

Board of Directors' Minutes – May 14, 2018

Call to Order

The regular meetingⁱ was called to order at 7:00 pm by Eileen Keating, President of the Board of Directors (BOD).

Roll Call

A roll call of BOD members was called by Eileen Keating. Present were Janice Cepulionis, Secretary; Lee Reiff, Treasurer; and Barb Fentem as representative of the managing agent.

Minutes

The minutes of the Feb. 12, 2018 Board of Directors meeting were read aloud by Janice. Lee motioned to approve the minutes and Eileen seconded. All BOD members voted to approve the minutes.

Financial Report

Barb Fentem presented the Financial Report as of May 14, 2018, showing total assets as \$138,959.34 and total liabilities as \$1,030.00. Barb also advised that one owner is 4 months behind on maintenance payments, and attorney action has been taken. Janice motioned to accept the report and Lee seconded the motion. The report was accepted as read.

Old Business (Accomplished)

- 7728 lobby door handle repaired.
- The carpet was cleaned in 7716. Creative Carpets did a good job, especially removing the large stain on the fourth floor. They charged \$139.00 for the cleaning, which we found to be reasonable, and we recommended the remaining three buildings also get the carpet cleaned. Everyone seemed to agree. Creative carpets did advise that if new stains appear, do not treat with Resolve or other soap based cleaners as the stains will most likely come back. Use only water based products if you attempt to clean the carpet
- Sean Patterson has updated the call boxes in 7710, 7716 and 7722 and he has also volunteered to be the Building Captain in 7716.
- Matt Liberacki of Midwest Property Services came out and inspected our 4 buildings regarding cages for our vents. To do all the vents in all four buildings

would cost \$12,364.70. Unfortunately, he did not give us the cost for individual vents. So, this does not help us since not everyone is in need of vent cages. One owner said she had contacted Aspen to do her vents and they said they were waiting for more people to sign up requesting cages before giving a price. Third and fourth floor would cost more since a lift is needed. Lower floors are less expensive. We will send a notice regarding the cages to the owners and anyone interested in Aspen doing the work, please contact them and get on the list.

- Ceiling lobby lights were cleaned in all four buildings.
- Multiple repairs have been done in the last week on the garage door in 7710 – rollers, springs and cables. Emergency charges had to be paid when repairs were done late one evening. Barb Fentem said she is not happy with this service provider and advised that she will look into a new provider who she feels will do a better job.
- Eileen advised we had received three proposals for our much-needed parking lot paving repairs and we have decided that A & A Paving Contractors are the company we would go with. Information on the proposed work was distributed to all present. A & A would replace the existing asphalt where we have the most damage and also mill and resurface where needed for \$33,728.00, not including permits and licenses. Other estimates came in at \$80,000 and \$100,000.
 - Where to get the money for this project was next discussed – a special assessment or taking the money out of our reserves. Barb advised we do a special assessment as the management company and our lawyers advise we should have \$172,800 in our reserves, and right now we only have about \$99,000.
 - A special assessment would cost each owner about \$500 to \$600 over a length of time yet to be determined.
 - The Board voted 2 to 1 for the assessment rather than taking money from the reserves.
 - The money will initially be taken out of the reserves and replaced with the assessment payments.

New Business (In Process)

- Treatment of rust and repainting garage door trims is still under discussion.
- Repainting elevator doors and hallway doors adjacent to the elevators will be put on hold until they are thoroughly cleaned by the cleaning company. It will then be decided if painting is necessary.
- Carpet cleaning in buildings 7710, 7722 and 7728.
- Balcony screens and painting were discussed and a flyer was available to all present.

Wish List

- Power washing garage floors will cost \$650.00 per building.
- Retro fitting garage lights in building 7710 needs to be done as that light is very temperamental and is often out. The 8 foot bulb needs to be replaced with two 4 foot bulbs.
- Door mats are still on the wish list, but not a necessity at this time. However, we were reminded that there are three door mats in a storage room in 7710. We will put those in the buildings.
- Elevator frames for inspection certificate (\$16.50 each, \$50-\$60 install)
- Painting walls containing trash chute doors on each floor put on hold.
- Look into changing garage door locks and handles in all buildings (service door next to large garage door).
- Look into changing garage door key pads.
- Replace dead tree in front of 7710 and check dying tree in the center island.

Reminders:

- No abandoned or disabled vehicles are allowed in our parking lot.
- Trash is to be packaged tightly and placed inside the dumpster. Large items such as carpeting, tvs and furniture need to be scheduled for pickup by the condo owner at their cost. Personal items are not to be stored in the trash room.
- Be sure to tightly close all doors leading into common areas. These doors are meant to stop the spread of fire and/or smoke.
- Get involved – become a Board Member!
- If there is any maintenance emergency with the buildings after hours, you do not need to notify a Board member, but rather call HSR Emergency phone at (708) 935-1104.

Adjournment

There being no further business of the Board of Directors, Janice motioned to adjourn the meeting and Eileen seconded. The meeting adjourned at 7:57 p.m.

* Held at Tinley Park Fire Dept. Station 1, Public Safety Building, 17355 68th Court, Tinley Park, IL 60477