

REGENCY ANGELS AND BEREAVEMENT COMMISSION

I. MISSION

To assist in the compassionate support needs of the Regency Residents

II. SCOPE

- Collection of donations as needed to fund reserves for commission support activities
- Charitable donations or floral arrangements based upon designated family requests in honor of deceased loved ones
- Mailing of cards specific to residents in need during hospitalization or home bound illness

III. MEMBERSHIP RESPONSIBILITIES

- Provide support to chairpersons to identify needs of residents and assist in that task
- Members are required to adhere to an ethical commitment of confidentiality for residents' private information regarding their specific comfort needs situation.

IV. MEETINGS

- Held on an as needed basis

V. CURRENT MEMBERSHIP

- Co-chairs: Mary Michonski and Connie Costello
- Members: Peggy Houlihan, Elise Johnson, Sapna Lulla, Gwen Mundell

Architectural Review Commission (ARC) Of the Regency at the Woods of South Barrington

- I. MISSION:** To ensure that the natural beauty and original design characteristics of our community are maintained. We will accomplish this by assisting homeowners to ensure that all residential property improvements are within the Regency Woods Community guidelines and comply with the Regency Rules and Regulations, and the Village of South Barrington building codes.
- II. SCOPE:** The primary functions of the ARC are as follows:
1. Provide guidance about the process, regulations and procedures to homeowners wishing to make any changes to the exterior of their homes or landscaping.
 2. Develop and communicate the process and procedures necessary for homeowners to request and receive approval to make their proposed alterations.
 3. Review all homeowner residential exterior building improvements or maintenance items such as: paint, windows, doors, roofing, patios, exterior lighting, brickwork, etc.
 4. Review all landscape modifications to ensure that they do not alter the original property grade and inhibit storm water drainage.
 5. Confirm that changes or additions to landscape beds will not cause issues or create the need for special landscape services.
 6. Verify that no structures and/or additions are constructed in “keep out areas” such as utility and sewer easements, drainage channels/swales and conservancy areas.
 7. After thorough review of ARC requests, provide recommendations to the Regency Board for review and final determination of the requested improvements.
- III. MEMBERSHIP RESPONSIBILITIES:**
1. Annually review ARC procedures to determine if changes need to be made to guidelines and that documentation is available for homeowners to understand the guidelines, regulations and procedures.
 2. Review and forward for approval or denial of all ARC requests to the Regency Board. A representative of the Board will communicate the final outcome to the homeowner.
- IV. MEETINGS:**
1. The ARC shall meet as needed during the prime construction season.
 2. The ARC has the option to meet in person or via tele-conferencing to review and expedite all requests.
- V. CURRENT MEMBERSHIP:**
- | | |
|-------------|----------------------------|
| Jerry White | - ARC member (Chairperson) |
| Jim Tiller | - ARC member |
| Al Saller | - ARC member |

REGENCY OF THE WOODS HOMEOWNERS' ASSOCIATION

FINANCE COMMISSION

I. MISSION

The Mission of the Finance Commission is to provide the Regency Board of Directors (BOD) with the financial data and advice they require to make sound fiscal decisions.

II. SCOPE

The primary function of the Finance Commission is to monitor the overall financial health of the Regency Homeowners' Association (HOA) in order to provide accurate and timely financial information to the BOD, to make recommendations for fiscal actions and policies as requested by the BOD, and to undertake projects as the BOD may request.

Specific tasks performed by the Finance Commission include, but are not limited to, the following:

- i. Review and monitor the monthly and year-to-date Operating and Reserve financial information in comparison to the relevant budgets. Provide the BOD with this information along with recommendations as appropriate.
- ii. Prepare and provide the BOD with additional schedules and reports as required to assist them in their decision-making process.
- iii. Utilize the independently prepared Reserve Study as an effective management tool for the purpose of keeping the BOD apprised on anticipated reserve expenditures and the expenditures relative to the annual Reserve budget.
- iv. Monitor Regency's investments and make recommendations to the BOD to safely maximize investment income.
- v. Provide oversight in the annual audit and tax return preparation processes and respond to BOD questions regarding these processes.
- vi. Work with Property Management to develop annual Operating and Reserve budgets. Meet with BOD to present results and respond to their questions.
- vii. Review and analyze the financial ramifications of proposed transactions or services not included in the annual Operating and Reserve budgets and make recommendations to the BOD.
- viii. Review requests for proposals, vendor responses and contracts, and accordingly, make recommendations to the BOD.
- ix. Review and analyze ad hoc commission budgets and expenditures.
- x. Document annual goals and quarterly achievements.
- xi. Respond to additional BOD requests as needed.

