Pheasant Lake Townhome Association
Board Meeting Minutes
Date of Meeting: November 14, 2016
Location: Tinley Park Library, 7851 Timber Dr., Tinley Park, IL 60477

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

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

Owners or their proxy in attendance: Ray Greenhill, Sherleen Karchut, Judy Glazewski, Tom Krippel, Rita Davis, Beth Murphy, Len Wiencek, Matt & Kathy Cozzi, John Sokol, Jennifer and Reid Stoner

Present from EPI: Scott Adler

Homeowners’ Forum:

An owner asked about extending lawn service, and there was a board member response that the cost was very high (well over $3,000) to come out for another month years ago when the board asked for quotes. An owner said their bushes were growing over their gas meter when it was being replaced; gas meters should be accessible. An owner asked if there would be winter board meetings, and the board response was no. An owner complained about the bush trimming by the white fence on the south end of the complex. If the bushes are cut back for dormant pruning, that would expose the bushes’ dead branches. That would use up the entire landscape replacement budget, so there has to be a decision about replacement versus dormant pruning. It was noted that the landscapers were done for the season except for the extra 4th fertilization being done this year.

An owner who was new to the complex said that they would not get a response to phone calls made to EPI; so it was easier for the owner to just go to EPI’s office. An owner asked about doing landscaping in the beds adjacent to their unit and was told to complete an exterior modification form with their request that the board would have to review and approve. An owner asked if they are allowed to talk to board members outside of board meetings. It was clarified that board members do not take complaints outside of board meetings since those should be reported and tracked by EPI. Board members also cannot make decisions on behalf of the board when walking or working around the property. Also, owners are not to disrupt any of the contractors working on the property or give any direction to any contractors working on the property; instead, any complaints or comments should be directed to EPI. An owner thanked all of the board members for volunteering their time to serve on the board for another year. The board thanked the owner.

Another owner indicated they would be submitting an exterior modification request in the spring for landscaping work.

Landscape Update:

Aeration was done. On Thursday the next fertilization would be done. In early spring a decision would be made about how to address overgrown bushes: dormant pruning versus replacement.

Judy called for a motion to approve the October 27, 2016 board meeting minutes. Tom Krippel motioned, Beth Murphy seconded, and the minutes were unanimously approved.

Treasurer Report:

Bank recs were provided by EPI to Beth at the board meeting. The Com Ed and Waste Management autopayments were recorded on the Pheasant Lake ledgers. The Accounts Payable detail matches
the total on the General Ledger. The November ACH will be processed on November 15. All board members and Scott received Beth’s breakdown between regular and roof assessments that are still delinquent (only $394.81 of roof assessments are still delinquent). The other portion of the delinquent assessments is primarily due to the fines related to insurance and census card reporting requirements. Beth asked if fines should be separated from assessments in separate accounts for the owners. Attorneys need the full list, but Beth noted she does not have access to the owners’ ledgers to see if assessments or fines are delinquent. The breakdown of prepaid assessments showed a $170 roof assessment prepaid, but that should be zero; Scott agreed that is likely to be an error. The assessment income on the ledgers is still off by $210, but Scott believes that error has been identified and it relates to a refund check voided who overpaid for roof assessments. Beth did receive the financials via email on Friday which was very helpful for preparing the Treasurer Report. Beth reiterated that the reserves that were available at the beginning of the year basically paid for the siding of the soffit and fascia boards done in 2016. That reserve balance existed as a result of the work of the volunteers doing sprinkler work and accounting work for the last 12 to 14 years; the cost savings from the volunteers was $128,000 for these years, and the siding project cost was just under $140,000. Beth noted that the sprinkler volunteers currently included Tom Krippel and Len Wiencek, and the former sprinkler volunteers were Jerry Spehar and Ralph Brockman. Beth’s written Treasurer Report to the board and EPI showed the calculation of the cash available to pay bills, but Beth has no concerns about having tight cash problems now that the siding and driveway work has been paid. Beth asked Scott about the reconciling account having a balance of $370 credit (in addition to the assessment being off by $210). Scott indicated that $200 was a deposit from another association that was incorrectly put into Pheasant Lake accounts; the other $170 is probably the prepaid roof assessment that Beth identified earlier. Tom Krippel indicated that the estimated sprinkler cost savings from the volunteers doing sprinkler system work in 2016 was about $7,300. Beth noted that $2,800 in drain tile repairs needed to be removed from the landscape replacement account to the reserves. The drain tile repair expense account should also be closed directly to reserves (A/C 3000). Beth also indicated that $6,790 should be zeroed out of the mulch reserves and taken out of the regular reserve account. The driveway reserve account balance of $6,928 expected at 12/31/16 should also be closed out to the regular reserve account. Scott agreed that EPI would make these entries now rather than waiting until year end. Tom and Beth went to Marquette Bank to get Tom signed up as a co-signer on checks (to serve as a backup to Beth); Scott also dropped off to Marquette Bank the new signature card that Jan signed with Tom on it. Beth indicated that even though the board would not be meeting, she should still be emailed the financials the Friday prior to the second Monday of the month, and Scott agreed that would happen, especially for year end. If the next batch of driveways are replaced in June, Beth noted that about $28,000 would have to be borrowed from regular reserves to cover the driveway replacement cost in 2017, but those costs will be recovered during the rest of 2017.

