

West Road Park HOA

2025 Annual Meeting - Minutes

Date: September 14, 2025 – 4:00 p.m.

Location: Litchfield Residence – 2201 West Road Drive, Springfield, IL 62711

1. CALL TO ORDER

President Phil Litchfield called the meeting to order at 4:23 p.m.

2. ROLL CALL

Board Members present:

- President: Phil Litchfield - **2201 West Road**
- Treasurer: Paul Robertson - **3601 Timothy**
- Secretary: Dan Trewartha - **2206 West Road**

Board Members absent:

- None

Others Present:

19 Homeowners present - [see attached attendance sheet for detailed list]

Proxies:

6 Homeowners represented by proxy - [see attached attendance sheet for detailed list]

Quorum:

According to the bylaws, quorum is met with 25 properties represented either in person or by proxy. At this meeting, 19 properties were represented in person and 6 by proxy, for a total of 25. Quorum was therefore met.

3: APPROVAL OF PRIOR MINUTES

No minutes were approved, as the 2024 annual meeting did not reach quorum and no business was conducted.

4: TREASURER'S REPORT (Paul Robertson)

- All 48 homes paid, no outstanding balances.
- Income totaled \$4,913.65
- Expenses totaled \$2,100.74
- Account balance is \$19,119.89 as of Aug 31, 2025

[see attached Treasurer's report for details]

5: OLD BUSINESS (Phil Litchfield)

- **Traffic / Stop Sign:** City is aware of stop sign compliance issues at Timothy & West Road. Police presence has occurred occasionally. Traffic volume has decreased since Greenbriar Road opened to Koke Mill.
- **Sidewalks:** Tree root damage noted; city will not remove trees solely due to sidewalk uplift. Issues should be reported to the city.
- **Pond Maintenance:**
 - Cleanup was completed last year.
 - Poison ivy present this year; licensed spraying likely required.
 - Lily pads spreading due to summer dry spell and low water levels.
 - Signage: Post has rotted and fallen; signs may require repair or replacement.
 - Mowing/Maintenance Compensation: Current payments for pond-adjacent homeowners deemed insufficient; consensus to increase compensation. Final amount to be determined by the board.
 - Willow tree requires trimming or removal (future expense).
 - 2609 Iles Ave: Homeowner trenched sump pump line to pond; trench left unfinished and ungraded, creating an unsightly area. Board will notify homeowner to remediate.

6: NEW BUSINESS (Phil Litchfield)

- **Welcome Committee**
 - Mary Reed volunteered to lead and restart the neighborhood welcome committee.
- **Updated Member Directory**
 - Dan Trewartha asked members present to confirm their info and provide any updates.
 - Members not in attendance will be contacted to verify their details.
 - Once complete, an updated neighborhood directory will be distributed.
- **Pond Cleanup Day:**
 - Scheduled for **Saturday, October 4, 2025**.
 - Rain date: **Saturday, October 11, 2025**.
 - Cleanup to coincide with city branch pickup on October 13.
- **Annual HOA Social Gathering:**
 - Tentatively scheduled for afternoon/evening of **Saturday, October 18, 2025**, at the K of C Hall / Casey's Pub at 2200 Meadowbrook Rd, Springfield, IL 62711.
 - Final date and time subject to venue availability.
 - All members will be notified once finalized.
- **Bylaw Amendments:**
 - Discussion on restricting neighborhood homes to owner-occupied (no rentals/Airbnb/VRBO).
 - No amendment proposed or voted on.
 - Next steps: Any member or the board may draft language, submit to the board for distribution to membership, and request a special meeting later this year; per the associate bylaws (Article X).
 - Reminder: amendments must be distributed at least 3 days before a vote and require a $\frac{2}{3}$ majority (with quorum).

- **Officer Elections:**
 - **Elected Board for 2025-2026**
 - **President:** Phil Litchfield - 2201 West Road
 - **President Elect:** Dan Trewartha - 2206 West Road
 - **Treasurer:** Paul Robertson - 3601 Timothy
 - **Treasurer Elect:** [vacant]
 - **Secretary:** Becky McDonald - 2205 West Road
 - **Member At Large:** Mary Reed - 2145 West Road
 - **Motion to Approve Slate:** Nathan Kochanowski
 - **Seconded By:** George and Judy Buck
 - **Vote:** Carried unanimously

7: ADJOURNMENT

- **Motion to Adjourn:** Nathan Kochanowski
- **Second:** Judy Buck
- Meeting adjourned at 5:47 p.m.

Minutes prepared by:
Dan Trewartha, Secretary
Date: September 15, 2025

West Road Park HOA

2025 Annual Meeting - Attendance

Homeowners Present:

Phil Litchfield 2201 West Road	Nathan Kochanowski 2204 Cloverfield
Dan Trewartha 2206 West Road	Mark & Jeanette Kampwerth 2209 West Road
George & Judy Buck 2212 West Road	Tracy Vicars 2208 Cloverfield
Lois & Bill Lahue 2224 West Road	Becky McDonald 2205 West Road
Mary Reed 2145 West Road	Mary & Terry Fairclough 3605 Timothy
Sheryl Dyer 3616 Timothy	Libin Chen 2237 West Road
Thomas Faulkner 2200 Cloverfield	Jim Craven 3601 W. Iles
Mike Flynn 3612 Timothy	Paul Robertson 3601 Timothy
Dan Hannant 2228 Cloverfield	Crystal Myers-Wilkins 3617 Timothy
Bob Ritter 2224 West Road	

Homeowners Present by Proxy:

Phyllis Wyatt - via Tracy Vicars 2212 Cloverfield	Steve & Sue Melton - via Crystal Myers-Wilkins 3621 Timothy
Bill & Betty Deaton - via Paul Robertson 3624 Timothy	Terry & Tina Hart - via Phil Litchfield 2217 West Road
Dianne DeGroot - via Tracy Vicars 2205 Cloverfield	Jay & Janice Barnard - via Paul Robertson 2209 Cloverfield

West Road Park HOA

2025 Annual Meeting - Treasurer's Report

West Road Park Financial Report for fiscal year 2025

Our fiscal year runs from September 1st through August 31st of that following year.

West Road Park (WRP) has 48 developed lots that pay dues of \$100 per year and 1 undeveloped lot that pays a yearly due of \$50, and the pond property which is Lot #50

Bank Activity for fiscal year 2025

Deposits

\$4,850.00	Payment of HOA dues
\$63.65	Bank Interest
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\$4,913.65	TOTAL INCOME

Expenses

\$1,216.00	Liability Insurance
\$13.00	Required filing for the IL Sec. of State
\$850.00	Payments for mowing around the pond
\$19.69	Reimbursement for office supplies
\$2.05	Bank Service fees
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\$2,100.74	TOTAL EXPENSES

FY2025 Summary

\$16,306.98	Account Balance at the end of Fiscal Year 2024
\$4,913.65	Total deposits, including bank interest
\$2,100.74	Total withdrawals
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\$19,119.89	ACCOUNT BALANCE - as of August 31, 2025