Steeple Run Community Council

Meeting Agenda

March 13, 2014

A. Call to order – President
B. Attendance
C. Consent Agenda
    1. February minutes
    2. Financial
    3. Clubhouse Reports
    4. Legal Report
    5. Pool Season Dates

D. Committee Reports
    1. Grounds.
    2. Communications / IT Committee
    3. Pool Committee
    4. Finance and Projects Committee
    5. Building Committee
    6. Covenants and Bylaws Committee
        a. Discussion of revision of covenants

E. Old Business
    1. Remodeling of Clubhouse

F.. Executive Session
    1.Resignation of buyer

G. New Business
    1.Engage services of new accounting firm
    2. Personnel Actions

H. Adjournment

Steeple Run Community Council Board of Directors' Meeting
February 13, 2014

In Attendance		Board Member	Board Position	In Attendance		Board Member	Board Position
X	BH	Brian Haberstich		X	KA	Ken Amdall	Attorney
X	BK	Bill Klein	Vice President	X	ML	Michael Ladas	
X	DH	Dan Hartranft	President	X	MK	Michael Klecka	Secretary
X	EL	Eric Lukacsik		X	MS	Marty Savino	
	JL	Jeffrey LaHaye		X	RE	Ron Edgington	
X	PY	Perry Youngs		X	TZ	Tom Zakosek	Treasurer
		Clubhouse Manager				***Office Assistant/Buyer***	
X	PR	Phoebe Ruffin					

Call to Order:

The meeting was called to order by President Dan Hartranft 7:30PM on Thursday, February 14, 2014 in the Board Room at the Steeple Run Community Center.

Resident Comments:

None

General Business

Minutes:

- Minutes from January 9, 2014 ***Approved*** MS, PY 2nd

Treasurer/Financial Report

- Check Scanner not working – monthly reports are not reflecting assessments
- Implementing 'Bill Packet' approval system. Finding an automated approval of bills too expensive and not available via our banking partners
- Negotiating with current auditor regarding fees. Reviewing new auditing firms.
- **Motion:** Transfer $25,000 from Chase Savings (1297) to Lisle Savings (4081). TZ, BK 2nd ***Approved***

Legal Report: (KA)

- As presented
- 3 units with 2013 assessments outstanding
- 2 units with pre-2013 assessments outstanding

Clubhouse Report (PR)

- As Presented
- Assessments
  - 237 Paid in Full
  - 30 Half Payments
- Miscellaneous
  - Lifeguard letters going out week of 2/19
  - New Directory scheduled for March

Committee Reports:

Pool

- 10 guards coming back, 2 or 3 needed as new hires
- Pool Manager on site expectations 20-25 hours per week with time sheet
- Seasonal deck repair to be scheduled
- Painting of Sunscreen canopies' posts

Grounds

- Snowplowing good, icing occurring in parking lot

Finance

- Covered in Treasurer and Clubhouse reports.

Building

- Still reviewing roofing bids.
- Remodeling – to be scheduled after roofing repairs

Communication

- Pool Pass upgrade still functioning after 30 day lapse. Appears all issues have been fully resolved.

Covenants

- Report presented

Unfinished Business:

- None

Steeple Run Community Council Board of Directors' Meeting
February 13, 2014

New Business:

- **Motion:** approve PVN Pools Services, Inc proposal (option 1) regarding 2014 season pool opening for $1,995.00 TZ, BK 2nd ***Approved***
- **Motion:** approve PVN Pools Services, Inc proposal (option 1) regarding 2014 season pool closing for $1,125.00 TZ, BK 2nd ***Approved***

Executive Session:

- None

Post Executive Session actions:

- None

Meeting adjourned: at 07:47 PM ***BK, PY 2nd***

- Next Board March 13, 2014 @ 08:31PM

Committee Summary		***Internal procedures***
Committee	***Members***	Will work on/address one proposal at a time Committees are responsible for the proposal details Committees will make recommendation to full Board
Administration	Dan Hartranft	
Building	Dan Hartranft Eric Lukacsik Jeffrey LaHaye	
Grounds	Bill Klein Eric Lukacsik Jeffrey LaHaye	
Finance	Dan Hartranft Eric Lukacsik Tom Zakosek	
Pool	Brian Haberstich Marty Savino Tom Zakosek	
Communication	Brian Haberstich Michael Klecka Perry Youngs	
Covenants	Michael Klecka Perry Youngs Ron Edgington	

Bank	***Acct***	***Description***
Capital One 360	3578	Reserve Account
Chase	9701	Business Checking
	1297	Business Savings
Lisle	4081	Savings

