March 13, 2017

Pheasant Lake Townhome Association
Board Meeting Minutes

Meeting called to order at 7 pm.

Board members present: Judy Glazewski, Tom Krippel, Len Wiencek, Beth Murphy
Scott Adler present from EPI.

Homeowners present: Sherleen Karchut, John Sokol, Rita Davis

Homeowners’ Forum:

No comments from owners

Landscape Update: None

Judy called for a motion to approve the November 14, 2016 board meeting meetings. Tom Krippel motioned, Beth Murphy seconded, and the minutes were unanimously approved.

Treasurer Report:

1. Beth is holding last/5th payment to SMS until the end of the contract period of 4/15/17.
2. Bank recs were received with financials.
3. Feb 2017 charges for Waste Management and Com Ed have been posted to the ledgers.
4. The March ACH batch is set to process on 3/15.
5. Beth noted the delinquent assessments includes fines which should be discussed during executive session. Scott pointed out that fines reversed in 2017 are not done retroactively to 2016 when assessed.
6. Assessment income is correct.
7. Beth received the financials last Friday for 12/31/16.
8. Volunteer savings paid for the siding done in 2016; now the volunteer savings will start building up again.
9. Beth’s adjustments moves the pump charges of $2,423.94 out of contingent reserves.
10. Beth explained the cash available of about $87,000, and driveways costs for 2017 should be covered by the available cash.
11. There are no reconciling items set up by EPI in their Reconciliation Discrepancies account.
12. Drain tile costs of $2,800 and $1,280 were moved as coming out of reserves.
13. Beth noted that mulch reserves of $750 per month are not showing up in AC 7001 and 3002 as has been done in the past. Scott believed the transfers were made only if cash was transferred, but Beth did not agree. Scott will check with Jan.
14. Nothing was added to driveway reserves in 2017, but there should be $3,500 per month included in Acct 3004 and 7003.
15. Beth provided her list of 12/31/16 year-end adjustments, excluding any adjustments to be made for reversal of insurance fines. Scott gave Beth the 12/31/16 adjusted financials that do reflect the adjusted income Beth computed of $31,446.50.
16. Beth noted that we got lucky because the corporate 2017 tax return deadline changed from 3/15 to 4/15.

Management Report – Scott Adler

1. The drain tile work is planned for the next week on Bluebird.
2. Aces Irrigation provided a bid of $1,240 for the fall winterization. The board approved the bid for $10 more than the prior year.
3. Mailbox damage shows no impact damage from plows. The post can be lifted out of the ground. SMS tried to shim up the mailbox so it would not fall over, but the rotted post is the owner’s responsibility.
4. Bids were obtained for the next group of 29 driveways to be replaced, but the contractors prefer to work on same street. Sealcoating will be done for 57 driveways. The board discussed the 4 bids obtained that bid on the same specs. The bid from Plotke Asphalt (does Chicagoland Speedway work and another complex for Scott) for $52,759 for driveway replacements and $3,950 for sealcoating for a total of $56,454 was unanimously approved. The board budgeted $56,635.10 for driveway replacements in 2017, so the bid is within budget. The sealcoating was budgeted separately for $4,000.
5. The board discussed the exterior painting bid specs. Scott wanted to know if we want the painting done over 3 years or do the entire painting once every three years. The 2017 budget shows $11,713.90 for exterior painting. The painting includes garage doors, front doors, and anyone with wood windows. Per Scott, as of last April, 77 units have some wood windows. Scott should get bids for having all of the painting done in one year or done over two years. The board discussed upgrading the paint, but decided not to try that option yet.
6. Owner appeals will be discussed during executive session.
7. There were no questions on the miscellaneous correspondence.
8. Scott discussed his inspection report. Tuckpointing bid specs for the pillars on 183rd will be presented to the board at the next meeting. Owner rotted wood windows will be reported to the owner. Mailboxes in bad shape will be reported to owners to repair/replace. Scott will get bid for drain tile work in rear of Mallard unit where Lang added extra downspout that extends into the turf.
9. Owner does not want some bushes trimmed in rear. Judy thinks Acres will go along with marking with red ribbons. However, landscape preference form says Acres trims all or nothing.
10. Judy asked for receipt for plantings by lake in case they don’t come back in spring.
11. Scott will check if dog tie outs are a rule violation.
12. Owner with ladder stored on side of unit will be notified of violation.
13. Owners with dog feces and damage to lawn will be notified of violation.
14. Bushes/trees hanging over top of fence on 183rd will be brought up with Acres to trim.

15. Outstanding work orders were discussed by the board. Some were recommended to be closed. Comcast will be contacted regarding utility boxes laying on their side. Many work orders have work planned in the near future.

Tom noted a problem reported by an owner with an evergreen with small bushes underneath on the berm. The owner wanted to remove the small bushes but needs to be told to put in an exterior modification request.

There was a motion by Judy to adjourn to executive session at 8:10 pm. Motion was unanimously approved.