

Seasons 4 HOA

Meeting Agenda/Minutes

3/25/2025

I. Meeting Called to Order at 7:10 pm

- Board Members in attendance: Michelle Caravello, Rich Santiago, Julie Walker, Chris Cummings, Gerace Olson
- Board Members absent: Vickie Menard
- Committee Members in attendance: Samantha Kadonsky
- Community Members in attendance:

II. Approval of 2/25/25 Minutes

- Motioned by Rich
- Seconded by Gerace

III. Officer Reports:

A. President - Michelle

- Com ed budget billing will be \$399/month beginning in April based on usage over the last year
- We are current with Illinois taxes and have received a credit for overpayment. (\$186.13). Unemployment insurance taxes are about \$200/yr.
-  Feb 2025.pdf Bank statement
-  Statement of Activity March 2025.pdf Treasurer Report (Forgive me as I learn)
- Quickbooks
 - It is linked to our bank account.
 - When purchases are made, it categorizes it into one of our “accounts” (Maintenance, pool, clubhouse, utilities, etc.).
 - It manages payroll, allows us to invoice and receive electronic deposits.
 - Unemployment taxes can be filed.
 - Deposits can be categorized between clubhouse and association dues.
 - Makes budgeting easier when we can see what's being spent and deposited.
- ★ Notes from last meeting:
 - Email to residents and link bylaws-Sent a draft to Rich. Can link bylaws once they are approved. Rich will post on website and email w/ link

- Approve bylaws- 5 yes
- Date to stuff envelopes for fobs: only fobs in envelopes? (will determine which kind of envelopes/labels we need) 6:00 4/29.
- Looking into digital dues payment~ can do this via Quickbooks!

B. Vice President - Rich

- Website is updated with minutes and calendar
- Will be sending out Easter Party RSVP Friday/ rsvp by 4th
- Will reach out to Vickie about dates

C. Secretary - Julie

- 25-26 cover letter, invoice, budget, election ballots will be sent out to members in April
- Dates for fob pick-up:
 - **Thursday, May 15th** | 6:00 - 8:00 PM ~ Julie, Gerace, Chris
 - **Sunday, May 18th** | 1:00 - 3:00 PM ~ Julie, Gerace, Chris
 - Do we want to demonstrate fobs with homeowners during pick-up?
yes

D. Pool - Gerace

- Garbage has been reactivated beginning April !st
- 6 lifeguards committed so far, have contacted Kamila for her to be on alert for guards who need recertification
 - Will add lifeguard blurb to Michelle's email that Rich will send out
- Would like to send an adopt a pot interest email /facebook post after attorney letter is sent out

★ Pool rules discussion

- Hours 12-8 M-Th, 12-7 F-Sun (Guarded Hours)
- Swim at your own risk hours 9-12 (Unguarded Hours)
- Number of fobs
- Gate guard (lifeguard) fading out process~June 2 guards/ Aug 1 guard/ July ? / Sept Maybe unguarded
- Guests passes?
 - Number of guest passes left over?
 - 2 cards per family
 - Gerace will count, change #s, order more

★ Swim at your own risk sign: see to-do list for wording

★ Need "Scan fob here, then pull to open" Sign

★ Need "Private Party" sign

E. Social/Communication - Samantha/Rich

- Easter Party- Sat, April 12, 2-4 pm~egg hunt, plant craft, easter snack, doggy egg hunt?
 - Cleaning company to come after the Easter party? Yes, switch their day to Saturday after party
- Bingo Night, maybe during fob pickup Thursday, 5/15 6-8pm
 - Cleaning company come Friday instead

F. Maintenance - Chris

- Removed pool entrance gate and replaced with new locking entrance door.
- All electronics for fob system have been tested and installed
- All homeowners have been added to the door system
- Fobs have been labeled and are in the process of being added to the system
- Camera system is now online
- Installing new water fountain this month
- Installing emergency phone outside
- Parking lot
- Mulch Party
- Proposed fob policy
 - Issuance (Use family info on invoice to hand out correct number)
 - 1 Blue fob issued for each full time resident 16 years of age and older at no charge during fob pickup dates.
 - Fobs will be assigned to the family unit.
 - Children turning 16 during the pool season may exchange their Red fob for a Blue fob by providing the pool coordinator with identification showing birth date.
 - 1 Red fob issued for each full time child between the ages of 12 and 15 at no charge during fob pickup dates.
 - Fobs will be assigned to specific children.
 - Children turning 12 during the pool season may obtain a Red fob by reaching out to the pool coordinator and presenting a copy of their birth certificate. May take up to two weeks.
 - 1 Black fob issued for each board member and committee members requiring pool access.
 - Fobs will be assigned to the specific member.
 - Children under the age of 12 will have no Fob and be with and under the supervision of their caregiver 16 years of age or older.

- New residents to the HOA will be issued their Fobs with their welcome packet. (Julie: words on closing letter about fobs, deactivate and throw away, new homeowners given fobs after family letter is filled out? Or contact Gerace?)
- Replacement
 - Each household is allowed one free exchange for a broken fob annually.
 - Lost fobs or broken replacements beyond the one free allowance will be replaced at a cost of \$10.
 - Lost fobs must be reported immediately.

G. Clubhouse & Reservations - Vickie ABSENT

- Check-in/Check-out Responsibility List for new fiscal year
- We are going to stay with our original cleaning company, the owner is going to clean it himself on Wednesdays and properly train one of his employees
- Holiday rentals are always \$200
- I will take care of clubhouse flower pots
- Clubhouse rentals have been somewhat steady and of course is busy in the summer
- Had conversation with check in ladies about the store room
 - They are setting up a time to meet there

IV. New Business

- None

V. Concerns from Community Members

- None

VI. Announcement of Next Month Meeting Time:

- Tuesday, April 29, 2025, 7:00 pm at the Seasons Four Clubhouse

VII. Meeting Adjournment at 9:01 pm

- Motioned by Gerace
- Seconded by Rich