Steeple Run Community Council Board of Directors' Meeting
February 13, 2013
Steeple Run Views Summary

The February 2014 Steeple Run Community Council Board of Directors' Meeting addressed the following:

- Approved Pool Contract with PVN Pools Services, Inc. regarding seasonal pool opening and closing efforts
- Transfer of operating funds
- Review status of Assessments received
- Expected pool maintenance necessary for 2014

Steeple Run Community Council

March 2014

Financial Report

Account balances as of February 28, 2014:

1. Capital One $149,792.67
2. Lisle Savings $64,664.62
3. Chase Savings $95,661.04
4. Chase Checking $132,916.79

Total Savings: $443,035.12

Action: Transfer $50,000 from Chase Checking to Capital One
Transfer $25,000 From Chase Checking to Lisle Savings Bank

Action: Engage the services of Susan S. Lewis Ltd. Certified public accountants.

Update on check scanner: Phoebe contacted Chase and we need some kind of security number. Ron, was contacted yesterday about this number.

Update on check signatures: With the approval of the new accounting firm, we will develop a policy for signatures with electronic checks.

Our current procedure is that Phoebe will produce a bills list, the signors will be notified to come in and sign the list, and Phoebe will then pay the bills. No bill will incur additional fees because there is not two signatures. Phoebe is instructed to make sure all bills are paid by the due date.

Steeple Run Community Council
Profit & Loss Budget vs. Actual
January through February 2014

	Jan - Feb 14	Budget	% of Budget
Ordinary Income/Expense			
Income			
4650 · Rental prop. admin. fee	0.00	1,000.00	0.0%
4750 · Advertiser Income	520.00	1,800.00	28.9%
4100 · Assessments	134,360.05	216,395.00	62.1%
4105 · Closing Fees	90.00	400.00	22.5%
4200 · Clubhouse Rentals	850.00	4,500.00	18.9%
4400 · Interest Income	38.36	1,000.00	3.8%
4110 · Interest Rec. Assessments	40.02	1,500.00	2.7%
4350 · Pool Concessions	0.00	2,900.00	0.0%
4300 · Pool Guest Fees	0.00	3,400.00	0.0%
4600 · Swim Lessons	0.00	1,645.00	0.0%
Total Income	135,898.43	234,540.00	57.9%
Gross Profit	135,898.43	234,540.00	57.9%
Expense			
5100 · RECREATION CENTER EXPENSE			
5115 · Clubhouse Rental Expense	325.00	2,000.00	16.3%
5140 · Maintenance			
5143 · Cleaning	790.00	4,000.00	19.8%
5142 · Other Maintenance	1,213.31	3,500.00	34.7%
5141 · Repairs	997.00	800.00	124.6%
5140 · Maintenance - Other	7,203.98		
Total 5140 · Maintenance	10,204.29	8,300.00	122.9%
5110 · Salaries	2,616.39	21,580.00	12.1%
5160 · Special Programs			
5163 · Community Garage Sale	0.00	100.00	0.0%
5162 · Easter Egg Hunt	0.00	125.00	0.0%
5166 · Oktoberfest	0.00	500.00	0.0%
5167 · Santa Breakfast	25.00	250.00	10.0%
5165 · Summer Celebration	0.00	400.00	0.0%
Total 5160 · Special Programs	25.00	1,375.00	1.8%
5150 · Supplies	0.00	1,200.00	0.0%
5121 · Utilities			
5125 · Electric	790.17	8,500.00	9.3%
5122 · Gas	1,058.24	4,500.00	23.5%
5135 · Telephone	285.80	1,700.00	16.8%
5130 · Water & Sewer	250.00	4,500.00	5.6%
Total 5121 · Utilities	2,384.21	19,200.00	12.4%
Total 5100 · RECREATION CENTER EXPENSE	15,554.89	53,655.00	29.0%

Steeple Run Community Council
Profit & Loss Budget vs. Actual
January through February 2014

