

## Chestnut on the Green Phase II HOA

### Board Meeting Minutes, June 21, 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 were present. A quorum was declared by Alrick.

#### 3. Approval of Minutes

A motion to approve the previously distributed March 2016 board minutes was made by Jeff, second by Keith, motion approved.

#### 4. Financial Report

Dennis presented an overview of the Association's financial position as of May 31, 2016. The Bridgeview CD was cashed and closed, and funds transferred to Barrington to make payment of \$46,238.00 to Norton Roofing. Though not reflected in the summary financial report distributed with the packet, our only accounts now remaining are the Barrington Bank Operating Account, and the Barrington Bank Money Market. At the end of May we had \$116,467.41 total cash accounts, reflected as \$5,881.38 in the Operating account and \$110,586.03 in the Money Market (Reserve) account. Dennis moved the financial report be accepted, second by Jeff, motion approved.

#### 5. Management Report

Alrick presented the management report:

- Violation letters were sent to owners, as requested by the board. The letters included notices for missing or incomplete census and insurance information, along with new census forms.
- The D&I Late to Test fire alarm report was submitted. Not included in the report is the status of 11056, which recently changed ownership; the previous owner was not cooperating in establishing fire alarm connection. There is a new owner at 11021 also.
- Roofing warranties from Norton Roofing for the two buildings, and their Final Waiver of Lien were submitted.

#### 6. Old Business

Jeff presented old business items and status:

- The **Matthies contract** for mulching has been completed. The contract work was ratified: motion by Jeff, second by Dennis, motion passed.
- **Repair painting at 11038** was not performed by Douglas Developments as requested, though they did paint and replace the rotting wood at 11045. **Alrick was requested to contact Douglas Developments to arrange the repair painting of the pillars at 11038 soon;** the job has been waiting since December.
- **Tree trimming** along the Edgewood Country Club fence; no action by the Club, so the matter will be tabled for now. Matthies trims along the fence, but not the overhanging tree branches.

- **Unit 11002 water leaks** in garage below the window. Leaks front and back were reported two years ago when the owner purchased the unit, and at that time the roofing company was unable to contact the owner, so the matter was dropped. About two months ago leaking was again reported by the owner, along with rotted wood in the rear of the unit. Inside-Out did repairs: rotted wood under the back sliding door, broken electrical outlet and light. They attempted repairs of the front window over the garage and reported rotting of wood under the siding. No repairs of the window were made at that time. Jeff requested careful documentation by Inside-Out to determine if the window is at fault (cracked, broken), or another cause, such as deteriorating sealant, and this inspection is scheduled for June 28<sup>th</sup>. Because of many reports of leaks around windows over the garage in other units, the board discussed on whether we should have all these windows in the units caulked and sealed as a preventive measure. **Alrick was requested to get quotes for the work – only main windows over the garage.** Discussion was also held on replacement of the wood below sliding glass doors with a water resistant “composite board;” it was agreed this should be done when any of these boards needing replacement in the future.
- The **financial audit** contract has been signed but work not started yet.
- **Re-roofing by Norton for 2016** has been completed and paid.

## 7. New Business

- **Attorney Change:** A recent letter was received from our old attorney: Fullett, Rosenlund, Anderson PC. Jeff reminded that all new legal work is to be handled by Kovitz, Shifrin & Nesbit, in Buffalo Grove. (This was agreed to during the board meeting June, 2015).
- **Retaining Wall - 11048.** Proposals to repair the leaning retaining wall were discussed. Matthies was the lowest cost, and the work proposed was closest to the bid request we submitted. It was agreed that the Matthies proposal was the best, but we have questions as to whether some of the work included by Matthies was necessary. It was agreed that Max and Keith will meet with Anne Matthies to clarify the proposal. It was moved by Jeff, second by Max to accept the Matthies proposal for a maximum of \$12,670.00, motion passed. After discussions with Anne, we may be able to do the work for less.
- **Driveway Work:** Due to the unanticipated cost for the retaining wall we agreed to defer driveway replacements (\$10,500 in the 2016 budget). However, we still want to complete the driveway sealcoating (\$2,422.07) during September. A motion to approve the sealcoating contract by American Sealcoating was made by Dennis, second by Keith, approved. **Alrick was requested to arrange the sealcoating work for September.**
- **Landscaping:** Discussion was held on upgrading the landscape, in particular the overgrown shrubs, with the work to be done in 2017. It was agreed that we get a proposal and multi-year plan from Matthies for the fronts of buildings, followed by the rear building shrubs. It was also noted that Matthies previously proposed to do dormant pruning to revitalize the shrubs. **Max will locate that dormant pruning proposal and we will consider pruning along with shrub replacement.**
- **Website Changes:** Jeff proposed to add a bulletin board to our website for announcements, and to inform owners on projects being considered, such as landscape improvements, spring walk-throughs, etc. It was agreed that this is a good idea and Jeff should proceed with the change. (There is no cost as Jeff builds and maintains our website on his server). We will publicize the website change on the quarterly meeting notice postcards. Additionally, Jeff announced that the new Village zoning ruling for patio extensions has been posted on the website.

## 8. Homeowner Forum

- The owner of 11061 did not receive the census/insurance form, distributed a few months ago. **Alrick will resend the information to her.**
- The owner of 11021 has a colony of honey bees in the foundation adjacent the air conditioner. The owner is arranging for a bee keeper to remove the bees but a few bricks will likely need to be removed. The owner will pay the bee keeper for his work, but there was discussion as to who will pay for removal and replacement of the bricks. It was not immediately known if this is a responsibility of the owner or the association. For now, the owner will pay for the necessary brick work. The crack at the AC piping will need to be caulked, and that is definitely the responsibility of the Association.
- The owner of 11021 also asked about the ATT/Comcast boxes in the rear of the unit, and whether these could be moved away from the back stoop. It was noted that cut and bare wires coming out are not dangerous or electrified, though they are unsightly. They can request this from ATT and Comcast, but our experience has been they are not very responsive the these requests.

9. **Next meeting**, tentatively set for September 20, 2016, 7:00 p.m.

10. **Adjournment**: Jeff moved to adjourn at 8:03 p.m., second by Dennis. Meeting adjourned.

Respectively submitted,

Max Moskal  
Secretary