

**United Lost Lake Property Owners Association  
Special Meeting Minutes  
Monday, July 24, 2017**

The special meeting of the Board of United Lost Lake Property Owners Association was called to order by President Mike Huber at 5:00 p.m. on Monday, July 24, 2017 at 903 Missouri Drive. President Huber welcomed everyone in attendance.

**Attendance:** Mary Anne Bortman, Jim Haines, Sue Hill, Mike Huber, Charlie Moore and Dan Perry.

**Absent:** Wes Jaros, Charlene Lampert and Barb Wiese.

**Guests:** see **ATTACHMENT A** (on file at the office).

**MOTION TO ACCEPT JULY 24, 2017 AGENDA:** see **ATTACHMENT B** (on file at the office). Mary Anne made the motion to accept the July 24, 2017 agenda, seconded by Charlie. A voice vote was taken, and all present were in favor, none opposed. **(6 yeas, 0 nays)**.

**NEW BUSINESS:**

**APPROVE POTHOLE REPAIR QUOTE:** Charlie stated that two (2) quotes were received; one from Herbig for \$8,432.00 (see **ATTACHMENT C**-on file at the office), and the other from Porter Brothers for \$10,590.00 (see **ATTACHMENT D**-on file at the office). Charlie met with his committee, and he is recommending that the Board approve the quote from Herbig for \$8,432.00.

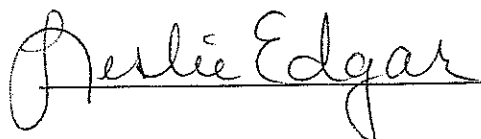
**MOTION:** Charlie made a motion to approve the quote from Herbig for \$8,432.00, seconded by Mary Anne. A roll call vote was taken, and all present were in favor, none opposed. **(6 yeas, 0 nays)**.

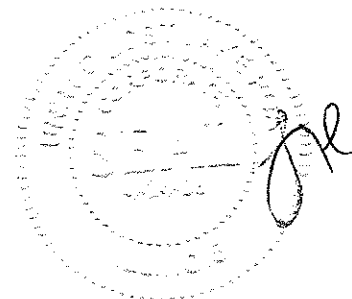
**APPROVE CHIP & SEAL QUOTE:** Charlie stated that two (2) quotes were received; one from Civil for \$69,045.60 (see **ATTACHMENT E**-on file at the office), and the other from Porter Brothers for \$76,795.00 (see **ATTACHMENT F**-on file at the office). Charlie met with his committee, and he is recommending that the Board approve the quote from Civil for \$69,045.60.

**MOTION:** Charlie made a motion to approve the quote from Civil for \$69,045.60, seconded by Mary Anne. A roll call vote was taken, and all present were in favor, none opposed. **(6 yeas, 0 nays)**.

Charlie made the motion to adjourn, seconded by Dan. A voice vote was taken, and all present were in favor, none opposed. **(6 yeas, 0 nays)**. Meeting adjourned at 5:40 p.m.

Submitted by Leslie Edgar, Office Manager

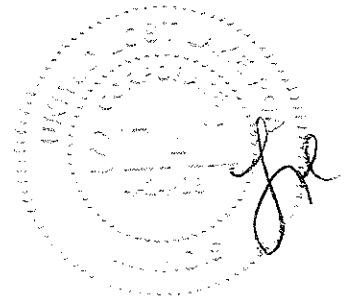




**SUMMARY OF MOTIONS MADE BY THE  
UNITED LOST LAKE POA BOARD OF DIRECTORS  
JULY 24, 2017**

**MOTION:** Charlie made a motion to approve the quote from Herbig for \$8,432.00, seconded by Mary Anne. A roll call vote was taken, and all present were in favor, none opposed. **(6 yeas, 0 nays)**.

**MOTION:** Charlie made a motion to approve the quote from Civil for \$69,045.60, seconded by Mary Anne. A roll call vote was taken, and all present were in favor, none opposed. **(6 yeas, 0 nays)**.

