

**Boulder Ridge Homeowners' Association  
Regular Board Meeting**

Thursday, January 24, 2019

Northwest Fire Station #5, 1810 North Mattis Avenue, Champaign, IL

**Board member attendees:** Tyler Crow, Patricia Simpson, Eric Hiatt, Ian Tatum, Jake Taylor, Joyce Francisco, Lisa Duncan, and Ching Yuan Su

**Members and Guests:** Lou Simpson, Chen Ching Lai, Zach Reed, Brian Ames, Mande Crow, Elaine Cler, Dan & Margaret Virt, Gerald Sweet, Kevin Puckett, Tony Suttle, Myint Maung, Cathy Bergfeld, Jenny & Stewart Carson, Nick Ragle, Angela Hancock, Chris Stack, Laura Perrero, Mariana Seda, James Power, and Brian Buttice

**Called to order at 6:00 pm**

**Opening Address**

President Tyler Crow overviewed the objectives of today's meeting and mentioned that the discussion will focus on the financial records.

**Accounting presentation**

Bookkeeper Lou Simpson explained that errors in the previously posted monthly financial statements resulted from data export from the QuickBooks software to his Excel spreadsheets. Those errors have been corrected, and the revised financial statements have been posted on the website. HOA's bank account statements were shown to the board and members.

Treasurer Patricia Simpson clarified that the current posting of monthly financial statements was a decision made at the 2018 annual member meeting. Prior to posting, the spreadsheets had been reviewed by Treasurer and President.

Patricia also informed members to feel free to contact Lou for financial questions. Lou won't charge the HOA additional fees for answering members' financial questions.

**Financial Error presentation**

Chen Ching Lai presented errors he found in the previously posted financial statements, especially those found on the September, 2018 monthly statement (which is also the official 2017-18 annual financial statement).

**Yearly Due Reduction**

Yearly due reduction was proposed by Patricia and Board Member Eric. But the decision will not be made until this year's pond expenditure is clearer. Patricia reminded the board that the decision needs to be made before July.

## **Financial Q&A**

Members questioned the missing financial reports from mid-2014 to 2018 on the HOA website. Patricia replied that those reports are there but have not been posted yet. Patricia asked members for help in website management. Tyler stated that the board is willing to pay for this web effort.

## **Mowing Quotes**

Water's Mowing Service is responsible for lawn mowing in the common area this year. Tyler will get 2 more quotes for the coming year. Tyler will coordinate mowing services with pond services to minimize cut grass falling to the pond.

## **Pond Maintenance Status**

Ian confirmed with Bill Hancock from Marine Biochemists that both ponds are on schedule in April. Bill will check the condition of the ponds in early spring and then provide a specific date of treatment. Currently Bill plans to treat the ponds as needed. A precise quote would be provided after checking. The board has not decided on what to do about the willow trees with the smaller pond. As for the third pond that would be taken over by the HOA in the future, the board will thoroughly inspect/evaluate its conditions before takeover.

## **Miscellaneous Q&A**

- Tyler will arrange a meeting for members to meet with Bill Hancock.
- The board will try to fill the gap of financial records using basic information extractible from the 2014 bank statement.
- The board will maintain timely transparency of the HOA records.
- Lou and Patricia will add one line of reserve funds in the financial statements.
- Patricia cautioned that sometimes USPS may not deliver the assessment notice on time. To avoid a late fee, members can mark the payment day on the calendar as it is always October 1.
- Tyler informed members to report to City of Champaign Neighborhood Services Department for unkempt lawn or other nuisances.
- Tyler informed members to use SeeClickFix or directly contact City of Champaign Public Works –Parking to report crack hazards on the sidewalk.
- The board informed members to send questions or requests to the PO box, e-mail address and phone number listed on the HOA website
- The board will explore the possibility to send announcements via group e-mails.
- The board will evaluate the need for an independent accountant review of the financial books.

