



**Squire's Grove
Management Association
Meeting Minutes
11/7/2011 SGMA Meeting
Reinders Room Elm Grove Village Hall**

Call to Order: 6:30 PM

In attendance: Rick Ormsby: SGMA President
Frank Falsetti: SGMA Secretary
Teri Tobin: SGCA Vice-president
Sue Warzala: SGCA

Establish Quorum: Yes

Not a Public Forum: The purpose of this meeting was to review the status of initiatives from our meeting on 8/30.

New Business:

As a result of the Water Report dated 8/30 and because of the high volume of water usage from the system FF suggested that SGWT hire AECOM to conduct a **Water Leak Detection Report**. A report like this has never been completed in the systems history. This report will determine areas of leakage and estimated volumes of water leaking from our infrastructure based on the 2011 system map completed by RA Smith. AECOM's field superintendent Gary Fenning has 30 years experience reporting on substantial municipal water utilities. A not to exceed estimate of \$2,000 for this project was quoted. The Board executed the contract in an electronic vote on a Motion delivered by FF and seconded by Terri and supported by everyone on the board. The work was completed November 3rd. The report will be ready by 11/10.

Rick is scheduling a meeting with Don Henkle and the Board on 12/5 at 6:30 so we can begin the process of **closing out the 2011 Financial Reports** in a more timely fashion. It was requested that the transfers from the 2010 accounts that were closed out be confirmed. An up to date report on the cash receipts and disbursements would be helpful for the SGCA to report to their owners.

It was suggested that the Board consider an **Audit committee** of homeowners and condo owners interested in servicing the board. We do have not had an official C.P.A. audit done on our statements. Two options were discussed, #1 Setting up an audit committee, or #2 Hiring a firm to audit the statements for an estimated \$2,000 to \$5,000 per year. It was noted that we are a small operation and as such may not generate enough interest in providing a low cost option.

It was suggested SGWT check to see if the EG Fire Department has a numbering sequence for the systems **fire hydrants**. FF will ask Mike Driscoll (Fire Inspector) and see if they do. If yes we will label our plans to match their sequence. It was confirmed by FF through Fred Douglas that all hydrants were working when they were tested this summer.

The 2012 Budget is close to being finalized. We reviewed each line item and made changes for presentation to homeowners and the condo owners this month. Rick needs to check the formulas and tie the bank balance back to the accrual records.

The Homeowners Association has its **annual meeting** on 11/16. The Condo Association had its annual meeting on 9/21.

Old Business:

W2 Replacement has not been made. The Board now has been managing the process for about 1 year. Board members have been called to resolve multiple issues over the year and as a result have a much better handle on the requirements of this work. The Board will re-interview Mark Spicer of the SGCA to make sure we know of his commitment in servicing the SGWT and offer to pay him \$1,800 initially. In the 2011 budget we collected \$3,000 for the service. The Board will back reassign those dollars to all users to **reduce the 2012 SGWT dues.**

The **Water Distribution System Report** was completed and is now ready for review. The report is available for all residents to review. We ask you to request a copy of the report from Rick Ormsby. For security reasons we will not be posting it on the website. Copies of the report and the system map were provided to the Village of Elm Grove Public Works Director Mike Flaherty for their records.

Teri is working on pricing the **2012 lawn mowing and landscaping services contract.** The SGCA has switched its snowplowing service to Trees on the Move who is interested in quoting the SGMA mowing contract.

Next Meeting: December 5th, 2011 at 6:30 pm for the purpose of reviewing the 2011 Financial Statements and Record and to vote on final approval of the 2012 Budget (after both Annual Meetings have been held). **FF** Reserved the room on 11/8.

Adjourn 8:10 pm.