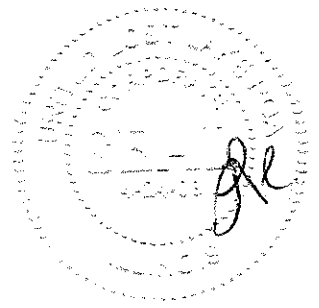


ULLPOA - SPECIAL MEETING  
JULY 24, 2017

NOTE: NO MEETING IS TO BE RECORDED IN ANY FASHION WITHOUT  
ACKNOWLEDGEMENT BY THE BOARD

- 1. John Mulholland 24. \_\_\_\_\_
- 2. Gina Mulholland 25. \_\_\_\_\_
- 3. Mary Sullivan 26. \_\_\_\_\_
- 4. \_\_\_\_\_ 27. \_\_\_\_\_
- 5. \_\_\_\_\_ 28. \_\_\_\_\_
- 6. \_\_\_\_\_ 29. \_\_\_\_\_
- 7. \_\_\_\_\_ 30. \_\_\_\_\_
- 8. \_\_\_\_\_ 31. \_\_\_\_\_
- 9. \_\_\_\_\_ 32. \_\_\_\_\_
- 10. \_\_\_\_\_ 33. \_\_\_\_\_
- 11. \_\_\_\_\_ 34. \_\_\_\_\_
- 12. \_\_\_\_\_ 35. \_\_\_\_\_
- 13. \_\_\_\_\_ 36. \_\_\_\_\_
- 14. \_\_\_\_\_ 37. \_\_\_\_\_
- 15. \_\_\_\_\_ 38. \_\_\_\_\_
- 16. \_\_\_\_\_ 39. \_\_\_\_\_
- 17. \_\_\_\_\_ 40. \_\_\_\_\_
- 18. \_\_\_\_\_ 41. \_\_\_\_\_
- 19. \_\_\_\_\_ 42. \_\_\_\_\_
- 20. \_\_\_\_\_ 43. \_\_\_\_\_
- 21. \_\_\_\_\_ 44. \_\_\_\_\_
- 22. \_\_\_\_\_ 45. \_\_\_\_\_
- 23. \_\_\_\_\_ 46. \_\_\_\_\_

Attachment A



UNITED LOST LAKE PROPERTY OWNERS ASSOCIATION  
SPECIAL MEETING  
MONDAY, JULY 24, 2017 @ 5:00 P.M.  
903 MISSOURI DRIVE

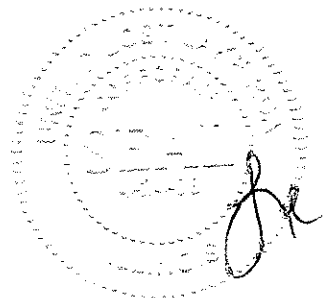
WELCOME TO VISITORS  
ROLL CALL  
MOTION TO ACCEPT AGENDA

**NEW BUSINESS**

APPROVE POTHOLE REPAIR QUOTE  
APPROVE CHIP & SEAL QUOTE

ADJOURNMENT

Attachment B



815-234-8115



900 Depot Avenue, Dixon IL 61021

via email from Charlie  
he 7/10/17

# Estimate

Date	Estimate No.
7/10/2017	17505

Name/Address	Project
United Lost Lake POA Charlie Moore 903 Missouri Drive Dixon Illinois 61021	Lost Nation POA East Entrance Dixon, Illinois 61021

Should be ULLPOA, not LNPOA

Customer E-mail	Customer Phone
charliemoore42@yahoo.com	

Description	
ROAD REPAIRS	
Miscellaneous road repairs Repair areas as shown on attached drawings.	
Total Square Footage= 1984	\$4.25 per sq. foot
7-24-17 #3746	30% = \$2,529.60 <sup>to</sup>
	60% = \$5,059.20 <sup>to</sup>
	10% = \$843.20 <sup>to</sup>
	<u>\$8,432.00</u>
	} one payment
30% Down Upon Siging of the Contract 60% Of Balance At Completion of Stone Remaining Balance Due Immediatly Upon Completon	
PLEASE READ TERMS & CONDITIONS	Total \$8,432.00

