Pheasant Lake Townhome Association
Board Meeting Minutes
Date of Meeting: October 27, 2016
Location: Orland Park Recreation Center, 14650 Ravinia, Orland Park, IL

Board Members in Attendance: Judy Glazewski, Tom Krippel, Len Wiencek, Jerry Spehar, and Beth Murphy

The Board Meeting was called to order at 7:15 pm by Judy Glazewski.

Owners or their proxies in attendance: Judy Glazewski, Scott & Claudia Stachacz, Barry Barnett, Len Wiencek, Jerry Spehar, Tom Krippel, Julie & Steve Eppolito, George Machay, Darlene Tomkins, Sherleen Karchut, Maureen Pococha, Jennifer Stone, Judy Trnka, Beth Murphy, Mary & John Sokol, Rita Davis, Ray Greenhill, Joe Racine, J. Carbajal.

Present from EPI: Scott Adler

Judy called for a motion to approve the September 12, 2016 board meeting minutes. Tom Krippel motioned, Beth Murphy seconded, and the minutes were unanimously approved.

The 2017 draft budgets prepared by Scott and Beth would be discussed so that the board could come to a consensus on the 2017 budget to be mailed to all owners in advance of the November 14, 2016 board meeting when the budget would be formally approved. Judy turned the floor over to Beth who discussed her draft of the budget. Beth noted that she had distributed her draft of the 2017 budget and put EPI’s data provided to all board members on the same document. This included the actual expenses and revenue to date through 8/31/16 which was the information available at the time EPI prepared their budget), EPI’s projected 2016 revenues and expenses, the 2016 budget, and Scott’s draft 2017 budget. Beth also provided notes regarding each line item on the draft 2017 budget. Beth also provided the 10/12/15 revised schedule of annual reserve contributions from the reserve study that was used when preparing the 2016 budget. Beth explained her budget amounts for landscape replacement, drain tile repairs, wood repairs, scavenge expenses, sprinkler repairs & maintenance, exterior painting, and the reserve amounts for mulching and asphalt driveway replacement that were different than Scott’s amounts. After Beth’s explanations and board discussions, Scott and the board agreed with the budget amounts she generated for these line items discussed. Beth did note that the reserve study had planned the 2017 recommended contribution to reserves to be $39 per owner, with the primary expenditure planned being driveway replacements. Driveway replacement costs vary depending on oil prices, so until a bid is obtained in 2017, the actual cost will not be known. Beth merely assumed a 3% cost increase (same as what is assumed in the reserve study) for 33 driveways being replaced in 2017 (only 28 were replaced in 2016). Beth noted that her draft of the 2017 budget would result in monthly assessments being $182.50 per month per owner. There was a preference for dealing with a more even dollar amount for the monthly assessment, so Beth recommended that the $2.50 per owner per month be deducted and instead use reserves instead to cover those costs. The resulting $2,760 would be deducted from the Asphalt Replacement Reserve in the budget distributed to owners prior to the November 2016 board meeting. As a result, the board unanimously agreed that 2017 proposed budget sent to owners would require that the 2017 monthly assessment per owner would be $180 per month. The board cannot
formally approve the budget until it goes to all owners and are given a chance to provide input prior to formal approval at the November 14, 2016 board meeting.

Scott did note that the owner response to the recycling survey of owners indicated that 13 owners supported it and 22 did not. The board makes the decision, but the board wanted input from the owners. Garage space for another bin was a common reason for the no’s. Individual owners could not adopt it, per Waste Management. Due to lack of owner support, recycling would not be adopted for 2017 and would not be included in the 2017 budget.

Judy noted that we had to decide on officer positions. Beth noted that Jerry was not fond of the secretary role, and she was willing to serve as Treasurer and Secretary. Judy agreed to continue as President, Tom as Vice President, and Len and Jerry as Director without a specific officer role.

Beth also noted that we should have another board member serve as co-signer on the Marquette Bank accounts. Tom agreed to be the added co-signer, and the board unanimously agreed.

The retaining wall being 8917 Mallard has a rotted timber, and a $400 cost was bid to replace it. Since only the top timber is rotted and the others seem sound, only the top timber really needs replacement. Judy motioned and Tom seconded that the $400 timber replacement be done, and it was unanimously approved by the board rather than the other very large bids for complete replacement ($3,770 or just under $5,000) using timbers or stones.

The rule change to fine individuals communicating directly with owners will be sent to the owners in advance of the November 14, 2016 board meeting where the board will vote on adoption of the rule. Beth suggested the link to the Pheasant Lake website be included. This will be mailed with the budget to owners.

There was a discussion about a tree that was removed behind a unit.

A violation about not submitting a census form were being appealed. The question is whether the board would reconsider the fine. The board did not agree to change their original decision.

A violation about not providing insurance information was being appealed under the premise that the owner did not receive a notice in the mail. The owner’s address did change, but they did not inform EPI. This is the first time the owner has ever been fined for anything. This is the same owner who paid roof assessments through July/August 2017 through automatic checks from their bank since they did not know what was going on. The owner has died and the family is dealing with their unit. As a result, the board agreed to waive the fines.

An owner made their assessment check payable to EPI instead of Pheasant Lake, so the check had to be returned to the owner. The board agreed to waive the related $10 fee due to the owner’s very serious extenuating circumstances.

Beth had prepared her usual monthly Treasurer Report, but rather than report it in detail, Scott agreed to review the written report and resolve the issues raised.

The board meeting was adjourned at 8 pm.