



**Tanneron Bay Townhome Condominium Association**  
**26445 W. Vista Court; Ingleside IL 60041**  
[www.tanneronbay.com](http://www.tanneronbay.com)

**Draft Minutes of 4/6/04 Tanneron Bay Homeowners' Association (TBHOA) Meeting**  
**To be Presented for Approval at 6/22/04 TBHOA Meeting**

The meeting was called to order at 7:00 p.m. at Harris Bank (formerly Lakeland Community Bank). Board members Norm Brunner, Jim Cogar, Penny Cummings, Peter Dziadus and Gail Wenzel were all present. Northwest Property Management (NWPM) was represented by Carol Brown. There were 16 homeowners in attendance.

Welcome to the following new Tanneron Bay homeowners: the Hick's (purchased 26276 Vista from Tim & Michelle Hicks) and Gary Mullen (purchased 26383 Vista from Dana Pittman). Also, current residents, Mark and Kara Webster, purchased 26192 from the bank foreclosure of the former owner.

Gail moved that the minutes of the 11/25/03 TBHOA meeting be approved, Jim seconded the motion, and it was unanimously approved.

Norm presented the Treasurer's Report. There is \$19,018.50 in the operating checking account, \$67,982.73 in the reserve account, \$4,361.06 in the boat dock account, and \$3,862.40 in the boat storage building fund, for total deposits of \$95,274.69. Norm pointed out that, as our total deposits are approaching \$100,000 (the maximum amount insurable by the FDIC at a single bank), we will need to investigate opening an account at a different bank to make sure that all of our funds remain insured. Penny moved that the Treasurer's report be approved, Jim seconded the motion, and it was unanimously approved.

The following Old Business was presented:

- The boat docks were installed for the season on 3/26/04. Residents are reminded that all boats launched from Tanneron Bay need to have current Illinois registration numbers as well as Tanneron Bay stickers displayed on them. Also, anyone fishing from Wooster Lake is required to have a valid Illinois fishing license.
- Jim Cogar presented a bid proposal for repair of 19 individual private entry sidewalks throughout the subdivision. The proposal, from A-1 Concrete Raising Company from Crystal Lake, involves raising the sidewalks to their original levels by the use of mud jacking. The costs of repairing each sidewalk vary depending on how many squares of concrete need to be raised. There is also one owner's entry stoop that needs to be replaced. The bid estimate for this work, from Tessler Construction, is \$1,975. The Association attorney, Mark Pearlstein, has advised the Board that entry sidewalks and stoops are Limited Common elements and, according to our declarations and by-laws, are the responsibility of individual owners to maintain and repair. The Board may, from time to time, authorize Association funds to be used for maintenance or repair of Limited Common elements, but historically, such expenditures have only been approved for work that benefits all homeowners to some degree, such as driveway seal coating and the painting of the wood trim and decks on the buildings. Therefore, the Board has been advised by our attorney not to pay for the repair of the affected sidewalks and stoop. These repairs will be optional at this time. To ease the financial burden on individual homeowners, and to encourage everyone affected to undertake the proposed repairs, the Board suggests paying for all of the repairs from the Reserve Fund and allowing homeowners to repay the Reserve Fund in three equal installments over a six month period. Dan Oates, who was in attendance at the meeting, asked that his sidewalk (26287 Vista) be added to the list of sidewalks needing to be repaired. Jim Cogar will obtain a bid for that work. After much discussion and debate from the floor, Norm moved that the sidewalk and stoop repair bids be accepted and that the work be paid for from the Reserve Fund, with affected homeowners to repay the Reserve Fund in three equal installments over a six month period. Penny seconded the motion, and it was unanimously approved. Each affected homeowner will receive a letter outlining the details and amount of the repair work for their sidewalks or stoop. The mud jacking bid also included a \$400 repair to the boat launch, which will be paid for from the Boat Dock fund.
- There has been discussion for some time about installing a community flag pole. The Boat Dock & Lake Committee has taken on this project and has developed a proposal. The proposal includes installing a 20 foot tall aluminum flag pole at the northeast corner of the intersection of Lakeside Drive and Vista Court. The flag pole would fly both the American flag, as well as a Tanneron Bay flag. The existing street light on that corner would provide the necessary illumination of the flag per proper American flag etiquette, allowing it to be flown at all times. The proposed cost for the flagpole, necessary hardware, flags (including extra ones for replacement when necessary) and installation is \$1150. This does not include the cost of time and materials to landscape around the flag pole, which resident Jim Bernero has generously offered to donate. While there was not money budgeted for this project, the Board has indicated that about \$700 could be made available from savings on other budgeted projects. Terry Wold from the Boat Dock & Lake Committee addressed the audience to explain that the Committee has already begun a community fund raising effort to offset the cost and, based on the donations received to date, the Committee is confident that they can raise the additional \$450 needed to fund the project. Norm moved that the project be approved and that \$700 in Association funds be dedicated to it,