Attachment C

Herbig Blacktop Construction LLC will not be responsible for drainage of asphalt pavement placed with less than 2% slope in any direction or for pavement failure resulting from insufficient or improperly installed stone base placed by others, or for damage to existing concrete located in or adjacent to the construction area. Herbig Blacktop Construction LLC is not responsible for damage to existing asphalt or concrete. The party accepting this proposal shall indemnify Herbig Blacktop Construction LLC and its agents and employees and shall hold them harmless from any and all actual or alleged claims, damages, losses, penalties, and expenses, including attorney fees, arising out of or resulting from the performance of the work described in this proposal excluding however, claims, damages, losses, penalties, and expenses which are caused by the negligence of Herbig Blacktop Construction LLC and its agents and employees. Herbig Blacktop Construction LLC does not include permits, tests, fees, bonds, seeding, landscaping, weed control, and utility relocation, damage to utilities and equipment or services not installed by utility company. All costs incurred for removal and/or disposal of any hazardous materials will be the property owner's expense. Overlays are not guaranteed for drainage or reflective cracking due to pre-existing conditions. All material is guaranteed. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays are beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Accounts not paid in full within 15 days of completion will be subject to a service charge of 2% per month on the overdue balance and any legal fee or other incurred to collection. Any past due account over 75 days subject to lien. Property owner is responsible for disposal of any contaminated materials.

PROGRESSIVE PAYMENTS REQUIRED  
30% DOWN UPON SIGNING OF THE CONTRACT  
60% OF BALANCE AT COMPLETION OF STONE  
BALANCE DUE IMMEDIATELY UPON COMPLETION  
ALL LEGAL DISPUTES WILL BE DECIDED IN THE OGLE COUNTY ILLINOIS COURT SYSTEM

Sign & Date

Signature and circular stamp

7/14/17 Rec'd by Charlie  
on 7/14/17

He (ofc)  
7-17-17

# Pavement Repair Plan

## United Lost Lake Property Association

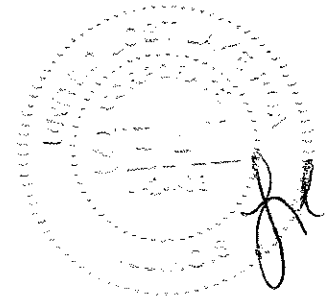
Charles Moore

Project:

### Overlays & Patch Repairs

903 Missouri Dr.  
Dixon, Illinois 61021

Attachment D



Doug Farster  
Sales Manager

# Service Provider Information

## Company Info



Porter Brothers Asphalt & Sealing Inc  
1106 Industrial Park Rd  
Rock Falls, IL, 61071

P: 815-625-6206

F: 815-625-6712

<http://www.porterbrothers.net>

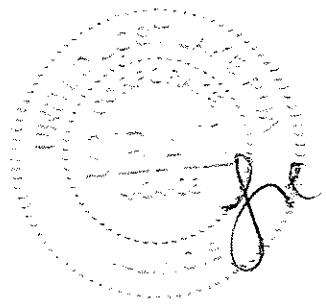
## Contact Person

Doug Farster  
Sales Manager  
[office@porterbrothers.net](mailto:office@porterbrothers.net)  
Cell: 815-440-2850  
Office 815-625-6206

Attachment D

## About Us

Since 1970 Porter Brothers Asphalt & Sealing Inc has provide the highest quality in paving construction and maintenance. For over 47 years our firm has built quality driveways, parking lots and highways. We are driven to provide quality product with your budget in mind. Thank you again for the opportunity to work with you on your project.



# Proposal: Overlays & Patch Repairs

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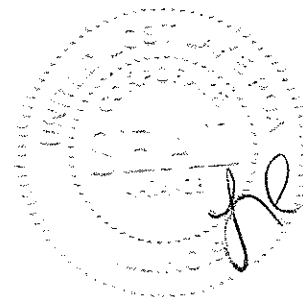
## Asphalt Excavation Repair

1. The area under consideration for pavement repair comprises 2,658 square feet of deteriorated pavement.
2. There exist approx 15 areas of repair located throught the area.
3. All repairs will be shaped symmetrically where possible.
4. We will cut a perimeter and excavate repair area to a depth of Inches. We will remove all materials from site.
5. We then will install inches compacted thickness surface asphalt.
6. All areas will be barricaded during and after the repair process.
7. Per your request here is the breakdown of the following patchwork projects for both the east & west side of the lake.  
262 sq. ft to be milled, removed and replaced with 2" of compacted asphalt, 1" overlay areas of 1804 sq. ft. & 2" overlay areas 592 sq. ft. .This proposal includes all of the marked areas along with the small pot holes.

