I. Meeting called to order at 7:00 pm.

II. Roll Call
Board members present:
EPI: Scott Adler
President: Bill Dziallo
Vice President: Barry Barnett
Secretary: Jerry Spehar
Treasurer: Beth Murphy
Director: Judy Glazewski

Owners Present:
Robert Giltmier, Sherleen Karchut, Roberta Concannon, Kathy and Ray Greenhill

III. Approval of Minutes
Barry moved the approval of minutes from March 18th, Seconded by Jerry Spehar and Judy Glazewski

IV. Homeowners’ Forum
Barry asked if anyone wanted to speak and Sherleen Karchut indicated the following: Question about the roofs. I have two skylights and have heard that the owners have to pay for flashing. Barry replied that is true as he has two as well. Sherleen asked why is that? Bill replied: When they repair the roofs and put the new shingles up they want to make sure the skylights don’t leak and the Association can’t be responsible for that because the skylights were optional. Sherleen said that exterior maintenance, per the bylaws, says that the Association is responsible for repair of shingles and flashing on roofs, so if there was a problem with my flashing they you would have to repair them. And the Association is responsible so why should I have to pay for that. Scott said the reason the skylight would be a separate cost as the Association is responsible for the repair of the flashing and shingles which is on all units. Not all the units have skylights which is why the flashing is an additional cost because if you didn’t have the skylight, there wouldn’t be an additional cost incurred. So that’s the rationale as to why the skylights or other improvements that maybe the unit owners didn’t opt for at the construction of their home. Sherleen said that the association is still responsible if something happens to that flashing on roofs so if there’s something wrong with it then, to me, I read that as the responsibility of the association. I know not everyone has it but I have a smaller amount of roofing and I’m paying more for people that have more roof so to me I feel like why should I keep all this extra and that this flashing should be part of that cost.

Scott said that he understood that argument and that, ultimately, it’s up to the board to decide but in his experience with Townhome Associations similar to yours, the skylights are always the homeowners’ responsibility because it was not part of the original unit when the building was constructed. If the Board wants to get a different opinion on that, that’s always a good idea.
Sherleen said that not everybody knows how they figure out the amount owed for the roofs; they don’t always follow the same procedure as we do. A lot of people follow the amount of roofing that’s on their building and pay for that.

Scott said it’s similar to a Townhome Complex in Westmont that is similar to ours, but their declaration did not specify how the common expense were to be broken down and it’s considered a common expense as the reserves are part of your assessment which goes into that kitty. Unless that declaration generally specifies this is the percentage that expenses are broken up on. It’s based on whatever the total cost is based on the number of units and that’s how the other associations have done it. If this was a Condominium Unit, then you’re correct. You would only be charged for a certain percentage that your unit would have, but because this is set up as a different type of entity. The way the declaration if interpreted by the attorney, is that everybody pays one 92nd of the total bill.

Roberta Concannon asked that if everyone pays one 92nd, what about our flashing on our skylights. Scott replied that based on the declarations of other associations, and most of the declarations are pretty similar, the flashing would be considered a homeowner expense. The Board can go back and get another opinion just to see what the Attorney’s interpretation would be.

Sherleen said that she could see that she was getting a new skylight, or what happens if the flashing on my skylight is OK, why would I have to get new flashing? Scott replied, based on his experience, usually when they tear off shingles the flashing is damaged so the flashing usually has to be replaced.

Sherleen said that she still feels individual owners should not be responsible for the flashing. Scott said, based on your interpretation, he understands, but based on his experience, ultimately, if there is a question, the Board should bring it to their attorney and have him give his definitive legal opinion on what the charges should be for skylights and any other improvements to the units that may fall under this project.

