Casheema Omowabi- Secretary

Timothy Gardner- Treasurer

Board Members Absent:

Nauteia Brass- Vice President

Elizabeth Grady- Director

No guest speakers present

Following review of the previous meeting minutes, Christina voted to approve the minutes from August 13, 2024. Tim seconded. The meeting minutes from August 13, 2024 were approved.

Open Forum:

**Tim explains the assessment income.** We no longer have builder assessments, we are 100% built out. Builder assessments were 2/3 the cost that homeowners paid. The extra 1/3 in income is minimal.

Joanna Maas

1229 Morgana Dr

Landscaping- are we getting more than one bid for services?

Yes, we've requested that management obtain a minimum of three bids for any services provided by a vendor.

Does the association being built out completely change how much land we mow?

The common areas have remained the same, and we continue to maintain the land within the association's responsibility.

Who mowed the empty lots?

The property owner, whether an investor or builder, is responsible for mowing the empty lots.

**Why are we paying for financial records?** All homeowners who are members of the association have the right to access financial records. Requests must be submitted in writing and include a clear purpose. According to the CC&Rs and the CICAA, a "reasonable fee" may be

charged to cover the cost of providing the records, which may include redacting confidential information.

TownSq now provides a monthly balance sheet for homeowners. It's essential for the association to maintain accurate and complete records. Additionally, the association covers the cost of storing 31 boxes of physical records as well as digital storage.

**How much do we pay management?** The association pays \$3,150 per month for Associa services, with additional monthly costs for items such as mailers, payroll, record storage, and postage. We also employ an Operations Manager, who receives a salary of \$50,000 per year.

**Who chose Associa? Did the board look at multiple management companies and get at least three bids?** Associa was hired by the previous board. We don't have information on how many other companies were considered, but we trust they took the necessary steps to ensure a well-informed decision.

Janice Livingston  
1001 Plaintain Dr

**What is the \$50,000 salary for?** That is the Operations Manager's salary.

What does the Operations Manager do?

He supports the board and Property Manager, acting as a liaison between the vendors and the board. He handles the newsletter, social media, and invoicing for rentals. We would like to formalize his job duties in writing, as there is currently no contract outlining his responsibilities. He is employed directly by the board, not by the property management company.

**Where does rental income go?** It is deposited into the operating account.

Bill Lange  
1310 Goldfield Ln

Are we short on the reserve account by 143k?

No, but our reserves are not where we would like them to be. Currently, we have \$161K in reserves and \$174K in the operating account. We have the ability to transfer some funds from the operating account to the reserves. Our last reserve study was completed in 2018, and we haven't conducted one since. According to the maintenance schedule recommended by that study, we should have \$260K in reserves by the end of 2024. Since then, we've had a couple of major repairs, including a new clubhouse roof and resurfacing of the parking lot. The roof was replaced in November 2023, but the invoice was paid in January 2024.

**For 2025 you are projecting to put \$32k into reserves?** Yes, that is part of the reason for the assessment increase.

Is the rental income and expenses (attendant pay) separated on the budget?

It is. We typically earn 20-25k in rental income annually and pay around 5k for attendant services each year.

**What is the attendant pay?** Attendants are responsible for opening and closing the clubhouse for parties. Of the \$250 rental fee, \$50 is allocated to the attendant.

**What is the bonus of \$750 for?** That is a year-end bonus for the operations manager

**We've spent 51k through September for landscaping and are budgeted at 83k for next year, what is the reason for the increase?** The landscaping covers the common areas as well as the land around the ponds. The pond area itself accounts for \$18k of the total cost. Landscaping is one of our largest expenses.

What are the fines and late fees and why do we pay them, there is 10k year to date?

These costs are related to delinquent accounts. We incur expenses for sending collection letters, including postage, as well as attorney fees for collections. While these costs are reimbursable, it can take some time to recover the funds.

**For the September financials under salaries what is the \$58?** That is the fee charged by the management company to process payroll.

**Are we having an audit and the \$3500 budgeted doesn't seem to be enough?** We will be conducting an audit and will be gathering bids for it. Audits are typically done during tax season. The previous budget for the audit was \$2,500, but we've increased it to \$3,500.

Are the statements on a cash basis or accrual? Accrual

**Are there any plans for new pool deck furniture?** Yes, during our inspection of the clubhouse, we discovered that nearly half of the loungers were broken. We will be exploring options for new furniture for next year.

Questions emailed to the board:

**Why is the budget for electricity so much higher?** The utilities have not been properly budgeted for in recent years. This year, we were allocated \$7,500 for electricity, but we have already reached \$11-12k in expenses.

Why is the cost of the internet so high?

We have two separate internet bills—one for the clubhouse and another for the security system—both with AT&T. While we can shop around for better rates, much like home internet bills, there's only so much we can save as the rates tend to be fixed.

What is included in the Janitorial budget?

We have a cleaning company that comes once a week for a fee of \$187. However, we have not been satisfied with their services and will be seeking additional bids.

What permits are required?

The permits are required for pool certification through the Illinois Department of Public Health (IDPH).

**What happened with Lennar joining the HOA?** The ballot did not pass therefore they are not able to join the HOA.

Other homeowners in attendance:

Toirene Broadway/ Newell Broadway  
911 Plaintain Dr

Sheree Tolliver  
913 Plaintain Dr

Mike Kallmann  
1013 Woodiris Dr

Motion to adjourn was made by Christina and seconded by Tim. The meeting adjourned at 8:04pm.