	Jan - Feb 14		Budget		% of Budget	
5200 · SWIMMING POOL EXPENSES						
5240 · Maintenance						
5243 · Cleaning	0.00		250.00		0.0%	
5242 · Open/Close Maintenance	0.00		4,200.00		0.0%	
5244 · Pool Maintance salary	0.00		1,000.00		0.0%	
5241 · Repairs	0.00		2,000.00		0.0%	
Total 5240 · Maintenance		0.00	7,450.00			0.0%
5290 · Miscellaneous		0.00	200.00			0.0%
5254 · Pool Chemicals		0.00	3,000.00			0.0%
5270 · Pool Concessions Expenses		0.00	1,700.00			0.0%
5210 · Pool Staff Salaries						
5215 · Swim Lesson Salaries	0.00		1,645.00		0.0%	
5210 · Pool Staff Salaries - Other	0.00		34,930.00		0.0%	
Total 5210 · Pool Staff Salaries		0.00	36,575.00			0.0%
5250 · Supplies / Pool Equipment						
5255 · Other Supplies	0.00		1,000.00		0.0%	
5251 · Swim Lessons Supplies	0.00		50.00		0.0%	
Total 5250 · Supplies / Pool Equipment		0.00	1,050.00			0.0%
5235 · Telephone		0.00	325.00			0.0%
Total 5200 · SWIMMING POOL EXPENSES		0.00	50,300.00			0.0%
5300 · PARKS & COMMON AREA EXPENSES						
5310 · Cut and Prune		0.00	21,000.00			0.0%
5335 · Grounds Care		0.00	5,000.00			0.0%
5344 · Grounds Maintenance Salary		0.00	1,800.00			0.0%
5390 · Miscellaneous		0.00	250.00			0.0%
5330 · Plantings		0.00	1,000.00			0.0%
5340 · Ponds		0.00	1,500.00			0.0%
5360 · Snow Removal		1,960.00	5,000.00			39.2%
Total 5300 · PARKS & COMMON AREA EXPENSES		1,960.00	35,550.00			5.5%
5500 · ADMINISTRATION EXPENSES						
5585 · Accounting & Tax Preparation		1,186.50	11,000.00			10.8%
5560 · Bank Fees		0.00	300.00			0.0%
5587 · Court Costs		0.00	500.00			0.0%
5563 · Gifts		225.47				
5581 · Insurance		12,839.00	12,000.00			107.0%
5586 · Legal		825.00	3,500.00			23.6%
5564 · Licenses and Fees		107.88	675.00			16.0%
5561 · Outside Services		0.00	300.00			0.0%

Steeple Run Community Council
Profit & Loss Budget vs. Actual
January through February 2014

	Jan - Feb 14	Budget	% of Budget
5510 · Payroll Taxes			
5511 · Social Security / Company	162.22	3,500.00	4.6%
5512 · Medicare / Company	37.94	1,000.00	3.8%
5513 · SUTA	42.36	500.00	8.5%
5514 · FUTA	302.42	250.00	121.0%
Total 5510 · Payroll Taxes	544.94	5,250.00	10.4%
5551 · Publications	1,155.44	4,000.00	28.9%
5550 · Supplies	267.92	3,500.00	7.7%
5562 · Travel	0.00	100.00	0.0%
Total 5500 · ADMINISTRATION EXPENSES	17,152.15	41,125.00	41.7%
5800 · RESERVE - CAPITAL IMPROVEMENT			
5830 · Parks & Common Areas	0.00	13,200.00	0.0%
5810 · Recreation Center	72.00	27,050.00	0.3%
5820 · Swimming Pool	0.00	21,500.00	0.0%
5800 · RESERVE - CAPITAL IMPROVEMENT - Other	0.00	5,000.00	0.0%
Total 5800 · RESERVE - CAPITAL IMPROVEMENT	72.00	66,750.00	0.1%
Total Expense	34,739.04	247,380.00	14.0%
Net Ordinary Income	101,159.39	-12,840.00	-787.8%
Net Income	**101,159.39**	**-12,840.00**	**-787.8%**

Steeple Run Community Council
Expenses by Vendor Detail
February 2014

Type	Date	Account	Amount
***Jean Hailmann**			
Check	02/19/2014	5115 · Clubhouse R...	50.00
Total *Jean Hailmann			50.00
Alexander Kramer			
Check	02/24/2014	5551 · Publications	35.00
Check	02/27/2014	5551 · Publications	35.00
Total Alexander Kramer			70.00
Allegra Print & Imaging			
Check	02/06/2014	5551 · Publications	111.10
Total Allegra Print & Imaging			111.10
AT&T			
Check	02/15/2014	5135 · Telephone	82.95
Check	02/15/2014	5135 · Telephone	40.00
Total AT&T			122.95
Commonwealth Edison			
Check	02/15/2014	5125 · Electric	371.91
Check	02/15/2014	5125 · Electric	17.58
Check	02/15/2014	5125 · Electric	17.91
Total Commonwealth Edison			407.40
Cost/Copy Consultants, Inc.			
Check	02/15/2014	5550 · Supplies	75.00
Total Cost/Copy Consultants, Inc.			75.00
Coverall of Chicago, Inc.			
Check	02/06/2014	5143 · Cleaning	295.00
Total Coverall of Chicago, Inc.			295.00
DuPage County Public Works			
Check	02/05/2014	5130 · Water & Se...	250.00
Total DuPage County Public Works			250.00
Elder Hanson and Co., Ltd.			
Check	02/15/2014	5585 · Accounting ...	1,186.50
Total Elder Hanson and Co., Ltd.			1,186.50
Groot			
Check	02/15/2014	5142 · Other Mainte...	153.93
Total Groot			153.93
Hoske Maintenance Inc.			
Check	02/15/2014	5141 · Repairs	280.00
Total Hoske Maintenance Inc.			280.00
Innovative Aquatic Design, LLC			
Check	02/15/2014	5290 · Miscellaneous	600.00
Total Innovative Aquatic Design, LLC			600.00
Josh Kordzinski			
Check	02/24/2014	5551 · Publications	17.50
Check	02/27/2014	5551 · Publications	17.50
Total Josh Kordzinski			35.00
Kenneth Amdall			
Check	02/06/2014	5586 · Legal	275.00
Total Kenneth Amdall			275.00
Troy Mitchell			
Check	02/24/2014	5551 · Publications	17.50
Check	02/27/2014	5551 · Publications	17.50
Total Troy Mitchell			35.00