Bill said we have had an opinion from the Attorney about the roofs and everyone pays one 92nd of the roofs. Scott replied we haven’t gotten into this. Barry said we’re not talking about this and that when people have their own skylights, they’re responsible for them. We’re talking about replacing the roofs and resulting replacing flashings for the skylights. Whether that should be included in the cost of the roofs, it’s a good point and I don’t know whether or not we have decided that. Bill said we have not, and Barry said that when we actually get to the point of determining the contract, we have to look into that. Bill said we should get an Attorney to look into that and get his opinion. Barry said he doesn’t think it needs at Attorney, it’s a Board decision to make, whether or not we’re going to replace the flashing around skylights when we replace roofs. Bill said we can do that.

Sherleen said that she just feels that if she’s paying for other people to have roofing replaced, the skylights should be included. Bill asked what kind of unit she has, and she replied she’s in the middle. Bill said it’s a Dorchester. Barry said that issue has already been decided, and the Board has talked
about it endlessly, and we’re not talking about something different and that the Board will look at that when the time comes.

Barry asked Roberta if she had anything further to say, and she replied that she had been in their home for 17½ years and we have never had a leak in the roof around their skylights, ever. We’re lucky; they have had other leaks in the roof but never in the skylights. What if they replaced the flashing if suddenly they have leaks, does that mean it’s the homeowners responsibility even though the flashing was redone and put in new, when, all of a sudden, we have a leak. Who is going to take care of that?

Bill said the quotes for the roofing includes replacing that so the roof doesn’t leak and that’s why they’re saying the individual owner has to pay for the skylights, that’s where that came from. Roberta said that if a big storm comes, and we have leaks once we have a new roof and new flashing put on, we just call EPI and say I have a leak around my skylights, they would repair it. Bill concurred and asked Scott. Scott said they would send the roofer back out and he would have to repair the leak and it would be covered. Roberta asked about landscaping. I wonder if the Board has had any chance to discuss the idea of having some volunteers form a landscaping committee like we had years ago. Barry replied, I think Judy has addressed that.

Judy expressed an interest in forming a committee; however, she is unsure how this is to be done. Does it have to be done in conjunction with the landscaper? I know last year when I had to get bushes the existing board went around to see if they were dead enough to be removed but she believes there was a Landscaping person with them to also get some input into that determination and, at that point, we had discussed options about some of the pruning has not been done or at the proper time and that some of these bushes would benefit with pruning or just cut off entirely to see if they would come back. Judy definitely wants to get involved and if you know anybody else who would like to get involved, to follow up.

Barry said that the proper procedure would be that when we get to the Business Section of the meeting Judy should make a motion to establish a landscaping committee and that we would seek volunteers and go to it.

Beth gave some suggestions on what procedures to follow and we can talk about that during the meeting. That will be in the Business section of the meeting. You make a motion that we establish a landscape committee and then seek volunteers and go do it. Roberta had some landscaping questions as well as Judy. Beth said nothing was replaced last year. A discussion continued about the landscaping. Roberta brought up the subject of grass and the problems that are occurring in the parkways and around the lake. Can we find out from whomever does the lawn maintenance what we can do to stop and prevent this problem.? Barry replied that he brought that to the Boards attention when his lawn was bad and received an answer from the Board that it would be too expensive to replace the sod. It didn’t have the sod replaced; all it needed was to re-rake and reseed it but nothing was done. Barry had a front lawn for almost a year that was total dirt. People remarked about how awful it looked. Roberta said that maybe we can find out the particulars about the occurrence and what we can do to remedy it.
Roberta and Judy are going to try and set up a committee to look into the matter.

V. Guests – None Scheduled

VI. Treasurer’s report

Beth and Scott had some discussion about the deposits in transit on the bank reconciliation and the prepaid assessment report missing from the financials.

**Discrepancy in totals:** Beth suggests that communication between EPI and Pheasant Lake Townhomes had to be clarified. Beth had many questions about how EPI handles different problems processing ACH transactions. She also had suggestions as to what the problem might be. They continued discussion on what the problem might be and how to resolve them. Beth is looking for details on the problems. Scott will go back and find out what the problems are and try to correct them.

