

Chestnut on the Green Phase II
Board Meeting Minutes, December 2, 2013

1. Call to Order

Following the Annual Meeting of Chestnut on the Green, the regular board meeting of Chestnut on the Green Phase II Association was called to order at 7:05 p.m., December 2, 2013. The meeting place was the Indian Head Park, Village Hall.

2. Quorum Declared

The following board members were present: Lorri Kachurick, Joann DePergola, Jeff Buti, Max Moskal and Dennis Serafini. In addition to the board, Gayle Simon, representing Hillcrest Property Management, and approximately twenty five homeowners were present.

3. Approval of Minutes

A motion to approve the minutes of September 13, 2013 regular board meeting was made by Joann, second by Lorri. Minutes approved.

4. Financial Report

Dennis presented the financial report provided in the board packet as of October 31, 2013, and summarized payments up to the current time (December 2, 2013). Total liabilities and equity in the report as of October 31, was \$197,092.96. There was general discussion on work completed and paid. To the present, all outstanding large bills have been paid: West Brook Electrical, American Sealcoating, Dakota Evans, Del Galdo Law, Inside-Out. Max questioned if a task approved for Matthies for leveling landscape adjacent to the patio of 11008 had been completed. No one knew, so this will be checked; if not completed the work will be done in the spring of 2014.

5. Management Report

Gayle presented the management report (presented as old business and new business, below).

6. Old Business

- ***Fire Monitoring:*** Hillcrest Management received three proposals for alternatives to D&I for fire monitoring. All the quotes were 30 to 50% over the cost of present D&I service (\$8,400 per year). After discussion, Max moved that we stay with D&I until something better comes along. Second by Joann. Motion passed.

There was discussion as to whether everyone was checking out with D&I. **The board requested that a report by D&I provide a monthly report of any address that is not checking out.**

- ***Edgewood Valley Country Club Fence Repair:*** The CC said they will repair the fence by winter. **Action: Gayle is to contact the CC to follow up on fence repair and request the severely overhanging tree limbs be trimmed.**
- ***Surface Water Status:*** Max reported that Mike-the-plumber from Maloney Construction performed tests that showed the water by 11036 was not city water, but most likely ground water. He recommended using a French Drain to intercept and divert the water. Mike quoted a price of about \$600. A sketch was requested several times since September and Mike did not respond. Since we did not get a response from Mike, Max recommended that we have Matthies quote for the drain. In the interim period, another address, 11052, experienced water intrusion into the basement due to the ground sloping toward the building. However, it was found that a French Drain was previously installed next to the deck of 11052 about 2006. This needs to be investigated again in Spring 2014. **Action: Gayle will request a quote from Matthies to install a French Drain at 11036. Max is to provide a sketch of 11036 to Gayle. Max will look into what might have been done at 11052.**
- ***Rezoning Status:*** Jeff Buti summarized the status of rezoning. The purpose of the zoning change is to allow needed space for patio construction (Buildings 1, 7, 8 and 9, which do not have decks). The first attempt with the village was denied because of a supposed setback problem, and a meeting was held with the mayor to address this. A second submission of the documents in October was also denied because the Village considered our area to be an R-4 residential zone, but we are an R-4 PUD zone. The Village was apparently working with the wrong documents. Our attorney is trying to get the proper documentation because the Village couldn't find their documents. Hopefully the rezoning will be approved by February, 2014. **Action: Jeff will continue to follow.**

7. New Business

- ***Adopt 2014 Budget:*** Lorri moved that the proposed budget as presented by mail to the homeowners be approved. Second by Joann. After discussion the motion was passed.

