

Chestnut on the Green Phase II HOA

Board Meeting Minutes, March 24, 2015

1. Call to Order

The regular board meeting of Chestnut on the Green Phase II Homeowners Association was called to order at 7:04 p.m., March 24, 2015. The meeting place was the Village Hall, Indian Head Park, IL. The meeting was previously scheduled for March 17, 2015, but a conflict for the room space occurred and the meeting was postponed one week.

2. Quorum Declared

The following board members were present: Lorri Kachurik, Kathleen Suchan, Dennis Serafini and Max Moskal. Jeff Buti was absent. In addition to members of the board, Jerry Oswald, representing Hillcrest Property Management, and two owners were present. A quorum was declared by Jerry.

3. Approval of Minutes

A motion to approve the regular board meeting minutes and the annual meeting minutes of December 8, 2014 was made by Dennis, second by Lorri. Minutes approved.

4. Financial Report

Dennis presented an overview of the association's financial position. The February, 2015 financial summary showed cash accounts of \$144,180.67, of which \$116,106.74 is in the reserve account. There was discussion on money paid from the reserve fund during 2014 and 2015 for roof replacement expenses. The 2014 contract work by Norton has been paid, except for gutter/downspout work, which was not completed until about the second week of March, 2015. A separate report was provided by Jerry showing roof replacement costs to date. Operating income and payout must be kept separate from reserve income and roof replacement payout. Max stated that an email was received from Bryan Wlas of Hillcrest, wherein he offered to provide future reports with a running total of reserve expenses and balance with each monthly financial. A motion was made by Dennis to accept the Hillcrest financial report, second by Max. Motion passed.

5. Management Report

Jerry presented the management report:

- Norton was called for about six roof leaks, one of which was for the new roof, 11014. There was apparently a problem with metal work that was still needed, and Max reported that Norton was back working on the roof at 11014. Jerry stated that another owner reported water on the floor and requested that Norton return to examine for roof leaks. This was also one of the units re-roofed by Norton. It is still unknown if the water came from the roof or some other location such as an exhaust fan.

- A related roof issue was reported by Max, in that his dryer vent screen became plugged, as did the vent at 11022. The screens were removed by Norton, and this is a potential problem with any of the dryer vents replaced by Norton. After discussion it was agreed that Norton should remove the screens of any vents they installed, and add a universal pest hood over the vent. Another problem is that the insulated solid metal pipe in the attic was replaced by Norton in at least one case (11020) by a corrugated flexible plastic vent hose. **Action: Max agreed to check on the Village building code to see if the solid pipe is required in lieu of the flexible hose.** If the code requires the solid vent we will ask Norton to change all the flexible hose they installed and replace it with insulated solid pipe. Norton has been requested to provide a quote for the next two buildings, and the quote is expected in a couple weeks.
- Anna of D&I reported that one fire alarm unit was not hooked up because the owner has a radio phone installed but was not paying her monthly bill. It was agreed that a fine will be imposed because the alarm is not connected.
- Jerry recently sent a letter and a copy of our November report on needed fence repairs to Mr. John Bailey, head of maintenance, at Edgewood Valley Country Club. No response has been received from Mr. Bailey.
- Unit 11004, which is under foreclosure, is rented but the bank is pushing for a quick foreclosure. Jerry provided documentation on the foreclosure, and thought the tenants may bid to own the unit.
- Miscellaneous correspondence, bids, violations and work orders were provided by Jerry in the board packet, and were generally discussed.

A motion was made by Dennis to approve the Management report, second by Max. Motion approved.

6. Other Old Business

- **No-Parking Sign:** Max reported that the Association's request for a no-parking sign west of the bridge on 72nd Street was made by letter on March 17th to the Village Manager, Mr. John Brooks. A sign will improve traffic safety at the corner of the bridge. We have not yet received a reply from Mr. Brooks.
- **Homeowner Insurance Status:** Jerry reported that only about one-third of unit owner's insurance is current. A survey form was recently sent to owners whose insurance was not current, and a few of these survey forms have been returned. Owners were warned in the survey that a fine can be imposed if current insurance documentation is not received by Hillcrest.
- **Inside-Outside Caulking:** Some of Inside-Outside painting work performed during 2013 was found to have poor or no caulking. A report on the matter was submitted last November to Inside-Outside. Inside-Outside responded that caulking between wood and J-channels is improper, but the question still remains about leaking caulk found between the window and wood (under warranty). Additionally, a quote is needed from Inside-Outside for modifying and/or replacing wood fascia according to the November report.

Priority for this future work will be given to the buildings recently re-roofed. **Action: Jerry will obtain a quote from Inside-Outside and resolve the caulking problem with them.**

7. New Business

- ***Email Notifications-Billing to Homeowners:*** Max asked if we could save money by using email in lieu of paper mail for notifications and billing. After discussion it was agreed that not much would be saved by this method.
- ***Meeting Dates for 2015:*** The new board meeting dates have been established and a conflict problem with the Village meeting room has been resolved. Future meetings: **June 16, September 22, and December 8, 2015.**

8. Homeowner Forum:

- The owner at 11012 asked if further increases in the assessment rate are expected for the roof replacement project. The board advised that the increase was for reserves and an increase is not anticipated over the 5-year roof replacement program. However, normal increases could be applied for the operation budget as necessary. Other major capital expenditures are not anticipated at this time.
- The owner of 11061 asked about the Master Association's plan for beautification of the north water retention pond. Alternatives were discussed including the need to install river rock or get a more experience firm for planting the low area of the retention pond. Discussion was also held on problems with vehicles using the emergency road.

9. Adjournment

Max moved to adjourn at 8:16 p.m., second by Dennis. Meeting adjourned.

Respectively submitted,

Max Moskal
Secretary