## **Meeting adjourned at 7:45 pm**

Respectfully submitted,  
Ching Yuan Su, Secretary

**Boulder Ridge Homeowners' Association**  
**Regular Board Meeting**  
Saturday, April 6, 2019  
Northwest Fire Station #5, 1810 North Mattis Avenue, Champaign, IL

**Board members:** Tyler Crow, Ian Tatum, Lisa Duncan and Ching Yuan Su

**Members and Guests:** Cathy Bergfeld, Dan & Margaret Virt, Derek Joseph, D. Francisco, Jamar Brown, Gerald Sweet, Lee Waters, and Bill Hancock

**Called to Order at 2:00 pm**

### **Opening Address**

President Tyler Crow stated that the pond maintenance specialist and the lawn mowing service provider were at the meeting to brief their treatment plans for our community and answer questions. In addition, he would update the new developments in the community.

### **Approval of the minute for the January 24, 2019 board meeting**

### **Mowing Overview**

Lee Waters explained that mowing/trimming will be conducted once per week or as needed. He will also provide three applications of lawn fertilization, as well as two pruning/cleanings (one in the spring and the other, the fall). Weed control and lawn seeding will be done on an as-needed basis. Likewise, string trimming around the west pond will be performed as needed to keep weed growth down.

### **Pond Presentation w/Q&A**

Bill Hancock explained that this would be his first year treating the Boulder Ridge community ponds. He or his colleague will visit once per month to see what's growing in the ponds before deciding on a treatment strategy. In addition, he will need a point person from our community to communicate with him using pictures, texting or phone calls, so that he has a timely understanding regarding the conditions of the ponds.

Bill will coordinate with Lee to determine how the shoreline of the pond should be worked on. In addition, he may be able to compile a list of Q&A for the board to post at the homeowners' association website. As for the third pond in the construction site, he would keep it on radar when it is near the final shape to be passed over to the homeowners' association.

### **Infrastructure Updates**

- Tyler relayed that there will be a new street north of the slate. Thirty two additional lots are planned. Construction in that area could begin within 3 months.

- Tyler also reported that Bradley overpass is now closed for reconstruction. The new overpass is expected to open near Thanksgiving time. In summer, the Bradley entrance heading to Bluegrass Lane will be closed for 2 weeks. During that period of time, residents need to use the Staley entrance for in and out of the community. Board member Lisa Duncan may send out a reminder via Facebook or Nextdoor when she is certain of the date of Bradley entrance closing.
- AT&T and i3 are currently installing broadband fibers in the community. The installment should be completed within one month. Tyler suggested members to contact the board if they notice that the dug-up ground is not fixed by the work crew.

### **Financial Overview**

Tyler mentioned that the homeowners' association treasurer has resigned. Thus, the board needs a new treasurer. Because of this change, the previously discussed assessment fee reduction will be temporarily put on hold. The new treasurer needs time to review the records before making a decision on the assessment fee.

### **Miscellaneous Questions and Comments**

- Tyler and Lisa recommended members to contact City Neighborhood Services if they spot the dumping of dog feces, and contact the board if they notice the dumping of yard wastes.
- New signs have been posted at the community pond. Lisa Duncan and Vice President Ian Tatum will order a no-dumping sign to be posted at the dead-end of Boulder Ridge Drive.
- The board will communicate with the city in coming weeks to finalize the flower island at the Bradley entrance.
- Tyler has contacted City Neighborhood Services to clear mud and dirt near the construction site in the community.
- A member suggested a reduction of the assessment fee. Another member would like to know how the board defines a healthy, sustainable reserve fund for our community.
- The board plans to hire a part-time manager to maintain the consistency of the homeowners' association website. The board will ask around for suitable candidates. The board also welcomes recommendations from members.