Jim seconded the motion, and it was unanimously approved. All Tanneron Bay residents are encouraged to donate to this community pride project. Please direct all donations to Terry Wold or place them in the drop box at the pump house. Any donations should be clearly designated for the flag pole project, and any checks should be made out to "Tanneron Bay Homeowners Association", with a notation that the funds are for the flag pole project. Any money raised in excess of the initial cost of the project will be earmarked for future maintenance of the flag pole and replacement flags as necessary. It was mentioned that the bulb in the streetlight on that corner needs replacement with a brighter bulb to illuminate the flag better, and Grant Township will be notified of this. Many thanks to the Boat Dock & Lake Committee, as well as all Tanneron Bay residents that have contributed to this effort in any way!

The following New Business was presented:

- The Board has been displeased with the performance of Northwest Property Management (NWPM) for quite some time. They were unable to implement automatic debit of homeowner assessments after promising to do so repeatedly over a period of over a year. The Board, through Lakeland Bank, finally got it implemented, but the Board Treasurer, Norm Brunner, had to assume the additional responsibility for overseeing the monthly administration of the process. There are several other duties that are supposed to be performed according to the contract that haven't been, including payment of vendors on time, preparation of monthly financial statements in a timely manner, regular property inspections, managing the bid process and professional communication with homeowners. As a result, these responsibilities and others have fallen on the Board to perform and have resulted in a less than desirable level of customer service to residents, which was evidenced by the feedback from last year's Homeowner Opinion Survey. The Board has been debating over the past year whether to try to move toward self-management of the Association or whether to try to identify yet another property management company to manage the property, as NWPM is the fourth management company in the short history of Tanneron Bay. The Board has been in the process of trying to make the Association as self-sufficient as possible in the event that self-management does become the chosen path. In the meantime, NWPM recently assigned a new property manager, Carol Brown, to our property. Carol has been doing a noticeably better job than any of her predecessors, including performing weekly property inspections and communicating one-on-one with homeowners, and the Board and homeowners have been very pleased to date with her overall performance. Carol has worked in property management for over 10 years for various companies. She recently approached the Board to indicate that she has reached a point where she has decided to establish her own property management company, Professional Association Management Services (PAMS), and has submitted a proposal to manage Tanneron Bay. The proposal includes all of the same services that NWPM was supposed to be providing, except for responsibility for Association finances, which Norm Brunner would retain for an initial three month period until PAMS has proven its performance and capabilities. The contract would be for only a one-year period, with a clause allowing for termination with cause at any time during that period based on a 30-day advance written notice. The monthly cost of the service would be \$ 700, which is \$ 181.50 less than our current monthly payment to NWPM. If/when PAMS assumes responsibility for the Association finances, the monthly cost would increase to \$ 900.00, nearly the same amount as the Association is currently paying to NWPM. Carol made a brief presentation to the audience outlining her background and management philosophy in the area of property management and answered questions. Following discussion, Gail moved that the Association terminate its contract with NWPM and enter into the proposed contract with PAMS, Jim seconded the motion, and it was unanimously approved. A letter will be sent to all homeowners detailing the specifics of this change. In the meantime, homeowners should no longer direct monthly assessments or any other association business to NWPM. All assessments and other Association business should be addressed to Tanneron Bay at 26445 W. Vista Court; Ingleside IL 60041 or placed in the drop box at the pump house.
- For a number of years, there have been problems with residents and guests parking on the cul-de-sacs, especially at the ends of the cul-de-sacs. Parking in any of these areas is specifically prohibited in the Tanneron Bay Rules and Regulations. The ends of the cul-de-sacs are intended for providing space for residents of end units to back out of their driveways and not as extra parking spaces for residents and guests. After fielding numerous complaints by homeowners regarding violations of these rules, the Board has decided that it is time to take further enforcement measures. A bid has been obtained for having signs made for each cul-de-sac which specifically indicate that parking is prohibited in these areas and allowing for towing and/or the assessment of fines for violations. In addition to these parking issues, there have been problems with trespassing on Association property by solicitors and neighboring children, as well as other outsiders coming across Tanneron Bay property to access the lake, especially during the winter ice fishing season. For these reasons, bids have also been obtained for a sign at the entrance to Tanneron Bay stating that solicitors are prohibited from the property and for signs at each lake access point between buildings stating that lake access is for Tanneron Bay homeowners only. In addition, a bid was obtained for a "No Trespassing/Children Keep Out" sign to be placed at the point where most neighboring children access the property. Esther Wold asked if the "No Solicitation" sign means that residents' children/grandchildren can no longer solicit for sale of Girl Scout cookies, school fund raisers, etc. The real problem has been unwanted solicitors from outside the subdivision. If a resident/resident's child or grandchild is soliciting within Tanneron Bay, they should identify themselves as such. As long as there are not complaints received, this shouldn't be a problem. The "No Solicitation" rule always gives residents the option of falling back on it to turn solicitors away, whether from within or outside Tanneron Bay. Another resident inquired as to whether we should state "Children Keep Out" on a sign, as it may be viewed as discriminatory or may lead adults to think that trespassing by them is allowed. All wording of signage will be reviewed for appropriateness by the Association attorney before proceeding. The bid for all of this sign work is \$3175 from Vail Signs & Graphics, the company that has done most of our other sign work. This price includes restoring the left side entrance sign sailboat decal at no charge. After this discussion, Penny moved that the sign proposal be approved, Peter seconded the motion, and it was unanimously approved.
- Significant erosion caused by improper drainage has begun to occur in many areas of the property, especially at the sides of end units that are built into slopes and have walk-out basements. Many of these problems appear to be caused by improper original grading and/or lack of adequate original landscaping. These areas of erosion are beginning to degrade many Common elements, as well as Limited Common