Steeple Run Community Council
Expenses by Vendor Detail
February 2014

Type	Date	Account	Amount
Victoria Kosirog			
Check	02/06/2014	5551 · Publications	47.83
Total Victoria Kosirog			47.83
TOTAL			**3,994.71**

Clubhouse Report

3/13/14

Assessment standings as of 3/12/14:

- 273 Residents have paid in full
- 37 Residents have sent half payments

Approval Items:

- Domain name up for renewal.
    - $13.38 per year, renew for one year or more?

Review Items:

- Bills list (fee folder)
- Reconciliations (see folder)

Miscellaneous items:

- Easter Egg Hunt is April 12th, if we do not have a replacement for Sherri can I bring someone in to help me with the community event(s)?
- New resident directory being printed

LEGAL REPORT

presented at

STEEPLE RUN BOARD MEETING of Mar. 13, 2014

STATUS OF ASSESSMENTS

Two of the foreclosures in the subdivision are progressing, and are expected to be completed within the next month. Neither of them owe past-due assessments.

One of the homes with unpaid 2013 assessment is expected to close within the next month.

There have been no other changes in the status of the assessments.

Ken Arndall

SRCC COMMITTEE REPORT - Covenants and By-Laws

Chairperson:	Perry Youngs
Recent Meeting:	7:00 p.m., Thursday, March 6, 2014, Steeple Run Clubhouse
Attendance:	Perry Youngs, Mike Bearce, with Ken Amdall invited to participate
Not in Attendance:	Mike Klecka, and Ron Edington
Next Meeting:	7:00 p.m., Thursday, April 3, 2014, Steeple Run Clubhouse

Ken Amdall attended the recent meeting to talk with the committee about current Condominium Law and share his perspective on the Steeple Run Covenant and By Laws.

- Revisions have reduced the variance between Condominiums and Home Owner Associations (HOA) law.
    - You only are allowed one class of level - so all residences are treated as equals
- Current SRCC Covenants and By-Law Registration Status
    - Ken stated that the original SRCC Covenants were registered with the County of DuPage.
        - It is doubted that any proposed revisions to the covenants were ever filed with DuPage County so that SRCC is correctly governed by the original 1972 Covenants except when they are in conflict with current Condominium law, where current law should provide governance.
        - It appears that amendments written by previous boards we found copies of were never filed.
    - It is unknown if the By-Laws were ever filed with the state of Illinois. The By-Laws consist of additional details around the SRCC Board responsibilities not spelled out in the Covenants. The committee is going to check with the State regarding our By-Law filing status.
        - SRCC Board decisions have been recorded over time and exist in a binder in the SRCC office that have the same importance as the original By-Laws. The committee would like to get this binder with one option being the creation of an expanded document for SRCC Board reference.

The committee is requesting direction from the SRCC Board regarding the next steps if any the committee should be taking based on the following three options that may require resources and additional legal costs:

1. <u>Rewrite the SRCC Covenants</u>
    - Changes to the SRCC Covenants would require approval by 75% of the homes in the sub-division. We could rewrite them so that they are in compliance with current law.
2. <u>Rewrite the SRCC By-Laws</u>
    - Changes to the By-Laws could be done including SRCC Board decisions over time for a more robust up-to-date document that would need to be filed with the State of Illinois and statement to the County.
3. <u>Create a new SRCC document for Board Reference</u>
    - This document would include the original By-Laws and SRCC board decision over time for SRCC reference for clarification not filed with the State of Illinois.