

## Chestnut on the Green Phase II HOA

### Board Meeting Minutes, September 22, 2015

1. Call to Order

The regular board meeting of Chestnut on the Green Phase II Homeowners Association was called to order at 7:01 p.m., September 22, 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, Max Moskal and Kathleen Suchan. Dennis Serafini was absent. Alrick Pivaral, Property Manager, Hillcrest Property Management, was present. No other homeowners were present. A quorum was declared by Alrick.

3. Approval of Minutes

A motion was made to waive reading of the June minutes by Jeff, second by Lorri, motion passed. The June minutes, as previously distributed, had a date change that was noted as an amendment by Max. A motion to approve the regular board meeting minutes of June 16, 2015, with Max's amendment, was made by Jeff, second by Lorri. The minutes were approved as amended.

4. Financial Report

Alrick presented an overview of the association's financial position in Dennis' absence. The August, 2015 financial summary showed total cash accounts of \$160,403.40, of which \$129,223.05 is in the reserve account (money market and CD). Max questioned whether we have enough funds in the Reserve money market to pay for the invoice from Norton Roofing for the completion of roof work on Units 11032-11038 and 11021-11031 (10 units). The anticipated bill will be near \$50,000, while the amount in the money market is reported at \$48,569.86. It was noted that we will have added about \$12,000 to the account by mid-October, and there should not be a problem with available funds. A motion was made by Jeff to accept the financial report, second by Max. Motion passed unanimously.

5. Management Report

Alrick presented the management report:

- Proposals:
  - The 2015 tax return proposal by R.J. Manietta who does our tax work.
  - Norton repair of roof valley and fascia, unit 11014. This work has been completed. Motion to approve the proposal by Lorri, second by Max, motion approved. It was noted that similar work, including corner post repairs and caulking, is being included in Norton's 2015 re-roofing and will be billed as an extra for the roof project (discussion and a motion on this is covered below).
  - Deck repairs by Inside-out. The proposal calls for repair of five decks. Max submitted a deck repair status document, dated 9/22/2015 (attached), listing four additional decks needing repairs. It was agreed by the Board that the work in the proposal by Inside-Out for \$970 (5 units, 11006, 08, 12, 36 and 52) is approved and **a letter will be sent by Alrick to the owners giving notice that the repair work will be done.** Additionally, we approved work for units 11042, 46, 55, 59, and **Alrick will obtain a quote from**

**Inside-Out** before giving the order to them. Action on deck sealing will be deferred until spring, 2016, but Alrick is to obtain two additional quotes for sealing as the Inside-Out appeared to be excessive. Sealing will be performed every three years by the Association and the work charged to owners' accounts. Owners who provide evidence of recent sealing will be exempt from sealing by the Association.

- Snow removal contract. Jeff moved that the new contract for \$1,900 per month by Colant Landscaping be approved, second by Max. Motion approved.
- Pest screen installation and roof valley modification by Norton. Lorri moved that dryer vent pest screens be installed at \$45 each on the buildings re-roofed in 2014 and 2015. Lorri's motion also included funds necessary for valley modifications (unit 11034), and current caulking/fascia modifications by Norton. This additional work is estimated to be \$5,000, and will be billed by Norton at the conclusion of their 2015 re-roof work. Second by Jeff, motion passed.
- Alrick noted the current work orders provided in the board packet. Additionally, he noted the aged owner report, attorney report and unit owner correspondence that was covered in the earlier Executive session of the board.

#### 6. Other Old Business

- **Door Repairs:** Max submitted the repair survey results of 5/22/2015, covering entrance and garage doors (copy attached). **Alrick is to check to see if letters were already sent by Hillcrest on the necessary work, painting by the Association, or replacement by the owner.** Inside-Out should be given a work order for painting the six entrance doors provided on the survey.
- **Homeowner Insurance Status:** The board requested Alrick to provide an update on insurance status at future meetings.

#### 7. New Business

- **Dog Waste Containers:** The matter is not mentioned in the Rules. It was agreed that no action will be made on small waste containers used by owners if the containers are out of sight and no complaints are received from owners.
- **2016 Budget:** Lorri will work on the 2016 operating budget with Dennis. Some driveway work will be needed. Max will update the driveway survey. Mulching should be included in the 2016 budget.
- **New Board Members:** Lorri, Jeff and Max's terms expire in December. Jeff and Max indicated they will be available for new terms. **Notice of the Annual Meeting in December will be sent by Alrick** at the appropriate time and will include a request for open nominations for three board members.