Beth said the best they can do for year end is to try and make the adjustment. She discussed all the problems with Scott, item by item, and they will try to fix them.

Beth asked about the procedures followed when listing the receivables and payables. She had questions about which way it is done. Scott explained the procedures.

Beth had some additional questions regarding individual items and Barry asked for clarifications as to what these items might be and where they are located on the report.

Jan had a problem trying to log in to the Marquette online banking system. She made many calls to everyone to get this rectified. Beth is trying to rectify the problem with the bank and Jan regarding the reports.

Beth and Scott had discussion about the telephone system and voicemail procedures when a call is made to EPI by Marquette Bank. Beth says her calls to EPI never go to a receptionist, only voice mail.

Scott is unhappy with the security procedures that Marquette Bank requires. Scott says he monitors the calls made from EPI and he has never dealt with a bank like this. Beth says she can easily handle the security questions when she calls and that the way Marquette Bank handles security is acceptable.

Scott says the Marquette Bank security changes often and he is uncomfortable with this. The changes from Marquette Bank from last year to this year are completely different than the way it was originally set up to work.

Scott will sit with Jan Wanland when ACH processing problems are to be resolved. Beth and Scott think this will resolve the existing problems although Beth is wary of this.
Additional items are that the assessments are not printing correctly. Figures are incorrect per Beth and provided to Scott in writing. Scott says it’s because of the corrupted file for one unit which was discussed earlier.

Scott and Beth discussed when the problems will be resolved. Beth and Scott discussed adjustments and when they are to be made. Individual items are discussed, one by one. Beth and Scott will review the problems and try to resolve them, particularly mulch and roofs.

VII. Management Report
Last month’s items were discussed. Scavenger was discussed as well as miscellaneous expense. Duplication of postage cost was to be adjusted and put into Landscaping charges. Barry moved for acceptance of the Treasurers report. Bill and Judy agree.

Scott says in the Management Report, notices were sent to the Homeowners regarding no bush trimming or maintenance of the beds done, they have had some people reply and are updating the lists. Will forward to Landworks prior to their start. Most of that was done regarding inspection of lawns.

Regarding Snow Removal: There was some scalping along the curbing areas. S M S has been given the list and when weather permits will come out and put down the seed. The damage to PVC T-connector on the pump intake, over by the pump house, was noted. This was caused during the first snow when they were moving the ATV. They hit it and it broke. Upon inspection it was determined that they did fix it. The glue and the proper T-connector were used so we should be good to go. Scott asked Jerry when he goes thru the sprinklers, if he would give him a list of the sprinkler heads that were taken out by the ATV. Jerry replied he would let Scott know what the damage is via the monthly Sprinkler Maintenance report.

Roof Repairs: I didn’t see any responses back regarding the roof repair for 18138 Pheasant Lake Drive for $800.00 as of the preparation of this report. Beth asked what the date of the email mailed over. Scott didn’t have the date. The question was asked as to whether or not photos were taken. Scott said Sandy did remind Lang that photos were to be taken and that they were supposed to send photos with all of his proposals. No photos were located. Scott determined that the approval was given the previous month for these repairs so all roof repairs have been approved. Sandy has updated since then so records should be current.

Roof Replacements: Scott has attached the list that Beth has submitted at the last meeting. Beth and Jerry agreed that they would look at the specs and go thru and try to rectify some of the questions that were presented as far as we think were omitted. Last Monday, they went thru the recommendations, however, they are not finished with their review of the specs although we did come up with the specs for properly putting together the list in the roof replacement cost sheets. They had Scott’s copy and
Pheasant Lake Townhomes Association  
April 8, 2013 Board Meeting Minutes

they did some modifications as well. Thus, this is still work in progress and will hopefully be completed before the next meeting. They did take into consideration Scott’s responses to Beth’s list, and they can go thru this before the next meeting.

There were 17 items on the list from Scott which Beth and Jerry compared, and this helped to clarify questions which might have needed further explanations. Jerry said they came up with 14 out of 17 OK’s. Scott didn’t hit all of them as this might come up for discussion per the Boards spec. re track edit from EPI, including corrections and clarifications.