Total Price for this item: \$10,590.00

*\$13.984 per sq. foot*

*Attachment D*





# Price Breakdown: Overlays & Patch Repairs

Please find the following breakdown of all services we have provided in this proposal. This proposal originated on July 12, 2017.

Item	Description	Cost
1	Asphalt Excavation Repair	\$10,590.00
<b>Total:</b>		<b>\$10,590.00</b>

## Authorization to Proceed & Contract

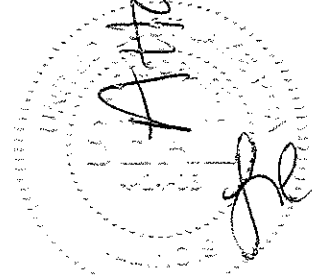
**CURRENT MARKET DISCLAIMER:** All pricing is based on the current material prices at the date of this proposal. Should the market price of material increase prior to the start of the work, an additional material surcharge may be incurred and added to the final invoice. We will discuss the current market pricing of material at the time work is started.

Please see all attachments for special conditions that may pertain to aspects of this project.

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS OF DATE.

ACCEPTANCE OF THIS CONTRACT: The above material, scope of work, and payment terms is satisfactory and hereby accepted. We therefore authorize PORTER BROTHERS ASPHALT & SEALING INC to proceed under the conditions of this contract. We agree that any unpaid balance will be subject to a 2.5% finance charge per 30 day period. We will pay and discharge all reasonable costs, attorney's fees and expense that shall be made and incurred by Porter Brothers Asphalt & Sealing Inc in enforcing the provisions and covenants of this agreement.

Attachment D



# Proposal: Overlays & Patch Repairs

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## Payment Terms

We agree to pay the total sum or balance in full upon completion of this project.

Date: \_\_\_\_\_

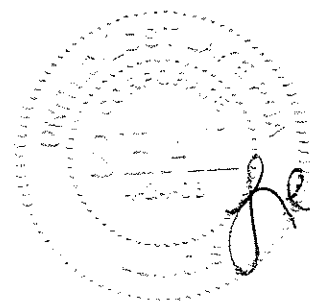
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Charles Moore / Roads Chairman  
United Lost Lake Property Association  
903 Missouri Dr  
Dixon, IL, 61021  
[charliemoore42@yahoo.com](mailto:charliemoore42@yahoo.com)  
C: 630-291-0314  
O: 630-291-0314

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Doug Farster / Sales Manager  
[office@porterbrothers.net](mailto:office@porterbrothers.net)  
C: 815-440-2850  
Porter Brothers Asphalt & Sealing Inc  
1106 Industrial Park Rd  
Rock Falls, IL, 61071  
P: 815-625-6206  
F: 815-625-6712  
<http://www.porterbrothers.net>

Attachment D



# Additional Info: Overlays & Patch Repairs

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## Pavement Repair | Owner Responsibility & Conditions

1. **Rain:** If it's raining the day of scheduled service, assume we aren't coming and we will contact you to reschedule as soon as possible. If it rains after our installation, please contact your representative. We monitor the weather closely and can generally predict this very well. In the event that an unexpected storm happens, we will touch up any areas where sealer has not bonded.
2. **Sprinklers:** should be off 24 hours prior until 48 hours after service. Avoid lawn cutting during this same period of time. The surface must be dry for our arrival. Areas where the newly sealed pavement is wet may wear prematurely.
3. **Site Services:** The property is responsible to notify all landscapers and garbage companies to not show on the area of work the day we are performing work. In the event of a reschedule due to unforeseen conditions, you are required to let all service providers know about the change.
4. **Barricaded Parking Lot:** It is vital that all vehicles are removed from our area of work no later than 7:15 am, unless otherwise agreed. As you can imagine, our project costs are based on the property having all cars, people and objects off the area of work.  
Tow Trucks need to be arranged 5 days prior to the start of any work and must be on call to remove cars from the scheduled work zone. If any cars are left on the area of work, we cannot be held responsible for any damage to the vehicles.
5. **Driving on Surface:** Once you start driving on paved/sealed surface, avoid turning your wheels unless your car is moving. We understand this may be difficult to do, but understand that when wheels are turned on a freshly paved/sealed asphalt surface, scuffing and turn marks will be evident, **no worries, in time they will blend in with surrounding surface.**