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

9. Next meeting, December 8, 2015.

#### 10. Adjournment

Lorri moved to adjourn at 7:40 p.m., second by Jeff. Meeting adjourned.

Respectively submitted,

Max Moskal  
Secretary

Attachments: Deck Repair Status  
Door Repair Survey

**Deck Repair Status: 9/22/2015**

Unit No.	Inspection Dates, Units needing deck repairs			Completed
	4/15/2015	8/17/2015 Inside-Out	8/25/2015	8/25/2015
11006	x	x	x	
08		x	x	
12	x	x	x	
18	x			x
24	x			x
28	x			x
36	x	x	x	
40	x			x
42	x		x	
46	x		x	
48	x			x
52	x	x	x	
54	x			x
55	x		x	
59	x		x	
61	x			x

**Suggested Action:**

1. Send letters to 11006, 08, 12, 36, 42, 46, 52, 55 and 59 advising that the Association is having these repaired and the owner's will be billed for the work.
2. Enter an order to Inside-Out for the work for 11006, 08, 12, 36 and 52 based on their quote. Request a quote from Inside-Out for those not already quoted: 11042, 46, 55 and 59.
3. Sealing: I suggest we start a sealing program of our own since the owner's don't do it. Start next spring to get two more competitive quotes for sealing the various decks (we already have Inside-Out's quote). We seal at intervals of every three years.

**Door Repair Survey**

5/28/2015

Unit No.	Entrance Door		Garage Door	Photo No.	Comments
	Storm Door?	OK?	OK?		
11000	Y	Y	Y		
11002	N	Y	OPEN		
11004	Y	Y	Y		
11006	N	Y	Y		
11008	Y	Y	Y		
11010	N	Y	Y		Very slight dent bottom panel garage door - okay
11012	N	N	Y	5495-97	Paint front door
11014	N	N	Y	5498-99	Paint front door
11016	N	Y	Y		
11018	Y	Y	Y		
11020	Y	Y	Y		
11021	N	Y	N	5518-19	Bottom two panels large dents; needs repair
11022	N	Y	Y		
11023	N	Y	OPEN		
11024	N	N	N	5500-03	Paint front door; bottom garage panel needs repair
11025	Y	Y	Y		
11026	Y	Y	N	5504	Bottom garage panel bent; needs repair
11027	Y	Y	Y		
11028	N	Y	Y		
11029	N	Y	Y		
11030	Y	Y	Y		
11031	Y	Y	Y	5517	Doors okay; house number needs straightening
11032	Y	Y	Y		
11033	N	N	Y	5515-16	Paint front door, small dents in front door okay

Unit No.	Entrance Door		Garage Door	Photo No.	Comments
	Storm Door?	OK?	OK?		
11034	Y	Y	Y		
11035	N	Y	N	5514	Moderate dent bottom garage panel, needs repair
11036	Y	Y	N	5505	Dents bottom garage panel
11037	N	Y	Y		
11038	Y	Y	Y		Slight dent bottom garage panel - okay
11039	Y	Y	Y		
11040	Y	Y	Y		
11041	Y	Y	Y		
11042	N	Y	Y		
11043	Y	OPEN	Y	5513	Slight dent bottom garage panel - okay
11044	Y	Y	Y		
11045	Y	N	Y	5512	Front door rusted through at bottom - needs replacement
11046	Y	Y	Y		
11047	Y	Y	N	5510-11	Garage 2nd & 3rd panels dented 3 places, needs repair
11048	Y	Y	Y		
11049	Y	Y	Y		Garage bottom panel - okay
11050	Y	Y	Y		
11051	Y	Y	Y		
11052	N	Y	Y		
11053	Y	Y	Y		
11054	Y	Y	Y		
11055	Y	Y	N	5506-08	Garage bottom and 2nd panel cracked; needs repair
11056	Y	Y	OPEN		
11057	Y	Y	Y		
11059	Y	N	Y	5509	Paint front door

11061

Y

Y

Y