elements, throughout the subdivision. Last summer, the poor drainage behind Building 9 was addressed by tying all of the sump pit drainage pipes into a common underground drain that carries water away from the back of the building and into the retention pond at the northeast end of the property. This summer, bids have been obtained from Countryside to address significant areas of erosion at the side of the 26303 Vista and the side of the 26441 Vista units. These are areas of erosion that are significantly degrading common elements which, in turn, are affecting Limited Common elements. The proposal for the side of 26303 Vista involves creating tiered planting areas at the side of the building to prevent further erosion and installing a drain tile that diverts run-off into the nearest storm drain at a cost of \$3289. The proposal for the side of 26441 Vista involves installing 40 feet of drain tile underneath the sidewalk to drain run-off away from the building toward the west retention pond at a cost of \$969. These projects are eligible to be paid for from the Association Reserve Fund, as they directly impact restoration of Association Common elements, and these would be considered pilot projects to determine whether a similar solution could apply to other areas of erosion on the property. Peter moved that the Countryside proposal be approved, Norm seconded the motion, and it was unanimously approved.

- During a recent property inspection with the Countryside maintenance superintendent, it was noted that a number of the mature trees in the common area parkway along the north sides of buildings 11 & 12, along route 134, are in need of pruning. The growth on some of them has developed to the point where little or no sunlight is getting through the foliage of the trees, thus allowing erosion to take place at the bases of the trees. To ensure that these trees continue to thrive, they need to be pruned in the very near future. The Landscape Committee had also noted in the past that these trees are in need of attention. There was no money budgeted for this year for pruning of trees, but a bid was obtained by McGinty tree service at the advice of Countryside. McGinty proposes to prune as many trees as possible in a single day at a total price of \$1500. They would start at the west end of the parkway and work eastward, as the trees at the west end receive the least amount of natural sunlight and, therefore, are in the greatest need of pruning. This is a very favorable bid in consideration of the amount spent on the last pruning project along the lake and the fact that McGinty is a recognized area expert in tree maintenance. This expenditure, although not budgeted, could be offset from savings in other areas, including winter snow removal. Jim moved that \$1500 be approved for this pruning proposal by McGinty, Gail seconded the motion, and it was unanimously approved.
- There are a number of areas on the property where the original turf has significantly deteriorated, resulting in erosion. This is most apparent in the area of the berm surrounding the retention pond at the west end of the property. It was also noted from the recent inspections by both Board members and the Landscape Committee that there are a number of areas on the perimeter of the property that require clean-up of debris and removal of dead trees. A bid of \$2104 was obtained from Countryside to restore the areas of deteriorated turf and to remove the debris and dead trees from the property perimeter. This work would be funded from the budget for landscape repairs. Penny moved that the Countryside proposal be approved, Peter seconded the motion, and it was unanimously approved.