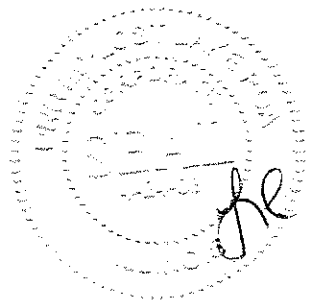
Attachment D



**References:**

1. Lee County Highway Department  
Nick Spence – Assistant Count Engineer  
Office: 815-857-4141  
Cell: 815-993-2454
  
2. Bureau County Highway Department  
Gary Novotny – Engineer Technician  
Office: 815-875-4477  
Cell: 815-866-4479
  
3. Willett Hofmann & Associates  
Mike O'Horo – Engineer  
Office: 815-284-3381  
Cell: 309-230-1561
  
4. First Congregational Church  
Sandra Miller  
Home: 815-625-0187

Attachment D





by office  
7-17-17  
he

CIVIL CONSTRUCTORS INC

A heavy civil and industrial contractor

July 14, 2017

United Lost Lake POA  
903 Missouri Drive  
Dixon, IL. 61021

2283 Route 20 East  
PO Box 750  
Freeport, Illinois  
61032

Tel 815 235 2200  
Fax 815 235 2219

We are pleased to submit the following quotation for the work to be performed for the United Lost Lake Property Owners Association.

This proposal **includes** the following items of work:

Item	Description	Quantity	Unit	Unit Price	Total Price
1	A-1 Bituminous Surf Treatment	27,895.000	SY	\$ 1.78	\$49,653.10
2	A-2 Bituminous Surf Treatment	1,875.000	SY	\$ 3.80	\$7,125.00
3	14" Undercut & Stone	310.000	SY	\$ 19.00	\$5,890.00
4	3" Aggregate Surface	713.000	SY	\$ 5.00	\$3,565.00
5	Preparation of Base	1,875.000	SY	\$ 1.50	\$2,812.50
<b>Bid Total</b>					<b>\$69,045.60</b>

This proposal **excludes** the following items of work:

1. Tests, permits, fees and bonds.
2. More than 1 mobilization for this work.
3. Paving failures as a result of construction equipment access.
4. Adjustment of utilities.
5. Saturday or Sunday work. Labor premiums would be additional.
6. Edge treatments such as shoulder stone or black dirt.

29,770 Total  
Sq yard  
(2,319/SY)

Attachment II

I hope this is satisfactory, please feel free to call if you need any further information.

Respectfully,  
Gene Johnson  
Estimator

YOU ARE HEREBY AUTHORIZED TO FURNISH ALL MATERIALS AND LABOR REQUIRED TO COMPLETE THE WORK IN THE ABOVE PROPOSAL, FOR WHICH THE UNDERSIGNED AGREES TO PAY THE AMOUNT SHOWN ABOVE.

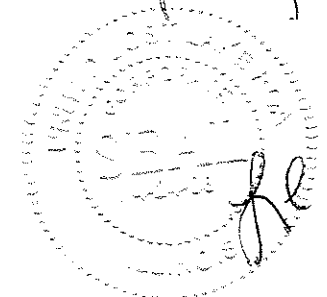
UNITED LOST LAKE PROPERTY OWNERS ASSOCIATION

APPROVED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_

DATE \_\_\_\_\_

pre & post sweep? Per Chv  
yes



← Rec'd by Charlie  
on 7-14-17

7/14/17

He (ofc)  
7-17-17

# Pavement Maintenance Proposal

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**United Lost Lake Property Association**

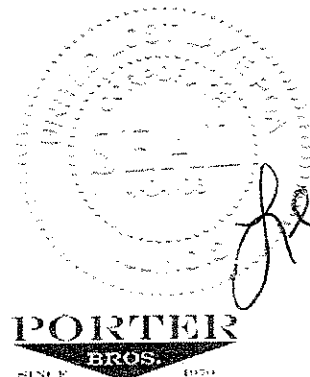
Charles Moore

Project:

