

# Failhills HOA Board of Directors Meeting

July 19<sup>th</sup>, 2021 at 937 Angle Tarn

7:00 PM – Call to order - Welcome and Introduction - Jeff

7:05 PM – Budget Update – Ann

7:10 PM – New “To Do List” Update – Ann

7:15 PM – Present and Consider Motion on Committee formation - Jeff

- Website Committee, charter attached
  - Mike Fries, Beth Jordan, and Jeff Giambrone
- Community Engagement Committee , charter attached
  - Members to be voted on as needed

7:24 PM – Vote on motion for committee formations - Jeff

7:25 PM – Landscaping / Common Area Updates – Evan

7:30 PM – Present and consider ongoing BOD meeting schedule for remainder of 2021 – Jeff

Ideally the 3<sup>rd</sup> Tuesday of every month at 6:30 PM

- 8/16/2021 (Adjusting this one meeting to a Monday)
- 9/21/2021
- 10/19/2021
- 11/16/2021
- 12/14/2021 (2<sup>nd</sup> Tuesday to avoid holiday week)

7:34 pm – Vote on motion for BOD meeting schedule

7:35 PM – Initial property notification letter consideration – copy included here

7:44 PM – Vote on motion to revise or retain initial notification letter

7:45 PM – Owners Forum – open to all members, 1.5 minutes to 3 minutes per member, length depending on attendance and demand

8:00 PM – Executive Session – all members will be asked to leave promptly so the BOD can enter executive session

# Fairhills of Canterfield Homeowner Association West Dundee, IL

## COMMITTEE CHARTER: FairhillsHOA.com Website Committee

**Mission Statement:** The website administration committee is responsible for the maintenance and operation of the FairhillsHOA.com website. This committee shall present an annual cost for hosting and administering the website and making approved updates and changes to the website.

**Authority of committee:** Ultimate authority for this committee lies with the Fairhills HOA Board of Directors (hereinafter referred to as the Board). The committee is authorized to move the FairhillsHOA.com domain name to the new server for the new website, with dates approved by the Board of Directors. The committee shall have administrative control over the website and shall provide a minimum of two board members with equivalent administrative access. The committee is only authorized to make changes to the website that have been approved by the Board of Directors.

**Composition of Committee:** The committee shall have a minimum of two and a maximum of four members at any given time. All roles must be approved by the Board and are appointed for the same period a board member is elected to office. Appointments are for a period of two years. The initial appointments shall be appointed until the first Board meeting after the 2024 Annual Members Meeting.

**Meetings:** The FairhillsHOA.com Website Committee shall meet a minimum of twice per year in a closed session.

### **Roles and Responsibilities:**

**Committee chair:** The committee chair is responsible for reporting updates out to the Board of Directors on a monthly basis, coordinating all meetings of the committee, and filling any vacancies on the committee.

**Webmaster:** Responsible for updating and maintaining the website in accordance with industry best practices. The webmaster shall have administrative control of the website. It is the responsibility of the webmaster to carry out the will of the board and update all approved content in a timely manner. The Webmaster is responsible to post all announcements and content as directed by the Board within 48 hours.

**Initial Membership:** Mike Fries, Jeff Giambone, and Beth Jordan

**Minutes and Reporting:** The committee chair shall provide agendas at least 3 days before all meetings to the Board and also submit minutes from any meetings to the Board within 3 days of all meetings.

# Fairhills of Canterfield Homeowner Association West Dundee, IL

## COMMITTEE CHARTER: Community Engagement Committee

**Mission Statement:** The Community Engagement Committee is a standing committee authorized by the Fairhills HOA Board of Directors (hereinafter referred to as the Board). The purpose of this committee is to welcome new homeowners to the neighborhood, coordinate community events, and deliver information to homeowners via the Fairhills HOA Newsletter, website, and social media sites.

**Authority of committee:** Ultimate authority for this committee lies with the Board. All content presented to homeowners must be approved by the Board.

1. The committee is authorized to assemble welcome packets and deliver them to new homeowners. All welcome packet content must be approved by the Board.
2. Coordinate community events approved by the Board, including but not limited to an annual picnic, the luminaries, and community garage sale.
3. Presentation of relevant newsletter articles and content as approved by the Board.
4. Create community website and social media postings as approved by the Board.

**Composition of Committee:** The committee shall have a maximum of five members at any given time. All appointments must be approved by the Board of Directors. Appointments are for a period of two years. The initial appointments shall be appointed until the first Board meeting after the 2024 Annual Members Meeting. All members of the committee must be members of the Fairhills of Canterfield HOA.

**Meetings:** The Community Engagement Committee shall meet a minimum of once per quarter in a closed session.

### **Roles and Responsibilities:**

**Committee chair:** The committee chair is responsible for coordinating all meetings of the committee, filling any vacancies on the committee, and the overall coordination for all community engagements.

**Community Coordinator:** Assist the committee chair as needed in preparing welcome packets, delivering welcome packets, coordinating social events, and creating digital content for the FairhillsHOA.com website and Fairhills social media sites. A community coordinator is responsible for recording minutes of any committee meetings.

**Minutes and Reporting:** The committee chair shall provide agendas at least 3 days before all meetings to the Board and also submit minutes from any meetings to the Board within 3 days of all meetings.

Name

Date of letter

Address

West Dundee, IL 60118

Dear Homeowner:

Thank you for being a member of the Fairhills of Canterfield Homeowners Association. As part of that membership, we pride ourselves on maintaining the appearance of our community.

It has come to the attention of the Board of Directors that there are some items on your property that are out of compliance with the Association Covenants. We request that you address the following as soon as possible:

- xxx
- ~~yyy~~
- zzz

**Thank you in advance for rectifying OR communicating when these items will be completed no later than 15 days from the date of this letter.**

Be sure to meet all ARC approval requirements prior to starting any projects. Additional information can be found on the FairhillsHOA.com website, including ARC forms and mailbox and post requirements.

Please contact Preferred Management as soon as possible to confirm you received this letter and your plans to correct the above by the deadline.

Your response may be sent via email to [Steph@preferredmanagementusa.com](mailto:Steph@preferredmanagementusa.com) or by contacting them at 847-695-6400. We thank you for your cooperation and look forward to your reply.

Sincerely,

Board of Directors

Fairhills of Canterfield Homeowners Association

Friendly reminder: Failure to communicate, and subsequently complete, intended remedies may result in a \$50 charge to your account with Preferred Management - as per the Association's "Rules and Regulations Enforcement" policy. Additional penalties may be levied if compliance is not received. Please understand it is not the Homeowners Association's intent to penalize unnecessarily, but rather to enhance and maintain the quality of our neighborhood that attracted each of us to locate our families here. We greatly appreciate your timely attention to these matters.