

Board of Directors' Minutes – May 8, 2017

Call to Order

The regular meeting was called to order at 7:00 pm by Lauren Carmichael-Ward, President of the Board of Directors (BOD).

Roll Call

A roll call of BOD members was called by President, Lauren Carmichael-Ward. Present were Janice Cepulionis, Secretary; Joan Brankin, Treasurer, Eileen Keating, Director. Erin Lynch, Director, was absent as was Barb Fentem, representative of the managing agent.

Minutes

The minutes of the February 13, 2017 BOD Meeting were read aloud by Janice. Joan made a motion to accept the minutes as read and Eileen seconded the motion.

Financial Report

Joan presented the Financial Report as of April 30, 2017, showing total assets of \$116,226.30, with liabilities of \$4,308.75, reserves of \$74,883.13, and equity as \$37,034.24. Eileen made a motion to approve the financial report, and Lauren seconded the motion. The report was accepted as read.

At this point an informational sheet was distributed to all attendees showing the items the Board has accomplished so far (Old Business) and our Wish List for the future (New Business). They were presented and discussed as follows:

Old Business

1. Recycling will not be a possibility for us at this time as the waste containers are too big for our garage space, plus there is the possibility of the outdoor bins attracting critters and creating odors.
2. Balcony painting:
 - a. Anderson, \$210 screen, \$175 no screen.
 - b. Jondec \$240. CertaPRO \$110, but you must remove and replace screens yourself. All companies are licensed and bonded.
 - c. Anderson can be here on June 5th to paint, but needs to be paid in advance. A sign-up sheet with full information will be posted on all bulletin boards. It will then be the individual owner's responsibility to make arrangements.

- d. We need to strongly encourage owners of rental units with unsightly balconies to have this painting done. However, Eileen checked and there are no rules and regulations regarding balcony upkeep.
 - e. We will also check about painting garage and lobby doors and balcony ceilings.
3. Window Cleaning: Last month we had Gregg from Clean Vue come out and clean the common area hallway windows inside and out, including the peaked window above the lobby doors. They looked fantastic and it was probably the first time they were ever cleaned. All four buildings were done for a total of \$220.00.
4. Landscaping: Nogas is our new landscaper. They currently do the landscaping for the townhouse and Trinity and promise to have our grounds looking the same as theirs by July 4th. So far they have aerated, fertilized and dug up and neatened the area around the trees.
5. Heating and Air Conditioning Option: Erin has been in contact with Anderson who will check air conditioners and heating units together for \$95 each, or \$105 if you just want your air conditioner checked now. Erin will post an information sheet on the bulletin boards.
6. Downspouts: Recently we have had water in the garages and hallway due to downspouts not being connected to the drain hose and missing tops on some downspouts. Connections have been made and tops have been replaced. Also a major crack in the garage in building 7710 has been repaired and further repairs to other minor cracks will be made once the grounds have dried up a little.
7. Renters: In order to not allow renters in our buildings would require hiring a lawyer to draw up the necessary papers at a cost of \$1500 to \$1800 dollars. A vote of 75% (or 48 units) would needed to agree to no renters. This Board has decided not to go further with this and has tabled the issue.

New Business

Our current reserves are currently approximately \$75,000.00. The following upcoming expenditures (Wish List) were discussed.

1. Elevator Frames: Eileen found new frames for the inspection certificates at a cost of \$16.50 per frame. The cost is \$50-\$60 to install each one.
2. New call boxes: One call box has been replaced due to damage from a storm at a cost of \$1,889.50. The remaining three will be replaced at a rate of one a year and will be chosen by a lottery method. A drawing was held to see which building would be next to receive a new intercom system and building #7716 was the winner.
3. Door Mats: New front door mats will be ordered and the old mats will be moved to the ramps in the garage.
4. Garage Floors Power Washed: Cost could be \$300 per building. Barb Fentem is continuing to look into this. Cleaning crew does not wash ramps in the garage. They should be included in the power washing.

5. Door Handles: Due to damage, the door handle leading from the garage to the hallway in building 7710 needed to be replaced with an upgraded fixture since an industrial business type handle was needed in place of the flimsier residential lock. In the future these handles will be replaced in all buildings. We will also look into replacing the door locks/handles on the utility doors next to the rolling garage doors.
6. Rust Around Garage Utility Doors: We will get a proposal to do this soon.
7. Garage Lights retrofitted: This will be a big cost, but in the future current bulbs will be obsolete.
8. Landscaping: In order to bring our landscaping up to par with our neighbors, Nogas recommends: grub control (\$400); restake black edging; cover roots of trees with flower beds; add mulch and grass on island either by sod or blanket method - sod requires a lot of extra watering, sprinkling system is enough for blanket method; and trim larger trees to match the smaller ones. All of this will be at an extra cost.

Adjournment

There being no further business of the Board of Directors, Janice motioned to adjourn the meeting and Eileen seconded. The meeting adjourned at 8:30 p.m. Our next meeting will be on August 14, 2017 at 7:00 p.m.

Open Discussion

Extended parking of non-owner cars in our parking lot is not allowed.

Birds in vents is an owner issue. Use Aspen.

Broken cranks and arms on windows can cost \$170 for parts. Schaaf in Tinley Park was recommended for repairs.

Most hot water heaters will need to be replaced soon. Think about putting a drip pan underneath. The drip pan is also a good idea under the washing machine.