**Meeting adjourned at 3:35 pm**

Respectfully submitted,  
Ching Yuan Su, Secretary

**Boulder Ridge Homeowners' Association**  
**Annual Member Meeting**  
Saturday, December 7, 2019  
Northwest Fire Station #5, 1810 North Mattis Avenue, Champaign, IL

**Board members:** Joyce Francisco, Lisa Duncan, Eric Hiatt, and Ching Yuan Su

**Members:** Marla Smith, Allen Nosler, Cathy Bergfeld, Dan & Margaret Virt, Donald Francisco, Gerald Sweet, Eloise Butts/Chen-Ching Lai, Phil Fiscella, and Hans & Marcy Schacht.

**Called to Order at 2:00 pm**

**Opening Remarks**

Secretary Ching Yuan Su announced that a quorum was present for this annual meeting (approximately 15% voting members were present in person or by proxy). She also introduced the current board, apologized for the delayed annual meeting, and explained the meeting agenda as well as speaking time limit.

**Election of Board Officers**

Board member Joyce Francisco discussed HOA projects for 2019-2020: finding a bookkeeper, expanding flower islands, tidying up Staley entrance, and planting trees. In the coming year, she would focus on building a good, new board. Thus, HOA will need additional board members and volunteers to serve on committees, including Pond, Finance, and Architectural Control. Board meetings will be held quarterly. However, Executive Committee members will meet more frequently to respond to community needs in a timely fashion.

Six members volunteered to run for the board: Joyce Francisco, Lisa Duncan, Eric Hiatt, Marla Smith, Allen Nosler and Ching Yuan Su. A motion was made, seconded, and discussed. These members were elected as board members by vote. Member Cathy Bergfeld volunteered to serve on the Pond Committee. Member Gerald Sweet volunteered to help with website maintenance.

**Financial Reports**

Board member Eric Hiatt presented the budget proposal for 2019-2020. He discussed the issue of high delinquency rate, and the inefficiency of using liens to resolve this issue. But the most important finance priority this year is to find a bookkeeper. Other financial priorities under consideration include auditing and assessing the size of a healthy reserve.

A member mentioned that he was willing to talk to the board about ideas for collecting delinquent fees. Another member suggested to have the assessment fee set as low as possible because so far the HOA has collected ~5 years of budget as the reserve. Some other members,

nevertheless, preferred to have a significant reserve to cushion future recession and cover all projects under HOA's responsibility (e.g. ponds and sidewalk around the ponds).

A member asked for clarification of \$5000 for pond maintenance in the budget proposal. Eric Hiatt explained that pond maintenance fee was \$763 last fiscal year, but the invoice was sent in late and thus was recorded as this fiscal year's expense. Because the contractor needs time to understand our ponds, \$5000 is a blank estimate for potential costs. New construction will add more ponds into the community. However, the HOA will not take control of them until the developer finishes the construction, and the ponds pass city requirements.

### **Members' Comments**

- Board member Joyce Francisco mentioned that the current developer refused to turn over to HOA the land at the corner of Greyrock and Boulder Ridge, and only mowed the grass in that area once this summer. Pond Committee member Cathy Bergfeld suggested reporting this as unkempt lawn to City of Champaign Neighborhood Services Department.
- A member said it is okay with him if the board does not have time to invest the reserve fund because the current interest rate is low and the earned interest income is subjected to a high tax rate. The board will consider this suggestion.
- HOA will put up signs about cleaning up dog feces around the pond and other common areas. Board member Lisa Duncan will order the signs, and Cathy Bergfeld volunteered to set up the signs.
- Board member Eric Hiatt clarified that new members will pay prorated dues based on the number of days they own a property in the community within a fiscal year.
- The board explained that members need to mow their own lawns. Setting up a fence requires approval from the Architectural Control Committee. The application form is available on the website.
- RVs need city permits for street parking. But it is okay to keep RVs inside the garage. In addition, trash bins should not be kept in front of the house.
- Members can use an app SeeClickFix to report sidewalk damage, or directly contact City of Champaign Public Works Department to report crack hazards on sidewalks. Also, report knocked down signs to City of Champaign Public Works.