III. MEMBERSHIP RESPONSIBILITIES

- i. Membership in the Finance Commission is open to Regency Homeowners with a sincere interest in helping the Finance Commission to achieve its mission and the time available to perform the required identified tasks.
- ii. Finance Commission members are expected to attend meetings, as identified below, and be prepared for each as appropriate.
- iii. Members are expected to act in unison with the Commission and have no authority to act independently. Personal agendas are not tolerated.

IV. MEETINGS

- i. The Finance Commission holds monthly meetings to review the current months' financial statements and supporting documents. This meeting typically takes place at 8:00 am or 9:30 am on the last Tuesday of each month. Prior to each meeting, Commission members individually review the financial information in preparation.
- ii. As appropriate, additional meetings are scheduled. Meetings and/or discussions are required for the following actions:
 1. Annual goals setting
 2. Reviewing results of audit and tax return preparation
 3. Documenting quarterly accomplishments
 4. Annual budget preparation
 5. Review of requests for proposals, vendor responses and contracts
 6. Workshops with BOD
 7. Additional projects as requested by the BOD

V. CURRENT MEMBERSHIP

The Finance Commission membership is currently comprised of the following individuals: Mary Weinberg (Board Liaison and Co-Chairperson), Mari Reidy (Co-Chairperson) and Barbara Otte.

REGENCY OF THE WOODS HOMEOWNERS' ASSOCIATION

HEALTH & WELLNESS COMMISSION

MISSION

- To provide and promote accessible and diverse wellness programs for residents of the Regency community.
- To build an environment that is supportive of residents to live and maintain a healthy lifestyle while empowering them to take responsibility for their own health.
- To promote interventions aimed at addressing lifestyle issues, safety, and current public health concerns

SCOPE

- Recruit qualified health and wellness experts from both the Regency as well as the extended community.
- Provide a Health and Wellness Calendar when applicable for regularly scheduled programs.
- Raise awareness of health and wellness opportunities within the local community.
- Network with local healthcare organizations such as hospitals/pharmacies.
- Maintain and promote Grandma's Closet.
- Establish a resident safety-check network for residents living alone.

MEMBERSHIP RESPONSIBILITY

Chairperson

- a. Prepares commission meeting agendas.
- b. Leads commission meetings and coordinates agreed upon activities for completion by members.
- c. Completes monthly report of commission accomplishments for submission to BOD.

Members

- a. Participate and contribute to commission decisions through consensus.
- b. Assist to facilitate the implementation of agreed upon activities and participate in the tasks arising from the meeting.

MEETINGS

- Monday evenings at 7:00 pm; every other month

CURRENT MEMBERSHIP

- Chairperson: Donna Hafft
- Co-Chair: Denise Frey
- Valuable Members: Carol Saccomondo and Jan La

Landscape Commission

Mission

Keep the common areas of the community looking inviting and attractive by ensuring consistency in the overall landscaping and offering improvements.

Scope

- Oversee the planning, execution and maintenance of the aesthetic look of all common areas as well as offer suggestions on what areas may need improvements
- Assist Property Management with vendor interviews and contract negotiations in order to make informed recommendations to the Board
- Weather permitting, conduct periodic walks of common areas with Property Management and vendor partners to ensure consistency in lawn care, irrigation and tree maintenance
- Assist Property Management and the Finance Commission with the landscape budget
- Coordinate holiday / winter decorations on the exterior of the Clubhouse, gatehouses and common areas
- Coordinate annuals and seasonal pots at Clubhouse

Membership

- Open to homeowners with a sincere interest in landscaping and willing to volunteer some of their time
- Membership is limited to five (5) homeowners, including a Chairperson and Board Liaison
- The Chairperson facilitates meeting agenda with Commission members and Property Manager; Board Liaison communicates updates to the Board
- Members are expected to attend meetings, participate in common area walks and contribute their insights to topics being discussed

Meetings

- Monthly meetings are held typically on the first Monday of the month at 9 AM
- One additional meeting / walk is held on the third Monday of the month between April and October.

Restrictions

- Personal agendas are not acceptable and will not be tolerated at any time
- Commission members act in unison with the Commission with no authority to act independently
- Commission members are required to act in a courteous and civil manner toward fellow Commission members, Property Management, vendor partners and homeowners

- Commission recommendations are sent to Property Management and forwarded to the Board for approval

Current Membership

- Board Liaison: Judy Przekop
- Chairperson: Mary Weinberg
- Member: Ed Svihra

Regency Property Tax Commission

Mission:

Coordinate and complete the annual community wide appeal of property assessed valuations to lower taxes paid by homeowners

Scope:

