

**Country Towne Property Owners Association
Board Meeting
May 9, 2019**

Attending: Sandy Warren (President), John Briggs (Treasurer), Nick Penesis (Secretary), Chris Brown, Shawn Bairstow, Carolyn Anderson, Rich Sebben, Jeff Kaufmann

Item #1: Proposal to send out roofing and satisfaction survey to all residents. Chris Brown drew up surveys on roofing alternatives and satisfaction with the homeowners association (HOA) to be mailed to all residents. Previous attempts to survey residents have failed to elicit any response to reflect a majority (i.e., less than 10% response on the survey from 2018 which was available on the subdivision's website, Facebook page and Next Door site). We have also been unable to get email addresses for a majority of homeowners despite numerous requests to be used for sending out annual dues notices, reminders, etc.

Resolution: The surveys are tabled as they will not likely generate a response that reflects a majority opinion (majority meaning 51% of the homeowners). Instead, it was proposed and agreed that we will notify homeowners in advance of future meetings so that residents may attend the meeting to learn about the HOA, meet the Board, ask questions or present any issue of concern to them. Such notification will appear at least one week in advance of the meeting date on the HOA website as well as the signage used for the annual meeting that will be placed at the two entrances to the subdivision. If no residents appear for the meeting, the Board will proceed on its own.

Item #2: Proposal to see if the Warren-Newport Library is an option for future meetings until the Warren Township Center is available for meetings (those meeting rooms now closed due to construction until late summer). Meeting rooms at the Township Center were costing \$35 per occurrence.

Action: The Warren-Newport Library ("Library") has 2 larger meeting rooms: 1) room B has 50 chairs in it plus tables; b) room A has 100 chairs and tables. There is no charge for either room, which is available during Library hours (Monday through Friday 9:30 am to 8:30 pm). A library card is all that is necessary to book these rooms. One week notice required.

Item #3: Proposal to explore energy-saving roofing alternatives to prepare for future technologies and requests to install them and how we can still preserve the existing covenant requiring conformity in the subdivision. The HOA's current covenant requires Board approval for all non-cedar/cedar alternative roofing requests, with cedar alternatives to be approved by the Board prior to installation and with an actual sample of the cedar alternative material requested. The HOA Board would like to get in front of the new technologies and how they may begin to impact the subdivision in future.

Action to be taken: Lake County does **NOT** prohibit installation of solar panels on cedar shake roofs; therefore, the Board will continue to handle each non-cedar roofing request on a case-by-case basis.

Item #4: 2019 dues payments not yet received. As of May 9, 15 homeowners have not paid their 2019 dues and 2 have not paid their dues for 2018 or 2019. Despite giving residents a longer timeline to pay their dues (moving out to April 1 from February previously), this is a significant number of unpaid dues. To date, all overdue homeowners have been sent a second reminder notice, but still no response.

Action to be taken: The two homeowners that have not paid their 2018 or 2019 dues will have liens put on their properties by the HOA's attorney. For the remaining overdue homeowners, the Treasurer will send out a third reminder notice via postal card; if, after a fair amount of time after the mailing of the postcards the HOA does not receive the overdue monies, further legal action will be pursued.

Item #5: Composition, voting procedure and titles of the HOA Board. The Country Towne HOA Board currently has 8 members when an uneven number is required on a voting matter.

Resolution: The President will NOT vote on matters requiring Board approval unless it is needed to break a tie, provide a quorum for the vote, or in case of another member's abstention on that vote. Therefore, the decision of the other seven members of the Board will prevail when a quorum is present.