

**Harbortown Cirle Condo Association meeting & Board meeting Minutes for year 2023** (date of the meeting March 10, 2024)

Called to order at 5 pm.

Attendance: Board Members--Gene Larson, Jami Olsen, John Prince, Nita, Skeels, Nelly Matova, and 20 owners. Nate Kelton, working for property management was present. GG Yore (Board member) is absent.

Gene introduces himself and his agenda for the meeting.

**Action Items/Reports:**

1. Gene- the general state of the Association:
  - a. State of IL requirements- updating the By-laws
  - b. Level of constructions done, repairs
  - c. Streets deterioration and landscaping issues
  - d. HVAC inspections
  - e. Parking rules -guest parking spaces, cars that do not move not allowed there
  - f. Use of grills and safety- 10 feet away from buildings
  - g. Enforcement of late fees for the monthly HOA payments after the due date
  - h. We do not have available all historic files from annual meetings
  - i. Discussion of DocuSign use for future signatures needed from owners.
  - j. Adding 1+ new members to the board as to bylaws requirement
  - k. Clarifying that no payments of any sort are to be done for serving on the board.
  - l. Discussion on future repairs and the Association financial state
  - m. Clarifying the common and limited common elements language.
2. Jami – financial report and discussions
  - a. Discussions on Kamper's slow work and eventual replacing with different accounting business. Suggestions from Susane Welsh on possible accountants.
3. Budget discussion and approval
4. Election of Board members:
  - a. Janice (Jan) Griffith for treasurer position
  - b. Mira Sotirovic for Board member
  - c. Mike Curin for Board member/liaison with management and construction/repairs
5. Susane Welsh will create and administer the Association webpage together with Mira, Nelly.

End of meeting 6:26 pm

Minutes prepared by Nelly Matova, secretary.