



## Chapel Park Homeowners' Association Trustee Meeting Minutes January 13, 2021

The meeting was called to order at 6:38 p.m. by Thorn Keene via Zoom. Trustees in attendance: Nick Anderson, Denny Irwin, Thorn Keene and Steve Klemm.

- **Minutes Approval – August 9, 2020 meeting**  
The minutes from the August 9 meeting were approved by the trustees, pending a change to the section on lawn maintenance. Minutes will be posted to the website.
- **Current Account Balance / Dues Update**  
Current balance is \$16,043.57. All have paid their dues except for Basheer at 10720 Dana Dr.  
**Action: Nick to draft second notice letter to Basheer and provide two weeks for payment.**
- **Project Approval Requests**
  - a. Roof Replacement – Ninnam
  - b. Roof Replacement – Thiel
  - c. Roof Replacement – Nora
  - d. Tree Removal – Thiel
  - e. Rear Deck Overhang Project – Runyon

All project requests were reviewed with the Trustees via email. All projects were approved. Project approval was re-affirmed by the Trustees during the meeting.

- **Directory Status**  
Denny is going to try to get the directory down to a front and back, one-page document. There was a discussion about the amount of information per house included in the document. Trustees decided that there is more information available publicly online and we will only include basic information about each home in the directory. **Action: Denny to send out the most recent version of the directory and make any needed updates to include the newest families in the neighborhood.**
- **Purchase of New Light for Sign**  
Trustees reviewed two options for the light – there was a 28-LED option (\$79.95) and 36-LED option (\$129.95). Nick made a motion to approve purchase of the 28-LED option up to \$110.00. Steve seconded. Approved. **Action: Thorn to confirm that the lifetime hours and panel lead are sufficient when compared to the other light option.**
- **Migration to Original Covenant – Next Steps**  
Thorn went through the questions that we would like to propose to HOA counsel. There are two additional questions that he would like to pose to counsel to get clarity on the next steps with the original covenants. Denny added question on Association structure and adjustments. **Action: Steve to put together an email to Mr. Davies on the six questions. Cap the legal cost at 1 hour.**
- **Liability Insurance Coverage Change**  
Trustees reviewed the new proposal for liability insurance for the HOA. There is a savings of approximately \$300 from our current policy. **Action: Thorn will follow up with new provider agent to get clarity on what liability is covered and how we are protected. He will also request an updated proposal.**
- **City of Peoria Roof Replacement Program**



Trustees discussed distributing the information to the neighborhood. It appears this program is exclusively for low income residents and neighborhoods and therefore irrelevant to our neighborhood. No further action to be taken.

- **Future Meeting Cadence**

Trustees discussed establishing a quarterly meeting cadence. There was also discussion around an all-neighborhood open meeting. Trustees will hold an open meeting in 2021, pending COVID restrictions.

- **New Business**

Denny raised an issue about the extended gutters with a home on Dana Drive. No action needed at this time, just raising the issue.

Denny went through the covenants and performed a comparison between the two documents. He will provide to the Trustees.

Steve made a motion to adjourn; Denny seconded.

Meeting adjourned at 8:12 p.m.

Steve Klemm  
Secretary  
Chapel Park Homeowners' Association