- Annually petition each homeowner to participate in the tax appeal
- Promote and encourage participation by highlighting the benefits of a mass appeal through strength in numbers
- Work with the tax appeal law firm to support timely and accurate input to the appeal process and the tax attorney's appeal strategy
- Develop and maintain a record of each properties critical information and update annual assessed values before and after appeal
- Track home resale information to establish market value awareness
- Proactively communicate with homeowners throughout the year with pertinent updates and progress reports leading up to and concluding the appeal
- Validate the accuracy of attorney fees for each home and correct discrepancies with attorney
- Participate in and support the HOA Board's solicitation and contracting for a tax appeal law firm at contract renewal time with the goal of selecting an attorney that has a track record of successful group appeals with the best value for each homeowner.
- Remain accessible and respond to homeowner questions promptly

Member Responsibilities:

- Leverage individual skills and strengths to accomplish all aspects of the commission's scope
- Attend meetings (as called) and promptly respond to member and homeowner inquiries
- Maintain awareness of activities, news, homeowner concerns, and any other information that potentially impacts taxes, assessed and market values or has implications to the property tax and appeal processes
- Actively contribute to the commission's success through thoughtful, responsible, and mindful communication, opinions, and accomplishment of assignments
- Preserve confidentiality of individual homeowner property information

Meetings:

- As required at milestones and with the tax attorney (2x per year at the most)
- Most communication is accomplished by e-mail and telephone

Current Membership:

- Viren Dayal (co-chair)
- Kevin Trush (co-chair)
- Penny Hughes (HOA Board liaison)

Rules and Regulations Commission

I. MISSION – Your Commission’s mission

Reviews and proposes the rules and regulations that relate to activities within the community that affect the community as a whole.

II. SCOPE

Identify and/or respond to Board directed issues with the following rules and regulations (last update noted). Copies of these documents are posted both in Connect and on the RegencyHOA.info website:

- Declaration & Bylaws (April, 2019)
- Architectural & Landscape (April, 2021)
- Clubhouse & Common Area (August, 2020)
- Swimming Pool, Pool Deck & Patio (July, 2021)
- Enforcement Policy (June, 2020)
- Election Guidelines (July, 2020)
- Rental Agreement (July, 2021)

III. MEMBERSHIP RESPONSIBILITIES

Actively participate in discussions and provide suggestions to update rules & regulations for needed changes. Take on drafting, editing and proofreading responsibilities when necessary.

Below are detail steps taken when there are significant updates to rules:

- Rules and Regs Commission reviews and updates rules.
- Updated rules are sent to legal for review.
- Commission members update the document based upon legal input.
- Updated rules are sent to the Board who need to give approval to be sent out to homeowners for comment.
- Homeowners are given 2 weeks to review rules and to comment.
- Commission members make any changes based upon homeowner input and will send to legal for review if there are significant changes.
- Commission sends document to the Board for Adoption.

IV. MEETINGS

Going forward, we have not established set times for regular meetings. As noted above, most of the key regulations were updated significantly in the last two years. Ad hoc in person or virtual meeting are held when rules and regs. require updates, due to changes in village ordinances or issues that arise.

V. CURRENT MEMBERSHIP

Commission Chairperson – OPEN

HOA Board Liaison --- Penny Hughes

Members: Janet Abri; Sandy Garifo; Donna Hafft; Jean Mauer

Social Commission

Mission

The Social Commission exists to provide high quality social activities, and fun and educational events, which foster healthy social connections among Regency homeowners while enriching the amenities of our active adult community.

Scope

- Identify and support “free” social events and/or expenses that provide food, beverages, raffle prizes, or entertainment at no cost to residents.
- Create and host subsidized, annual parties and holiday social events.
- Identify catering solutions, party amenities, and decorations needed for all sponsored events.
- Supplement and/or replace necessary kitchen equipment as needed.
- Create and execute Annual Charity Plan
- Assess theater/museum offerings throughout year to find off-site entertainment/education opportunities.

Membership Responsibilities

- Attend all commission meetings, but if a meeting is missed, reach out to another teammate to learn what was discussed, or started, during that meeting.
- Actively take part in generating ideas for ongoing events, as well as offering experience, or research, on potentially new social activities to enhance the commission’s effectiveness.
- Volunteer by sharing responsibilities to support scheduled activities to promote a smooth, successful event.
- Join in on set-up, decorating or clean-up duties on major events; occasionally shop or prepare a dish for an event.
- Research opportunities for educational or entertainment programs that can strengthen our offerings (e.g., exhibits, concerts, theater)
- Promote the Social Commission’s activities within the community; be open to feedback that will help support new program ideas and improvements.
- Become familiar with the Clubhouse kitchen, it’s pantry inventory and storage closet contents to strengthen operating efficiencies.

Meetings

Regular monthly meetings are held on the first Monday of the month unless that day is a holiday. In those instances, the meeting moves to the second Monday of that month.

Current Membership

Contact: Irene Donahue, Board Liaison: Mary Larsen

Diane Agoranos, Connie Costello, Susan Doherty, Sue Edelson, Bridget Garcia, Elise Johnson, Judy Kadens, Linda Kluth, Jaye Nagle, Sherry Schnell, Kathy White