

Chestnut on the Green Phase II HOA
Board Meeting Minutes, March 22, 2016

1. Call to Order

The regular board meeting of Chestnut on the Green Phase II Homeowners Association was called to order by Jeff Buti at 7:00 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, Keith Plikuhn and Kathleen Suchan. Additionally, Alrick Pivaral, Managing Agent, Hillcrest Property Management, along with two owners was present. A quorum was declared by Alrick.

3. Approval of Minutes

A motion to approve the previously distributed December 2015 minutes was made by Dennis, second by Jeff, motion approved.

4. Financial Report

Dennis presented an overview of the Association's financial position as of the end of February. Discussion was held regarding reserve funds available in the Barrington Money Market and Bridgeview CD accounts to pay for the roofing of two buildings in progress. Dennis said there were sufficient funds available. It was also noted that the financial spreadsheet does not have a line item shown for the capital roof expense, whereas the approved 2016 budget shows roof capital expenses projected at \$68,600. **Alrick will bring this to the attention of Hillcrest's accounting department.** As of the end of February the total operating account is \$50,540.70, a reserve balance is \$91,201.47 (money market and CD), and the total cash position is \$141,742.17.

5. Management Report

Alrick presented the management report:

- Three proposals were procured for the tree trimming along the fence line.
- Inside-Out was notified about paint peeling at 11038, which was believed to be under warranty.
- A proposal for our financial audit was obtained.
- A proposal was obtained from Norton Sons roofing for two buildings: 11045-11053 and 11055-11061.
- The following units suffered roof damage from a wind storm on February 19, 2016: 11033, 11035, 11038, 11041 (same building); 11055, 11057 (same building); 11047, 11049, 11051, 11053 (same building).

6. Old Business

- The **Norton roofing contract** was signed by Jeff on February 22, and discussion was held to ratify the reroof expense. It was noted that early reroofing of the two buildings was justified because Norton was available to do the work, and due the emergency brought about by the storm damage. Max moved to approve the Norton contract of \$59,970, second by Dennis. Approved unanimously.
- The **Matthies contract** was signed on December 15, 2015, and discussion was held to ratify the contract. Early approval was needed to avoid Matthies' pricing changes going into effect on

January 2016. The contract is for \$19,680. Max moved to ratify the contract, second by Dennis, approved unanimously.

- **Paint peeling** on front porch pillars of 11038 was discussed. Alrick stated that Inside-Out will not cover the work under the warranty because it was original paint or primer found to be peeling. Alrick noted that Inside-Out may repaint the pillars without cost anyway. The fascia of 11045 needs to be replaced and painted as well, and discussion ensued that other building wood may need to be replaced. **Alrick will ask Inside-Out and JLL to provide proposals covering replacement of similar deteriorated wood trim for all the buildings.** The board will have a walk-through (discussed below) wherein we will review needed repair of deteriorated wood. Overall, it was agreed that the repair painting and wood replacement at 11038 and 11045 still needs to be done soon.
- **Trimming trees along Fence.** Estimates for the work varied from \$2,500 to \$9,600. The proposals varied widely in description of work to be done. It was noted that Matthies usually does some low tree trimming at the fence, but not overhanging trees. Tree trimming work is not included in the 2016 budget. Jeff moved to table any work on tree trimming until later in the year, second by Kathleen, approved unanimously.
- **New Driveway assessments.** It was agreed that an assessment will be made during our walk-through to determine the worst six driveways that will be replaced. Jeff moved to table approval of the driveway work until the next meeting, second by Dennis, approved.

7. New Business

- **Walk-Through.** A walk-through will be made by the board to determine problems with wood deterioration, driveway conditions, deteriorated shrubs, grass adjacent driveways, etc. Grass driveway grass damage could be billed back to homeowners who continuously drive off the driveways. The board will do a separate walk-through prior to Matthies' walk-through. The board's walk-through is scheduled for April 16, at 2:00 (alternate rain-date April 23), and Matthies will be asked to walk through soon after.
- **Financial Audit:** A proposal by Cochrane & Associates to audit the Associations finances at a cost of \$1,950 was discussed. Max moved to have the audit performed according to the Cochrane proposal, second by Dennis, approved unanimously. An electronic report, rather than a paper report, will be obtained to reduce any added cost.
- **2015 Taxes:** The tax report in the board packet was for 2014 rather than for 2015. **Alrick was requested to distribute the correct report to the board.**
- **Emergency Roof Repairs.** The emergency roof repairs following the February storm was completed by Norton Sons at a cost of \$1,635. While this work could be the responsibility of the affected owners, Jeff moved that the bill be paid by the Association because a good account of the amount for each unit was not available, and the relatively low cost involved. Second by Max, approved unanimously.
- **Owner's Ornamental Lattice, 11018.** Jeff stated that a homeowner complained that the owner's lattice on the west side of Unit 11018 was leaning and unsightly. The lattice was installed by a previous owner, so it is the responsibility of the owner. **Alrick was directed to send a letter to the owner requesting to reset the lattice posts into the ground or to remove the lattice entirely.**

8. Homeowner Forum:

- Homeowner asked if we were planning to mulch this year, and was advised that the work is planned. **Alrick was directed to get a proposal for the work from Matthies.**
- Homeowner asked to remind owners that the visitor's lots are for guest parking only.

9. Next meeting, tentatively set for June 21, 2016, 7:00 p.m.

10. Adjournment

Max moved to adjourn at 7:53 p.m., second by Jeff. Meeting adjourned.

Respectively submitted,

Max Moskal
Secretary