

Chestnut on the Green Phase II HOA

Board Meeting Minutes, December 13, 2016

1. Call to Order

Following the Annual Meeting, the regular board meeting of Chestnut on the Green Phase II Homeowners Association was called to order by Jeff Buti at 7:09 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 Matthew Varchetto. Board member Keith Plikuhn was not present. 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 September 29, 2016 board minutes was made by Jeff, second by Dennis, motion approved.

4. Financial Report

Dennis presented an overview of the Association's financial position as of November 30, 2016. We had \$150,213.92 total cash accounts, reflected as \$44,839.18 in the Operating account and \$105,374.74 in the Money Market (Reserve) account. **The question as to the source of an "insurance refund" of \$952.00, shown in the September meeting's report remained unanswered, and Alrick will get clarification on the matter from the accounting people.** Discussion was held on budget amounts in reserves for roof work, and it appears at this time that we are in good shape to complete all roof work in 2017, though the last building work will need to be held off until October. (Further discussion on the roof replacement project was discussed, and is covered in this report under Old Business). Other potential future major repairs to be performed under reserve funds were discussed, such as fascia replacement, and walkways. Jeff moved that the financial report be accepted, second by Max, motion approved unnameously.

5. Management Report

Alrick presented the management report:

- The audit was completed and the CPA is waiting for approval.
 - Audit receipt was approved and signed by Jeff and returned to Alrick for giving to the CPA.
- The cleaning of the exterior for 11056 was completed on 12/06/2016.
- R.J. Manietta proposes to prepare the 2016 tax returns for \$375.
- There was a complaint that the visitor's lot near 11061 was not plowed of snow because the lot was partially blocked by a car.
 - The snow removal people returned to clear it.

Motion made by Jeff to accept the management report, second by Matthew, motion passed.

6. Old Business

Jeff presented old business items and status:

- **Roofing:** The quote in hand from Norton is for roofing buildings 11000-11006 and 11040-11048 (9 units). An updated quote will be needed from Norton, as the two buildings with the worst problems are 11000–11006 and 11033–11043 (10 units). **Max is to request a revised quote from Norton.** The last building to reroof will be 11045 – 11053. Jeff moved to approve the Norton proposal for 10 units and to have the work begin early in 2017, second by Max, motion passed.
- **Ombudsman Act:** Discussion was held as to whether we should adopt the recommended procedure. After discussion, and because the state of Illinois isn't prepared to administer the act, it was moved by Max to table the matter indefinitely, second by Dennis, motion approved.
- **Dormant Pruning:** In 2016, Matthies provided a quote (\$4,950) for dormant pruning to revitalize the shrubs (front and side only). This was not done in 2016, and the task was placed in the 2017 proposed budget (same cost, according to Matthies). After discussion, it was agreed to do the work during January or February 2017, though there was a question as to whether the proposal included both front and back, or front only. Motion to approve by Jeff, contingent on doing both front and back, second by Max, motion passed. Jeff will review the proposal, to see if it includes both front and back shrubs. If it is front only, the board consensus was to proceed to the extent that the above amount is spent.
- **Street Light Repair:** The three street lights were upgraded by Upgrade Electric Company with new LED lights. Jeff related that new glass plates could be placed in the lights to increase the brightness of the lights, if desired in the future.
- **Window Caulking:** It was previously decided to do window caulking as leak problems are reported, not all windows at once. There have been no recent window leak complaints.
- **Tree Trimming:** Jeff reported that the Master Board has been using Mark's Reasonable Tree Service and Winklers for their work. Max surveyed the trees that need trimming, i.e., those touching decks or house wood/roofs. **Alrick is to obtain an estimate from Mark's for the work, based on the survey.**
- **Status of D&I Mobile Bill Reimbursement for 11004:** A check was received from the owner to reimburse the Association for the \$54 owed.
- **Electrical Work at 11008:** Jeff reported that the repair work on the outside (back, main level) outlet was completed. Rotted wood at this unit, above the garage, was also repaired.
- **Unit 11021** had a bee incursion problem during June caused by caulking failure 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. We were billed by DD for caulking work they did not do, and the bill was paid. Jeff contacted DD and obtained credit of \$120 toward future work.
- **Unit 11038:** Jeff reported that repair and painting of the front porch pillars has been completed, including rebuilding the base. There is possible peeling of other paint on that unit. Jeff will inspect again the spring to see if painting is warranted. We may not do more spot painting as it is planned to completely re-paint all units in 2018.

7. New Business

- **Unit 11008** has another deteriorated external electrical outlet on the lower level below the deck, and a work order has been issued. The owner also requested attorney assistance from the HOA on their excessive water bill with the Village. They were advised by Jeff that the water bill is between the owner and the Village, and the Association will not become involved.

- Jeff reported that **Unit 11054** requested that the deck railing in the back be power washed. After discussion it was agreed that minor algae growth that is readily accessible by the owner should be cleaned by the owner. This is in contrast to the substantial algae growth on the second floor level of Unit 11056, clearly visible from the street, and was accessible to clean only with power wash or from a ladder. Jeff already contacted the owner of 11054 to advise we will not have the railing power washed.
- **Unit 11056:** Cleaning of the north exterior siding was completed on 12/06/2016.
- **Proposed 2017 Meeting Dates:** Third Tuesdays, except December; March 21; June 20, September 19 and December 12. Meeting dates will be confirmed after the Village approves our dates.
- **Proposed 2017 Budget:** After discussion, a motion was made by Max, second by Jeff, to approve the Budget, as distributed. Motion passed unanimously.

8. Homeowner Forum

- No owners present so there was no regular forum. The Master Association was discussed. Phase II has three members on the Master board in 2017. Jeff appointed himself, Max and Dennis as Master Association board members. Jeff will ask Laura Sneed, Master Association Management, contact Max for help on the needed bridge repairs.

9. Adjournment: Max moved to adjourn at 8:08 p.m., second by Jeff. Meeting adjourned.

Respectively submitted,

Max Moskal
Secretary