**Chip Sealing 2017**

903 Missouri Dr  
Dixon, IL 6021

Attachment R



**PORTER**  
BROS.

Doug Farster  
Sales Manager

# Service Provider Information

## Company Info



Porter Brothers Asphalt & Sealing Inc  
1106 Industrial Park Rd  
Rock Falls, IL, 61071

P: 815-625-6206

F: 815-625-6712

<http://www.porterbrothers.net>

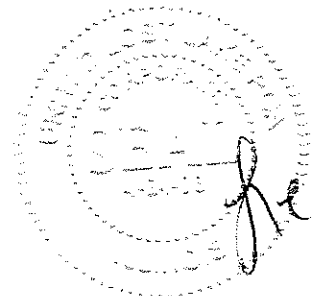
## Contact Person

Doug Farster  
Sales Manager  
[office@porterbrothers.net](mailto:office@porterbrothers.net)  
Cell: 815-440-2850  
Office 815-625-6206

Attachment F

## About Us

Since 1970 Porter Brothers Asphalt & Sealing Inc has provide the highest quality in paving construction and maintenance. For over 47 years our firm has built quality driveways, parking lots and highways. We are driven to provide quality product with your budget in mind. Thank you again for the opportunity to work with you on your project.



# Proposal: Chip Sealing 2017



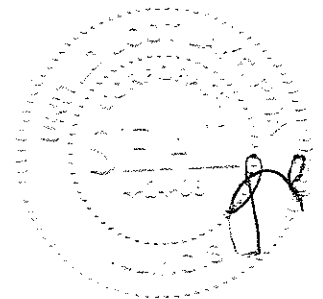
## Chip Seal

1. We are pleased to submit the following quotation to furnish labor, material, equipment and permits to complete the following project.
2. The area under consideration for new chip seal surface comprises approx. 30,945 square yards of A-1 and 1,480 square yards of A-2
3. Roads being worked on will have road closed signs posted.
4. We will clean roadway of loose material. Post sweep will be done approximately one week after completion.
5. A-1 - Apply HFE-90 asphalt emulsion at a rate of 0.40 gals/sq yd. Machine install 3/8" chips at the rate of 25 pds. per square yard. Chips will be sourced from Macklin Quarry.
6. A-2 - Remove roads surface approximately 4". Replace with 4" of ca6 rock. Grade and prep for Chip Seal installation. Apply two coats of HFE-90 asphalt emulsion at a rate of 0.40 gals/sq yd. Machine install 3/8" chips at the rate of 25 pds. per square yard. Chips will be sourced from Macklin Quarry.

Total Price for this item: \$76,795.00

(2.368 / SY)  
32,425 Total sq. yards

Attachment #





# Price Breakdown: Chip Sealing 2017



Please find the following breakdown of all services we have provided in this proposal. This proposal originated on July 12, 2017.

Item	Description	Cost
1	Chip Seal	\$76,795.00
<b>Total:</b>		<b>\$76,795.00</b>

## Authorization to Proceed & Contract


**CURRENT MARKET DISCLAIMER:** All pricing is based on the current material prices at the date of this proposal. Should the market price of material increase prior to the start of the work, an additional material surcharge may be incurred and added to the final invoice. We will discuss the current market pricing of material at the time work is started.

Please see all attachments for special conditions that may pertain to aspects of this project.

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS OF DATE.

ACCEPTANCE OF THIS CONTRACT: The above material, scope of work, and payment terms is satisfactory and hereby accepted. We therefore authorize PORTER BROTHERS ASPHALT & SEALING INC to proceed under the conditions of this contract. We agree that any unpaid balance will be subject to a 2.5% finance charge per 30 day period. We will pay and discharge all reasonable costs, attorney's fees and expense that shall be made and incurred by Porter Brothers Asphalt & Sealing Inc in enforcing the provisions and covenants of this agreement.

Attachment F



# Proposal: Chip Sealing 2017



## Payment Terms

We agree to pay the total sum or balance in full upon completion of this project.

Date: \_\_\_\_\_

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Charles Moore / Roads Chairman  
United Lost Lake Property Association  
903 Missouri Dr  
Dixon, IL, 61021  
[charliemoore42@yahoo.com](mailto:charliemoore42@yahoo.com)  
C: 630-291-0341  
O: 815-652-2306

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Attachment F

