

Bordeaux Homeowners Association Minutes  
June 5, 2018

Board Members Present: Todd Garcia, Phil Kambic, Linda Jensen, Mark Mountain, Dave Stejkowski

Homeowners Present: Tom and Bobbie Leone, Lee Hill, John and Michelle Fitts, Dave Kaufman, Glen and Phyllis Edlund, Maria Stejkowski

The Bordeaux Homeowners Association president Todd Garcia brought the meeting to order at 7:00 pm at the Bourbonnais Public Library. Todd welcomed all in attendance. The new board members introduced themselves and the positions they hold.

Secretary's Report: Linda Jensen

The February minutes were read and approved as written. (D. Stejkowski/ T. Garcia)

Treasurer's Report: Mark Mountain

Here are the financial reports as we currently have them. The transition of accounts to CSM is still in process. Here are some figures that can be presented tonight:

TOTAL Liabilities and Equity as of June 4, 2018: \$23,570.

There are five homeowners who have not yet paid dues for 2018.

A motion was made to accept the treasurer's report as presented. (P. Kambic/D. Stejkowski)

Old Business:

Covenants/Correspondence:

- Pool construction approval (1198 Lascombes)
  - An official letter of approval was signed by Todd Garcia, Bordeaux Estates HOA President, and sent to the homeowner.
- Request for garage addition approval (1037 Latour)
  - Final plans have not yet been submitted to the board. Once they are received, the board will review the plans for final approval.
- Garbage dumping
  - The board recommended that the homeowners discuss the problem among themselves, which they did. The problem was solved.
- Reimbursement for landscaping projects
  - The landscaper was instructed to submit a bill to Mark Mountain, Bordeaux Estates HOA Treasurer, who would then forward the bill to the management company for reimbursement. There was an approximate a two week turn-around time.
- Security lighting
  - All lights are repaired except Lot #3.
  - It was decided that Todd Garcia will visit with the homeowner to see if the security light will be repaired in a timely manner. Having all lights working at night helps to ensure the safety of families living in Bordeaux Estates.
- Request from contractor for blueprint approval (homeowner unknown)
  - Todd Garcia will follow up with a phone conversation with the contractor requesting that the contractor submit plans to the board for approval.
- Request for building permit to construct a patio cover (3314 Toulouse)
  - Todd Garcia will follow up with a phone conversation with the homeowners requesting that they submit plans to the board for approval.
- Website updates

- There was a glitch with the website email address. Bud Cozen is still working on getting the email to be received by Todd Garcia. Linda Jensen is also receiving the emails as a backup. Linda is forwarding all emails to Todd until he begins to receive them. Todd will contact Bud about the problem.
- New construction concerns on Lafite
  - The conflict is between the contractor and homeowner. The board members agreed that it is not their place to get involved in the conflict.
- Reimbursement for lawn maintenance of an empty lot (Lot #20)
  - The board felt that this has been an ongoing problem involving more than one empty lot for quite some time and that the problem needs to be solved. These are the steps a homeowner and HOA need to follow if there is an empty lot that needs to be mowed:
    - The homeowner will submit a complaint form, which can be found on our HOA website: <https://www.bordeauxestates.org>
    - The board will review the complaint form and decide if further steps are necessary:
      - ✓ Send a letter to the lot owner regarding the mowing issue.
      - ✓ Give the lot owner a “cure” period of 10 days.
      - ✓ If the lot owner does not take care of the problem, the board will ask Michael Richards to mow the lot.
      - ✓ Once a complaint has been received and notice given, subsequent growth above 6 inches will trigger the board member in charge of overseeing the problem to have the lot mowed again.
      - ✓ We will pay Michael Richards for services rendered.
      - ✓ We will charge a hefty fine to the lot owner for non-compliance of covenant rules each time Michael needs to mow.
    - The board will write a letter to the homeowner who is requesting reimbursement for the upkeep of the empty lot informing him of the steps the board plans to take to ensure that the lot will be taken care of from this point on.
    - Since the HOA cannot be responsible for actions not directed by the board, the board members encourage the homeowner to submit a bill to the lot owner requesting reimbursement for his work he has done for the lot owner and his neighbors to maintain the high standards set in Bordeaux Estates.

#### New Business:

- Retention of Clark Simson Miller as Bordeaux Estates HOA’s management company  
There were several questions raised regarding the retention of Clark Simson Miller as Bordeaux Estates Management Company:
  - How much is this going to cost the board? *We are being charged \$250/month for the services.*
  - Why do we need outside help? *We felt that it was difficult to keep up with the many responsibilities required of board members, especially the treasurer. Additionally, we did not have enough people who were willing to fill the positions without the added support. Board members are still responsible for many of the duties, but we felt it was important for an outside firm to deal with financial issues rather than neighbors trying to deal with them.*
  - What happens to our money if the company goes bankrupt? *The bank account is still in our name. CSM is bonded. Bordeaux Estates HOA also carries insurance for its board members. Dave Stejkowski will investigate to determine if we have a fidelity bond.*

- How many homeowners are delinquent to date? *There are five homeowners who have not paid dues for 2018.*
- Dues for 2018 were received by a homeowner for Lot #3

A motion to approve the contract for Clark Simson Miller as Bordeaux Estates HOA's management company was made and seconded. (D. Stejkowski/P. Kambic) The motion was carried.

#### Committee Reports:

- Landscaping Committee (Glen Edlund)
  - A few landscaping projects have yet to be done:
    - Mulch needs to be laid. There is still quite a bit of mulch left from last year, so a "cover" will be added to it.
    - Some plants need to be replaced.
    - There is a dead tree that needs to be taken down.
    - In the fall, bagworms need to be addressed. Cleanup will also take place then.
  - The landscaping committee will keep the board informed of work that is done. If expenses exceed \$500.00 for a project, the committee will seek approval from the board before moving forward with the project.
  - Our landscaper received his reimbursement check for additional work completed. The turnaround time was about two weeks, which he felt was appropriate.

#### Members Open Discussion:

- There needs to be a three-day notice for public HOA meetings. We will be sure to adhere to that advance notice for future meetings. We want to especially thank Phyllis Edlund for preparing the signs for this evening's meeting and Glen Edlund for setting them out at each entrance.
- In the past, there has been an annual reminder letter from the board to homeowners about some of the covenant rules that are frequently abused. Linda Jensen will work on preparing a letter for homeowners. A date to distribute the letter will be determined at a later time.
- It was suggested that a Bordeaux Estates Facebook page be set up for the neighborhood. Linda Jensen will check with Bud Cozen about the possibility of making that happen.
- Several questions regarding the retention of Clark Simson Miller as Bordeaux Estates HOA's management company were asked and answered before the board motioned to approve the contract with the company.
- It was suggested that homeowners be notified about public HOA meetings for the year once the dates have been determined. The board will determine how homeowners can be notified in addition to placing the information on our website.
- A homeowner would like to have a pool constructed on his property, so he asked about the process required to get a permit for that to happen.

There will be three public meetings scheduled per year. Dates for upcoming meetings will be announced at a later time.

A motion was made to adjourn the meeting. (T. Garcia/P. Kambic) The meeting was adjourned at 7:55 pm.

Respectfully submitted,  
Linda Jensen, Recording Secretary