- Countryside was approached to develop a proposal for annuals for the front entrance area. Unsolicited, they came back with a proposal to change and improve several areas of the entrance. They submitted colored drawings with plant specifications to install numerous additional flowering perennials at both sides of the entrance area including Blue Ice Amsonias, Purple Dome Asters, Caesar's Brother Irises and Blue Hill Salvias. They also proposed the installation of annuals on both sides, including Bidens Goldie Waterfall Mix Verbena, Hummingbird White Nicotiana and Victoria Blue Salvia. The existing perennial plantings would be kept and would include the orange lilies and pink shrub roses blooming throughout the summer. These selections compliment the color scheme of the entrance signs, would ensure that there is always something blooming at the entrance from spring through fall, and would provide for a lot of color contrast. In addition, Countryside has proposed replacing the ornamental grasses in the entry island with a lower growing, mounding variety of grass, Prairie Dropseed, that flowers late in the summer. The existing grasses would be used in other phases of landscaping throughout the subdivision. All of these proposed plantings are both natural and hardy varieties for this area. The proposed total cost for the improvements to the entrance area are \$3151. While only \$1500 was originally budgeted for annuals throughout the subdivision, the remainder of the expense would be offset by savings from other landscaping projects, including the next phase of the five-year landscape improvement project, as well as the landscape repair budget. Also, the investment in perennials will be offset in future years by the fact that, as they need to be thinned, they can be moved to other common planting areas on the property to duplicate the entrance area planting theme. The colored drawing of the proposed entrance area changes, as well as color copies of photos of the various plant specimens were shared with the audience. Peter moved that the Countryside proposal and associated expense be approved. Jim seconded the motion, and it was unanimously approved.
- Bids were obtained for the next phase of the five-year landscape improvement plan, the boat dock area. While \$15000 was budgeted for this phase, the bid from Countryside was for only \$10994 for this phase. This allows for other landscape improvements to be made for the year. The plan for the community park, "The Grove", was considered heavily by the Board, as it is a Common element used by many residents and is also at the east end of the property, where other major landscape improvements have not yet been made. In addition, improvements to this area of the property would greatly improve the "curb appeal" of Tanneron Bay for prospective owners, as it is one of the most visible areas on the property. Unfortunately, the bid for this area was prohibitive, mainly due to the projected cost of the community gazebo (@ \$10000) called for in the plans. The phase involving the landscaping of the east end retention pond was also considered, but was also considered to be cost prohibitive considering the remaining budget. It was determined that there is enough remaining funding to proceed with landscaping a group of utility boxes between/behind buildings. The bid obtained from Countryside specifies that landscaping around each group of utility boxes behind each building is \$1477. There are typically three groups of utility boxes between/behind buildings throughout the subdivision, for a total cost of \$4431 for three. As the east end of the subdivision is in need of further landscape improvements, it was determined that proceeding with landscaping around utility boxes at that end would be a good investment. It was determined that landscaping around the boxes between buildings 11 and 12 would benefit the most residents. Drawings of all proposed landscape improvements for the entire property were displayed and discussed with all in attendance. Dan Oates asked if there is a plan to eventually landscape around all utility box groupings. The Board explained that it is definitely planned to eventually landscape around all of them as funding permits. Norm moved that the next planned phase

of landscape improvements for the boat dock area be approved, Penny seconded the motion, and it was unanimously approved. Gail moved that the remainder of the budgeted landscape improvement funds be approved for spending for landscaping around the three utility box groupings between buildings 11 and 12 at the east end of the property, Penny seconded the motion, and it was unanimously approved.