Beth recommended that the 2017 be $180 per month based upon the 2017 budget provided in advance of the board meeting to owners. One owner seemed to think that there are currently no reserves available for Pheasant Lake. Beth noted that statement was not true and that as of 10/31/16, the total of all of the reserve accounts was about $70,000, but only $62,000 of it was currently available as cash due to having about $8,000 in receivables, which are primarily amounts owed due to fines, not assessments. Judy motioned that the budget be approved, Beth seconded, and the board unanimously accepted the 2017 budget and the resulting $180 monthly assessment for 2017.
Management Report:

All October items were resolved. Scott asked the board to accept Jerry Spehar’s resignation, and the board unanimously accepted his resignation. Beth also wanted to acknowledge all of the work that Jerry had done as a board member, which included serving as secretary and involved drafting monthly minutes from the recordings. Jerry also served as a sprinkler system volunteer and helped Beth a great deal with the roofing project’s revisions to the roof replacement specifications.

IL Pump replaced the bladder tank and pressure gauge on October 27; Beth did agree that the cost should be coded to reserves, not as general repairs and maintenance. Aces was out the day after to shut down the sprinkler system.

Scott met with Apex regarding complaints from 2 owners who had concerns about their driveway stains or unraveling. Beth clarified that not having done the sealcoating this year for the new driveways will not be impacted by the snow removal. The sealcoating will be done in late summer/early fall on the new driveways installed in 2016 and in 2017. Scott will get bids soon for the 2017 driveways to be replaced and the sealcoating.

The board voted unanimously to approve the $25 fine per offense when owners contact contractors directly with complaints when they are working on the property or when complaints are made directly to board members; owners should instead be contacting EPI with any complaints/comments for EPI to follow up.

A unit on Hummingbird had their roof damaged by lightening. The association is having Lang Home Exteriors repair the roof for $850 and will be billing the unit owner for the cost; the owner can get reimbursement from their insurance carrier. The board unanimously agreed with this. Lang did the roof replacement and would be the best contractor for this job.

The board previously approved via email a request to install a satellite dish. The board was reminded of the violation letters in their books sent out by EPI, as well as the reminder letters out to owners to submit their insurance renewal information.

There were no action items from Scott’s inspection report. Scott did find damage to the goose fence, and Beth asked if the one owner was still volunteering to fix the goose fence. EPI agreed to contact that owner to see if they would still be maintaining the fence. Scott agreed to contact Comcast again about the leaning utility boxes.

Len reported that there are another 2 holes in the white fence that he and Tom will fix. Work Order 30149 should be closed; the owner had already been informed about this problem’s resolution.

A tree in the berm will not be removed to avoid leaves from falling on patio furniture, and the owner complaining should be told it would not be done. An owner wanted their driveway patched now, but it will not be patched since the driveway will be completely replaced in 2018.

Work order 31626 was resolved and should be closed.

There was no need for an executive session, and the next board meeting is expected to be held in March.

The meeting was adjourned at 7:45 pm.