- ***Amended Rules and Regulations:*** Proposed revisions to the two documents, Rules and Regulations, and Landscape Rules, were previously mailed to the homeowners. Max moved that the proposed rule changes in both documents be approved as amended. Second by Dennis. After discussion the motion to amend the rules was approved. **Action: Gayle to remove the “Pending Approval” notes from the Rules and issue them.**
- ***Matthies Landscape Contract:*** A new contract was received from Matthies for 2014 which required approval by the board. Lorri moved to approve the contract, second by Joann. Discussion ensued. The contract is approximately \$4,000 more than was budgeted for 2013, but it was noted that the 2013 budget showed an erroneously reduced amount, not the 2013 Matthies contract. This will be Matthies’ second year. Mulch will be considered separately as Matthies’ quote for mulch appeared excessive. **Action: Gayle will obtain additional quotes for Mulch.**
- ***Welcome Letter for New Residents:*** The board previously approved a form letter of welcome (2006). Gayle noted that she had not yet received the letter. It was discussed that the welcome letter needs to be sent with Rules and Regulations to new residents. It was further discussed whether the Rules should be sent to renters. Although it is the responsibility of the owner to send the rules to renters, it was felt by some that it would not hurt to send a copy to renters. Gayle noted that she does not have information on renters, and it was noted that in cases of rented units, the revised rules require owners to provide the management company with a copy of the lease. There are four legal rental units: 11006, 11012, 11016 and 11052. **Action: Gayle will send a welcome letter to new owners. Additionally, Gayle is to obtain a copy of leases from the four rented units. In the case of rented units, a letter with rules will be sent to the owners, with a “carbon copy” to the renters.**
- ***Deck Survey:*** Max reported that Keith Plikuhn inspected the Association’s twenty-nine decks to ensure the ledgers were properly attached to their respective buildings. Three deck ledgers at 11036, 11042 and 11055 appeared to require additional fasteners, and were subsequently repaired by Inside-Out. A survey of rotten deck boards was not yet performed and should be done. Max recommended that Inside-Out make a rotten deck board survey in Spring of 2014. When completed, the Association will advise owners of deck boards needing replacement. We will suggest to owners to have Inside-Out make the repairs,

with billing made back to the owners. **Action:** Gayle will request the rotten deck board survey be made by Inside-Out.

- *Other:*
 - Dennis asked if we have a time-line as to when the reserve audit will be done. Discussion ensued. Dennis noted that some rain gutter damage was done by our previous roofer when ladders were placed against the gutters. We agreed to authorize the audit during the March board meeting.
 - Lorri raised an issue of guests parking in visitor's parking lots. She noted that some extended-stay guests have tied up the visitor's lots for many weeks or months and suggested a time limit be considered, say two weeks to a month. After that the extended guests should park in the owner's driveway. This would require a change in rules. It was agreed that instead of a rule change a letter be sent to owners requesting that extended-stay guests park in owner's drive after the above period.

8. Homeowner's Session

- An owner expressed appreciation for the new coach lights, but noted that some owners are not turning them on. Another owner expressed concern that the lights don't turn off uniformly when daylight comes.
- The owner of 11056 owner remarked that there are legal problems with the Association Declaration and Bylaws. His concern was also expressed to the board at the September meeting. The owner stated he previously gave his written questions and concerns to Board member Joann. **Board members did not have opportunity to review the letter, but would do so and provide comment at the March 2014 board meeting.**
- The owner at 11052 expressed appreciation to the board for attempts to remedy the water drainage problems. Joann, at 11054, stated she also had the same water issue and that a drainage trench should consider her property, as well. The unit at 11056 had previously experienced basement leakage along the window but this was remedied when the window well was covered to prevent rain water entry.

- Two owners requested July and September minutes. **Gayle will provide the minutes to owners of Units 11042 and 11056. Note: Executive Committee minutes must not be sent to owners.**

9. Next Meeting

The next regular meeting of the Board will be held March 11, 2014 at 7:00 p.m., Indian Head Park Village Hall.

10. Adjournment

Max moved to adjourn at 8:25 p.m., second by Joann. Meeting adjourned.

Respectively submitted,

Max Moskal
Secretary