**Roof Bid Specification:** Barry asked Jerry if there was a time line regarding the completion of the Roofing Bid specs. Jerry said that should take about 2 more months for the roof specifications. The Roof specs will be given out for bids. Project start has not been determined.

**Irrigation:** Scott sent the contract to Aces. It has been signed and forwarded. Scott will coordinate with Bill for the shutdown of the system. Lake maintenance contract has been signed by Bill and sent over to Ken’s Lake Pond and Management so they will start the aquatic weed control. Per Scott and Beth, the initial treatment has been done and completed.

**Ash Borer:** In February there were some questions raised because Four Seasons Arborists have sent in the information that the trees need to be watered after the application, etc. and there were concerns about parkway trees, as well as trees planted by Homeowners. Scott reviewed the exterior modification for approvals since EPI started managing Pheasant Lake Townhome Association. There have been approvals for decorative fruit bearing trees. Nothing was noted for approval of Ash trees. Scott confirmed the number of ash trees by following up with Ed (owner) at Four Seasons. He came back out here and re-walked the property and confirmed there were 47 ash trees not including the ash trees in the parkway. There are more in the common areas, and parkway trees are not included. He went out and recounted the trees in his bid and said there were 47 not including those in the parkway so that would not change the cost. As far as the watering of the trees, Ed said that as long as we don’t get into a drought situation again, we don’t need to worry about the watering. If we have the normal amount of rainfall, the trees would be OK. They do not do the applications until after the leaves have come out because the leaves are what would draw the insecticide into the tree. They will also not do it unless it is a rainy period. Last year there was no way to do it. Other years they time it so that they are doing it in a rainy time because that initial watering is crucial. Ed said he doesn’t see any other concerns with that. The only thing we would have to be concerned about is if we had the drought conditions we had last year.

Barry asked if we know if the Village is handling the parkway Ash trees. Scott said the village will not handle the parkway trees. They will cut them down.

Beth asked if we got an estimate for the cost on watering the trees and if we had to do it. Scott replied that we would want to avoid it. He did not get a specific cost on this but in other complexes where they get watering it’s about $250.00 a shot. A shot means they come out one time with a watering truck and
will water about 3 hours. Beth asked if there is a drought, what the potential bad side would be. How many times would we have to water if there is a drought? How much cash flow would be required? Doesn’t look like the village has made up their mind what they’re doing, Per Barry, the village is working on 1000 of them but 7000 will be cut down. Any further decision on this is deferred until a decision has been made on the watering costs and what the village is going to do. If they defer this what would the consequences be? Motion was made to defer the decision until the May meeting.

A homeowner said that he was having 2 of his Ash trees treated himself. The homeowner called Tinley and they sent him a sign to put on his trees stating that it is not to be cut down.

Per Beth, the Board should communicate with the village until a decision is made on what the Association does. Scott will handle this.

VIII. Old Business:
Beth mentioned an exterior modification request to install a vent on the outside of a roof. She requested an answer previously and wondered if this had been handled yet. Scott will re-inspect this and email the Board with the answer.

Scott said all old roof repairs in March had been approved and taken care of.

IX. New Business

Motion was made to establish a Landscaping committee. This motion was approved by the Board. Judy asked what procedure should be taken to contact a Landscape person short of spending any money, but just to start the process. Scott said to contact him via email with the dates and times the committee members are available and he will contact Landworks and Scott will also be in attendance.

Beth and Judy had a discussion regarding what type of inspection is to be done and how it is to be put into practice. The Board made several different ideas on how this can be handled. Jerry also noted that the sprinklers are set up to water the lawn only, not the landscaping, and suggested this should be communicated to homeowners.

X. Adjournment 20:50
Barry moved to adjourn. Jerry and Beth seconded the motion. Meeting was adjourned.

XI. Board moved to Executive Session