LaSalle’s Woods HOA Board Monthly Meeting  
Date: November 11, 2021  
  
Board Members Present: Maryann Williams, President; unit 43  
 Kevin Moyer, Vice President; unit 7 (via zoom)  
 Nicholas Brunk, Treasurer; unit 89 (via zoom)  
 Kay Rossok, Secretary; unit 4  
 Amy Beal, At Large; unit 90 (via zoom)

Mackie Representative: Matt Carter

Homeowners Present: Doug Beal; unit 90 (via zoom; joined after discussion of financials)  
   
  
The meeting was called to order at 7:02 PM by President, Maryann Williams and roll was taken (agenda attached). Maryann then opened the floor for questions/input from homeowners, but there were no non-board homeowners in attendance.

Maryann then called on Matt to share Mackie’s monthly report (attached). The report was reviewed by the board members. The issues below were discussed.  
 - Request from owner of unit #74 concerning shingles that owner will purchase, but to-date no architectural form has been submitted; the owner will be sent a form to be completed and submitted to the board; conformity of shingles, to rest of community, will be further discussed and voted on at next meeting.  
 - Possibility of raising dues was considered; incrementally (due to inflation) or maximum of 20% without a vote, per the by-laws; will be further discussed at next month’s meeting when reviewing the annual budget.  
 - Request for a safety and welfare check of a resident was submitted to Mackie; Maryann stated that the HOA did not have the authority to enter a private residence and conduct a welfare check; this is under the authority of the Adult Protective Services; Matt said that Mackie will contact APS.  
 - Matt said that may have to buy the materials in the 1st quarter of the new budget year and cover the labor in the 2nd quarter for the Building 13 roofing project; Cornerstone is currently holding the price estimate of $48K  
 - Doing what they can to stop squirrel intrusions.

Next on the agenda, Nick reported on the current financials on the HOA (see attachments). Mackie is maintaining a running tally of expenses. Should be well insulated against costs of heavy snow events; should still have 100K-125K after snow events. (Reminder: snow removal will be by the same vendor as last year, with the same service, however, the base amount before removal has been increased to 3 inches; ice events will be pre-treated.)  
 - Expenses are holding constant; some upward trajectory.  
 - Discussed A & R summary and liens that have been filed.  
 - Maryann suggested sending letters to make owners aware of owed fees.  
 - Letters are sent by Olivia to owners who are 30, 60, and 90 days past due; Maryann said that there was a need to ensure wording is correct in the collection letters; Kevin will send the letter to Maryann for review; need to look annually to see if previous liens have been paid; may need a 2nd lien filed; discussed process of liens and by-laws; Olivia does not have a copy of the liens filed; Maryann will send Olivia the list.  
 - Budget perspective is good; Nick has not done a cross-comparison yet of last year’s costs and budget to help predict future financials; the budget does not include the siding project.  
 - Discussed renewing current insurance policy; will ask provider if it is possible to increase our deductible, which will reduce our premiums; HOA does have liability insurance; also, has directors and officers liability insurance.  
 - Matt now has access to AppFolio.

Next, Amy and Doug Beal presented the Siding Committee report:- Committee met and had a presentation from vendor for a metal siding product that was very informative. - Also getting numbers from Hardie board contractor.   - Possibly looking at hybrid model (cedar siding on front of buildings with metal siding in rear; engineered wood is not looking like a viable option at this point as it does not last long).   Kevin will check into Cedar costs for reconstruction of building 14 after the fire.  - Dennis Kemp did CAD model for Bldg 4 and his CAD calculations include the drop in the back of the building which brings sq ft area up from Amy & Doug's original ballparks. We are using Dennis's representative calculations to solicit more accurate bids from contractors.   
- Discussed the by-laws and need for inclusion of schedule E (from phase IV, Building 13) on website and AppFolio to obtain correct weighted voting percentages; need transparency for project; per by-laws, 66 and 2/3% approval vote needed from homeowners (secretary note: last month, minutes stated 75% needed- this was a misstatement from Amy Beal who has since found the accurate details in Bylaws); votes are weighted based on ownership square footage; must equal 100%; Kevin said all information is housed in the County Recorder’s Office, but Maryann was able to locate a copy of schedule E from phase IV within the HOA Office; need to check by-laws for stipulation of payments (weighted same as the vote weighting or not); the current by-laws posted on AppFolio need to be replaced with the correct ones, which include Schedule E for phase IV ; Maryann will copy and send for posting.  
- We now have an updated owners’ directory, but it does not include contact information; list that will include addresses and emails should only be available on the private side of AppFolio.- Amy, Kevin, and Nick will research options for obtaining financing for the project; need a “plan B” in the event of difficulty obtaining financing; discussed different financial institutions to consult.

Continuing on the agenda, Maryann addressed the issue of 2 positions open on the board; wants to have in-place before the April annual meeting; Maryann will remain on board one more year (effective April 2022), but not as President, so will need to fill this role; Kevin would like to step-back some too; Board members need to ask around for interest.

A motion to adjourn the meeting was made by Maryann and seconded by Kay; A vote was taken with all in-favor and the meeting was adjourned at 8:38PM.

Respectfully submitted by,   
Kay Rossok, Secretary