

## **Chestnut on the Green Phase II HOA**

### **Board Meeting Minutes, June 16, 2015**

1. Call to Order

The regular board meeting of Chestnut on the Green Phase II Homeowners Association was called to order at 7:06 p.m., June 16, 2015. The meeting place was the Village Hall, Indian Head Park, IL.

2. Quorum Declared

The following board members were present: Lorri Kachurik, Jeff Buti, Dennis Serafini and Max Moskal. Kathleen Suchan was absent. Dale Nusbaum, representing Hillcrest Property Management was present. No other homeowners were present. A quorum was declared by Dale.

3. Approval of Minutes

A motion to approve the regular board meeting minutes of March 24, 2015 was made by Lorri, second by Dennis. The minutes were approved as distributed.

4. Financial Report

Dennis presented an overview of the association's financial position. The May, 2015 financial summary showed cash accounts of \$140,870.36, of which \$111,636.94 is in the reserve account. A check for \$22,055.00 was written to Norton Roofing in May to cover the 1/3 down payment for roofs on Units 11032-11038 and 11021-11031 (10 units), and the above reserve balance reflects this payment. There was discussion on the balance of the reserve equity, Item 5010 of the report, which indicated equity of \$111,352.90, but the cash summary for May showed a slightly different reserve balance of \$111,636.94. The question could not be answered by Dale and clarification by Hillcrest was requested. The board further reviewed the financial report with regard to the roof replacement project using reserve funds. Concern was again expressed that without detail breakout of reserve funds, it is difficult to check that operating roof maintenance is not inadvertently being paid by reserve funds. We still don't have a separate report providing a running balance of reserve expenses as was requested from Bryan Wlas in March. It is important to keep reserve expenses separate from operating expenses, possibly paid from a separate bank account. Dennis noted that the roof expenditures need to be clarified. A motion was made by Max to accept the Hillcrest financial report, second by Lorri. Motion passed unanimously.

5. Management Report

Dale presented the management report:

- The country club fence maintenance issue was discussed. No response was received by Jerry on the report of fence conditions previously sent to the club management.
- The insurance policy with DCI will start on June 1, 2015. Dale explained this is a policy required by law covering crime liability.
- Driveway replacement work was discussed. Unit owner at 11032 complained about his drive because it was repaired in sections during 2011, it looks ugly and has a low spot where water collects. It was noted that though all driveways were sealcoated in 2014, the board deferred

driveway work for this year (2015) because of the large cost for the roof project. We affirmed that no drives would be done in 2015, but we will **endeavor to include drive replacements in 2016**. Only complete replacements will be done, no partial replacements. **The driveway survey needs to be updated.**

- Dale reported that the Annual report needed to keep our Association charter current has been sent to the attorney.
- The foreclosed Unit 11004 was discussed. The unit was sold by auction on May 30, 2015, and a Notice of Surplus was received from the Cook County Circuit Court following the sale. **Dale said Hillcrest will provide clarification as to how and when we can claim funds.**

#### 6. Other Old Business

- **Deck Wood Replacement:** Homeowners are responsible for keeping the deck wood in good condition, including periodic sealing. An informal survey was made by Max and reported previously. Of 34 decks, there were 16 that appeared to need wood replacement. It was noted that during the survey most of the decks could be observed for rotting wood only from the underside, and some decks with deterioration may have been overlooked. About April 15th, Hillcrest sent letters to 16 homeowners advising that they must repair deck wood within 90 days, or the Association would do so for them. In the event the Association does the work the cost will be billed back to the homeowner. Max reported that the owner at 11014 requested an inspection from the topside because he thought it was okay. When subsequently inspected from the topside by Max and the homeowner, it was agreed that the deck was okay, and the owner was asked to advise Hillcrest by letter or email that it should be removed from the repair list. The board concluded that another survey should be made after the 90 days period is past; Inside-Outside will be requested to do the survey using a ladder for evaluation of deck top sides. Their survey should also advise whether the 16 decks were repaired as requested and the condition of sealer of all decks.. Max moved the inspection be made by Inside-Outside or similar company. **Action: Hillcrest to obtain a quote for a condition survey of the deck wood and sealer from Inside-Outside as soon as possible.**
- **Inside-Outside Caulking:** Some of Inside-Outside painting work performed during 2013 was found in 2014 to have poor or no caulking. Jerry was to obtain a quote for re-caulking and to address whether any of the work was covered by warranty. This quote was never obtained, and should to be done as soon as possible. **Action: Hillcrest will obtain a quote for the new work needed from Inside-Outside to and resolve questionable caulking.** Priority for this future work will be given to the buildings recently re-roofed.
- **No-Parking Sign:** Max's repeated effort to have a sign put up has been ignored by the Village. This item was tabled.
- **Homeowner Insurance Status:** There was no work on this by Hillcrest since the March 2015 meeting. The board requested Hillcrest to have updated records by the September board meeting.
- **Roof replacement Status:** The 2015 Norton contract was initiated in May, and the contract needed to be ratified. A motion was made by Max to approve the April 30<sup>th</sup> proposal by Norton, covering new roofs for Units 11032-11038 and 11021-11031 (10 units). The motion was

seconded by Lorri and approved unanimously. Work on the two buildings by Norton will begin in October, but Norton promised it would start early enough to avoid carryover into December as was the case in 2014.

7. New Business

- **Attorney Change:** The attorney we have been using for many years, Fullett, Rosenlund, Anderson PC, has not been responsive for our needs. The board requested Hillcrest to recommend a new attorney for all new legal work. Dale recommended that we use the firm Kovitz, Shifrin & Nesbit, in Buffalo Grove. This was agreed to by all present and is effective immediately for all new legal work.
- **Gutter Cleaning:** The subject was discussed at the March, 2015 meeting and it was agreed that gutter cleaning is not needed at this time. It's believed that most roofs are high enough that to avoid a leaf blocking problem. Some gutters on older roofs have a small size and there are occasional problems with water over-flowing, but the new roofing work with larger gutters will correct this problem.
- **Basement Window Leaks (11045):** Lorri reported that the owner is has a problem of leaks into the basement because the window is not properly caulked. **Hillcrest was asked to send Inside-Outside to recaulk the window.**
- **Garage and Entrance Door Survey:** The survey showed that five entrance doors need painting, and one needs to be replaced (Unit 11045) because it has rusted through. Painting will be done at the Associations expense, but entrance and garage doors are the owner's responsibility. It is necessary that the owner is present when the entrance doors are painted because the doors must be opened to do the job. Several units have dented or cracked garage door panels. Dale requested information on the garage door manufacturer to provide to owners so that they can ensure new panels match the existing panels. An architectural request form should be used by owners for any door or panel replacement to ensure they are replaced in kind. **Hillcrest will notify the owners of the needed work.**

8. Homeowner Forum: No Homeowners present, so there was no forum.

9. Next meeting, September 22, 2015.

10. Adjournment

Lorri moved to adjourn at 8:25 p.m., second by Dennis. Meeting adjourned.

Respectively submitted,

Max Moskal  
Secretary