The following topics were raised during the Open Forum portion of the meeting:

- Eileen Perry from the Landscape Committee asked whether there will be a shrub relocation effort this year like last year. Yes, a letter will be sent to all homeowners by the end of April instructing them to reply with any requests for having shrubs in their beds either removed or replaced. The Landscape Committee and Board will compile a joint list of requests and determine the priorities. Any dead or dying shrubs will be removed by Countryside upon appropriate owners' requests through the Board. No healthy shrubs will be removed from beds unless the Board/Landscape Committee can identify another area of the property to move them to. Requests for shrub replacement will be addressed only if the requested replacement can be obtained via the removal of another shrub on Association property. To ensure year-round greenery in the subdivision, no owner will be allowed to remove all of the shrubs from his/her individual planting beds. Shrubs, trees and mulch are Association assets that are not to be removed without advance permission of the Board.
- Dan Oates indicated that there is a lack of landscaping on the west side of the building that he lives in. This is the building at the east end of the community park, The Grove. This might then be a good place to move shrubs to from other areas of the property.
- Lonnie Wood stated that she also has ideas for where to plant more shrubs on the property. Lonnie will be consulted by the Board/Landscape Committee before final decisions are made as to where to move shrubs.
- Paula Cogar of the Landscape Committee reported that the Committee has a spring property inspection planned in coming weeks and will produce a report of their findings to the Board.
- Dan Oates reported that Countryside did not clear his driveway from snow when he had a vehicle parked over half of the driveway. It is unclear as to what Countryside's policy is regarding snow removal when a vehicle is present in the driveway. The Board will investigate this question. In the meantime, all homeowners are strongly advised to raise these topics at the time that they occur, as that is the best time to address them in the hopes of getting an immediate resolution.
- Donna Montville Bassett inquired as to whether the Board has a "Succession Plan" for replacing themselves if/when any one or number of them decide to terminate their Board service. She wondered whether Board terms could be "staggered" to diminish the impact of Board turnover. This is a very good question that has been raised in the past. According to our declarations, Board terms are annual. To change that would require an amendment of our declarations, which would require approval of at least 75% of Tanneron Bay owners. We have had two previous amendments approved by owners, the Rental Amendment and the Amendment to approve the extension of the boat docks into deeper water. Each of these was passed by only a very narrow margin. Therefore, we would need to very carefully plan how to approach another amendment to the declarations. The Association attorney, as well as the new management company will be directed to advise us in this matter.
- Jack O'Hare inquired as to when caulking of the driveway repairs of last summer will occur. At the time of the repairs, it was indicated that caulking of the seams would need to be done after the repairs had "cured". It has now been almost a year since the repairs. The Board will contact the vendor to inquire as to when this work will be done.

At 8:57 p.m., Norm moved that the meeting be adjourned, Jim seconded the motion, and it was unanimously approved. The next scheduled homeowners' meeting, the Annual Meeting and Board Election, is scheduled for 6/22/04. In the meantime, Should you have a question or concern or need to place a work order prior to the next homeowners' meeting, do not hesitate to contact our property manager Carol Brown at Professional Association Management Services (PAMS) at 815-765-9338 or toll-free at 877-765-9339 (phone) or 815-765-9340 (fax), or by email at [TBcorrespondence@aol.com](mailto:TBcorrespondence@aol.com) or any of the individual Board members below. Additionally we encourage you to periodically check out our association web site [www.tanneronbay.com](http://www.tanneronbay.com) for postings, announcements and information, it contains a wealth of information on Tanneron Bay and our Lake Association as well. Please also mark your calendars for the Annual Association Garage Sale on June 26, 2004 and the Annual Association Picnic & Fishing Tournament & Bonfire on August 21, 2004. Happy Spring! Your Board of Directors.

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