

Chestnut on the Green Phase II HOA

Board Meeting Minutes, December 8, 2015

1. Call to Order
Following the Annual Meeting of owners, the regular board meeting of Chestnut on the Green Phase II Homeowners Association was called to order at 7:18 p.m. The meeting place was the Village Hall, Indian Head Park, IL.
2. Quorum Declared
The following board members were present: Jeff Buti, Max Moskal, Dennis Serafini and newly elected member Keith Plikuhn. Board member Kathleen Suchan was absent. Additionally, Alrick Pivaral, Managing Agent, Hillcrest Property Management, along with six homeowners were present. A quorum was declared by Alrick.
3. Approval of Minutes
A motion to approve the previously distributed September 2015 minutes was made by Jeff, second by Dennis, motion approved. The approved minutes will be posted on the Chestnut on the Green website.
4. Financial Report
Dennis presented an overview of the association's financial position as of the end of November. The financial summary showed total operating account of \$44,727.77, a reserve balance of \$94,780.32 (money market and CD), with a total cash position of \$139,508.09. A motion was made by Max to accept the financial report, second by Jeff. Motion approved unanimously.
5. Management Report
Alrick presented the management report:
 - D&I security report: A written summary of units not testing was provided in the board packet.
 - Norton Roof Warranty: The warranty was provided in the board packet.
 - Other Standard Reports of the board packet were noted: Work Orders, Aged Owner reports, Attorney reports, Unit Owner communication notes.
 - Landscaping Proposal: The Matthies Landscape maintenance proposal and mulch proposals were discussed. The annual landscape maintenance contract for 2016 was quoted at \$19,680 for the period April 1, 2016, ending November 15, 2016. We agreed to defer approval of the contract until needed (March meeting). Max noted that Matthies was doing final cleanup the second week of December, and complimented their efforts by working several weeks past the regular contract ending date of November 15.
6. 2016 Annual Budget: The proposed budget, as distributed to owners was \$168,800, the same as in 2016. The operating funds budget is \$94,165, and reserve spending budget is \$74,635. Max moved the budget be approved as presented, second by Jeff; the motion for the 2016 budget was unanimously approved.
7. Other Old Business
 - **Door Repair:** Alrick reported that work to repair and paint several doors was completed.
 - **Homeowner insurance status:** Detailed information on owner insurance was still not available by Hillcrest; the board requested **Alrick to have the insurance status available by the March meeting.**

8. New Business

- *Proposal for Replacement Roofs:* Max requested **Alrick to obtain a proposal from Norton for reroofing two buildings:** 11055-61 and 11045-53 (9 units), to include features of 2015 roofing, including caulking, corner fascia repair and pest screens. It was noted that at the present these are the two buildings having the most leaks.
- *Welcome Letter, Unit 11056:* **Alrick is to send a welcome letter to the unit. Max to get Alrick a copy of the welcome letter we use.**
- *Financial Audit:* Max requested that a financial audit be performed in 2016 since the books have not been done for several years. **Alrick is to obtain a quote for this.**
- *2016 Meeting Dates:* The third Tuesday of the month was tentatively set for 2016 meeting minutes, except December: March 15, June 21, September 20 and December 13. Jeff will check with the Village on availability of the board room.

9. Homeowner Forum:

- Homeowner had a bill of \$185 for replacing one deck board. A letter was sent out showing needed replacements but the cost was not provided. More specifics on costs are needed in the future for such repairs.
- The owner of 11041 complained that the bush be replaced in her front. Also the grass between the drives between 11041 and 11039. We will attempt to do this in our Spring walk-through. Topsoil is needed in strip between driveways.
- Owner of 11038 wants trees in front and back trimmed. The owner also complained that the Edgewood Country Club trees are encroaching on our property. It was explained that we trim the fence but large branches over the Country Club fence can't be done by the Association without major cost. **Jeff will look to see who did tree trimming in the past and address her concerns** on the front and back trees. The owner of 11038 also complained that the paint is peeling in her front posts, and this needs to be addressed. Alrick stated we used J JL painting for spot painting this fall, but the last major painting was done by Inside-Outside and the warranty may have expired. **Alrick to check to see if the painting warranty has expired, and look into having touchup painting done.** The owner of 11038 also asked when driveways would be seal coated. It was explained that seal coating is planned for 2016.

10. Next meeting, tentatively set for March 15, 2016.

11. Adjournment

Max moved to adjourn at 8:10 p.m., second by Jeff. Meeting adjourned.

Respectively submitted,

Max Moskal
Secretary