

# Chestnut on the Green Phase II HOA

## Board Meeting Minutes, September 29, 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 one owner was present. A quorum was declared by Alrick.

### 3. Approval of Minutes

A motion to approve the previously distributed June 2016 board minutes was made by Dennis, second by Kathleen, motion approved.

### 4. Financial Report

Dennis presented an overview of the Association's financial position as of August 31, 2016. We had \$132,190.15 total cash accounts, reflected as \$48,679.44 in the Operating account and \$83,510.71 in the Money Market (Reserve) account. Discussion was held on budget amounts to consider for 2017. **There was a question as to the source of an "insurance refund" of \$952.00 shown in the report. Alrick promised to get clarification from the accounting people.** The date and time for an informal meeting of the board to plan the budget will be announced by Jeff. This will be after budget proposals are received. Max moved the financial report be accepted, second by Keith, motion approved.

### 5. Management Report

Alrick presented the management report:

- American Sealcoating work was completed on driveways and parking areas. Owners were posted in advance by post cards and by notices on the garage doors.
- An Ombudsman Act has been postponed by the state until 2019, as there is no means to administer the Act.

Motion made by Dennis to accept the management report, second by Keith, motion passed.

### 6. Old Business

Jeff presented old business items and status:

- Window leaks at 11002 were repaired by caulking. Photos were made to show that caulk was never done properly. The repair work was done by Douglas Developments; unit 11014 was done also. Jeff proposed that we consider having windows caulked over the garage in all units, except for those already done. This will be cheaper than doing them piece-meal. **A quote will be obtained from Douglas for this work.**
- Jeff reported that repair and painting of the front porch pillars will be completed on Unit 11038 by October 4<sup>th</sup>.
- Driveway sealcoating was completed September 24<sup>th</sup>.
- Financial audit status is expected to be completed shortly, now that all questions the auditor posed have been answered.

- The retaining wall repairs at 11048 were completed, but Matthies proposed some additional soil fill and landscaping grass be laid north of the repairs. After discussion it was agreed that the landscaping north is not a problem. We will not do the additional landscape work at this time, and **Jeff will advise Matthies of this decision.**
- Unit 11021 had a bee incursion problem last June due to lack of caulking at the air conditioning line entry to the side of the building. Subsequently the bee problem was fixed, and Douglas Development (DD) was requested to re-caulk the home into the unit. DD reported that the work would be done on 8/1/2016. However, when DD came to do the work, they could not find a problem, and a bill was issued for \$120 to cover the call. Keith Plikuhn ended up caulking the hole. The board's consensus was that the service man should have found the problem and that the bill was not justified. **Jeff will call DD to request credit.**
- In January, 2016, Matthies provided a quote (\$4.900) for dormant pruning to revitalize the shrubs. However, the dormant pruning was not done. After discussion, it was the consensus that dormant pruning may be the best approach this coming winter, as opposed to shrub replacement. **Jeff will confirm the status of the older quote with Anne Matthies.**
- Status of census forms and insurance: Alrick reported that all but two owners (11002 and 11004) are up to date on the census; these two will be contacted in an upcoming mailing. Insurance forms are up to date by all owners.
- Jeff reported that he updated the website, completed 9/29/2016. It is interactive, and monthly notices, news, events can be posted. Jeff is working on a feature where owners can submit complaints or requests.

## 7. New Business

- **Ombudsman Act:** Discussion was held as to whether we should adopt the recommended procedure. After discussion, it was agreed to table the matter until next meeting.
- **Norton Refund:** The overpayment of \$3,170 to Norton, discovered by the auditor, was refunded to the Association. The funds go into the reserve account.
- **Street Light Repair:** Two lights need new light bulbs. Our previous supplier, Raggs, has not responded. **Alrick will contact Upgrade Electric for repairs.**
- **Window Caulking:** Refer to discussion, above, on caulking all windows over the garages.
- **Unit 11049 Request to Replace Privacy Fence:** The owner requested that the Association replace the fence with vinyl because when the fence was recently repaired, it was not done with the same thickness boards. After discussion, it was agreed that the privacy fence is okay as is, and no action will be taken. Jeff will advise the owner of our decision.
- **Status of D&I Mobile Bill Reimbursement for 11004:** Alrick reported that the owner acknowledged receipt of the request for reimbursement, and that the check for \$54 was in the mail. **Alrick didn't know if it has been received, and will advise Jeff accordingly.**
- **Tree Trimming:** Max surveyed the trees that need trimming, i.e., those touching decks or house wood/roofs. **Alrick is to obtain quotes for the work.** Trimming would be done in winter. Four trees were also found that need to be replaced. It was the board's consensus that replacement of trees could be deferred, if needed.
- **Stump Removal at 11000 and 11016:** Motion by Jeff to approve the work according to Matthies' quote, second by Keith, approved.
- **Fall Reminder:** We had requests to remind owners to talk to their children on problems of leaving trash and general waste on the grounds. We agreed to send a letter with the next mailing to remind owners to help correct these and other problems: keeping outside lights on after dark, abiding with visitor parking and trash can rules. Parents of children are to talk to them about

playing in the pond and to reports of damage to tree branches. This information will also be posted on the homepage of the website. **Max is to provide a draft of the announcement to Jeff.** Postings of future announcements on the web page will be done monthly.

8. **Homeowner Forum**

The owner present did not have any matters for discussion.

9. **Next meeting**, both Annual Meeting and Regular Meeting, December 13, 2016, 7:00 p.m.

10. **Adjournment**: Max moved to adjourn at 8:06 p.m., second by Jeff. Meeting adjourned.

Respectively submitted,

Max Moskal  
Secretary