**Meeting adjourned at 2:55 pm**

Respectfully submitted,  
Ching Yuan Su, Secretary

**Boulder Ridge Homeowners' Association**  
**Regular Board Meeting**  
Saturday, December 7, 2019  
Northwest Fire Station #5, 1810 North Mattis Avenue, Champaign, IL

**Board members:** Joyce Francisco, Lisa Duncan, Marla Smith, Eric Hiatt, Allen Nosler, and Ching Yuan Su

**Members:** Cathy Bergfeld, Dan & Margaret Virt, Donald Francisco, Gerald Sweet, and Elois Butts/Chen-Ching Lai

**Called to Order at 3:07 pm**

**Introduction of Board Members**

Newly elected board members introduced themselves to each other and to members.

**Election of Board Officers**

Board member Joyce Francisco called for discussion and vote on board officers. Officers elected by vote were: President – Joyce Francisco, Vice President – Lisa Duncan, Treasurer – Eric Hiatt, and Secretary – Ching Yuan Su.

**Executive Committee**

President Joyce Francisco proposed to the board the formation of an Executive Committee composed of the officers to review and refer to the full Board major issues facing the association. The Board agreed.

**2019-2020 Budget Approval**

Treasurer Eric Hiatt explained the budget increases for legal, accounting, and the property/liability insurance. The budget was approved by vote.

Eric Hiatt and Vice President Lisa Duncan discussed options for audit and a potential company to conduct it. Since the duration to audit is uncertain, President Joyce Francisco and Secretary Ching Yuan proposed to invite the attorney and the current bookkeeper to the next Executive Committee meeting (tentatively set in early January) to provide information and suggestions.

**Miscellaneous Questions and Comments**

- Delinquency: A member questioned what the board could do to reduce the delinquent rate. Vice President Lisa Duncan replied that the board would seek the attorney's advice.

- By-laws amendment: Board member Allen Nosler asked about the possibility to amend the by-laws. President Joyce Francisco answered that a quorum (2/3 voting members present in person or by proxy) is needed to amend the by-laws. Lisa Duncan suggested the board to contact members by phone calls or e-mail to gain their support in this issue.
- Welcome Packet: Lisa Duncan explained a need to reach out to new members because not every realtor would inform new homeowners about the HOA and restrictions. Board members Marla Smith and Allen Nosler confirmed this; they did not know the existence of an HOA until they received notices of fees.

Pond Committee member Cathy Bergfeld commented on the resources used to print the by-laws, covenants and rules for new members. Tentatively, the board will send each new member a welcome letter, instead of a welcome packet. Lisa Duncan will be in charge of this task. At the same time, the board will work with member Gerald Sweet to update/re-organize the website, so that new members can locate information on the website more efficiently. In addition, a member has digitized the by-laws into a searchable document. He will send that document to the board to post it on the website.

- Executive Committee: Joyce Francisco pointed out that the current priority of the board is to regain the trust of membership. Therefore, in the beginning, Executive Committee members will meet on a monthly basis to handle community issues in a timely manner. A meeting will be held during the first or second week of January, to include the discussions with the bookkeeper and the lawyer. Other board members have been invited to attend this meeting to learn from these two professionals. They will not be included in future Executive Committee meetings.
- HOA management companies: A member asked about the possibility to hire a management company to manage HOA business. Treasurer Eric Hiatt replied that he has contacted some companies in the area and nationally. The general response from management companies has been poor. Cathy Bergfeld added that there are no city-approved HOA management companies in Champaign.
- HOA reserve: A member questioned the independence of the HOA reserve account from the operating account. Eric Hiatt replied that he would talk to the attorney and bookkeeper about the best way to organize these two accounts.

**Meeting adjourned at 4:04 pm**

Respectfully submitted,  
Ching Yuan Su, Secretary