Pheasant Lake Townhome Association
Board Meeting Minutes - April 10, 2017

Meeting called to order at 7 pm at Tinley Park Library.

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

Homeowners present: Sherleen Karchut, Rita Davis

Homeowners’ Forum: Sherleen Karchut asked about landscaping at south end of
lake. Rita Davis repeated her complaint from prior board meetings about owners
not bagging their garbage. Beth acknowledged that Sherleen raked up the debris at
the south end of the lake during the prior week after the water level went back to its
usual level.

Landscape Update: Judy indicated she would be following up on plantings at south end of lake. Judy asked Scott to get a confirmation from Acres on when they will be
starting landscape maintenance. Judy indicated she will be walking the property to
identify how the 2017 landscape replacement budget would be spent, which will
include items previously identified.

Judy called for a motion to approve the March 13, 2017 board meeting minutes. Tom
Krippel motioned, Len seconded, and the minutes were unanimously approved.

Treasurer Report:

1. Beth is holding the last/5th payment to SMS until the end of the 4/15/17
contract period and until lawn repairs are made.
2. Bank recs were received with financials on the Friday before the board
meeting.
3. March 2017 charges for Waste Management and Com Ed have been posted to
the ledgers.
4. There is a $3 balance in Accounts Payable due to an error in the reversing
entries Beth requested. One of the reversing entries was off by $3 and needs
to be fixed by EPI.
5. The April ACH batch is set to process on 4/17.
6. Beth noted the delinquent assessments include fines that should be
discussed during executive session. Scott pointed out that fines reversed in
2017 are not done retroactively to 2016 when assessed. However, the board
unanimously agreed that the 12/31/16 financials prepared by Beth can be
adjusted for the remaining fines issues (as needed) and sent to owners. Scott
agreed to email Beth when the 2016 tax returns prepared by Beth are mailed
by EPI (deadline is 4/18/17). Beth noted that the 12/31/16 reserves of
$77,475.13 shown on EPI’s 3/31/17 ledgers did not include the 2016 fine
write-offs.
7. Assessment income is correct.
8. Beth pointed out to Scott that a $180 prepaid assessment payment was incorrectly classified as a prepaid roof assessment and should be corrected. Scott indicated that the owner forget they were on ACH and prepaid 2 months and requested a refund from EPI.
9. The reserve account 3001 was fixed as previously requested by Beth.
10. Beth explained the cash available of about $97,000, and that driveways costs for 2017 should be covered by the available cash.
11. Beth noted that the mulch reserves were incorrectly computed and recorded by EPI. The amount recorded per month was $1,104.71, but the amount should be $1,126.67. However, the monthly driveway reserves recorded of $4,719.59 are correct.
12. There are no reconciling items set up by EPI in their Reconciliation Discrepancies account.
13. Beth reminded Scott that the quarterly letters to owners with delinquent balances of any amount should be sent out by Scott explaining the reason for the balance due. Scott agreed that would be done.
14. Beth requested executive session time to discuss delinquencies.

Management Report – Scott Adler

1. The drain tile work on Bluebird is planned for April 10/11, 2017, weather permitting.
2. The driveway replacement and sealcoating contract was signed.
3. The board discussed bids for the lake treatment. Tom motioned and Beth seconded approval of the proposal from Environmental Aquatic Management for $3,000. The proposal was unanimously approved.
4. The board discussed bids for exterior painting. The board decided to ask SMS if the contract price of $36,800 would be maintained if painting is spread over 3 years, rather than just one or two. The board unanimously agreed that the SMS bid (the lowest) should be accepted.
5. Aces Irrigation provided a bid of $900 to fix the rear downspout drainage for the rear of 8905 Mallard so that the drain tile would be extended to the swale. Beth motioned and Judy seconded the motion to approve the bid, which the board unanimously accepted. This cost would be funded by reserves.
6. The bids for the tuckpointing proposal and proposal to replace the leaning brick pillar were discussed. The board agreed to get a bid to fix the existing pillar rather than replace it, as suggested by one of the bidders. Scott will solicit bids from mudjacking contractors. The board is deferring the decision on the tuckpointing & pillar bids until the mudjacker bids are received.

Inspection Report – Scott Adler

1. The board discussed political signs and a high school polo sign found in unit owners’ windows. The board reviewed and discussed the association’s rules; the rules did not specifically list political signs or high school sports signs as
being a violation; neither are considered by the board to be advertising signs which are a rule violation. However, placement of these signs is limited to the landscape beds adjacent to the unit or on the inside of unit windows. This issue will be raised at the next annual meeting to inform owners of the clarification rather than holding a special owners’ meeting for just this issue.

2. Acres will be notified by EPI about the duck nest identified at 8907 Bluebird.

3. Drainage issues with washout of mulch will be reviewed after Acres does their spring cleanup.

4. A new mailbox was installed without submitting an exterior modification request for board approval. The owner will be notified of the violation and will have 10 days to submit a completed exterior modification request form to avoid being fined.

5. The board approved having violation notices sent to owners where EPI documented lawn damage by the owner or their guest driving over the lawn.

6. The board approved sending a unit owner a violation notice with a $15 (medium level) fine due to allowing their dog to run unleashed, which is a violation of Tinley Park ordinances. The board requested that a copy of the Tinley Park ordinances be sent to the owner along with the violation notice.

7. An owner complaint about bush replacements “falling over” did not involve bushes; Russian sage (a perennial) was planted as a replacement and needs to be cut back as part of the spring cleanup so that the Russian sage can grow back again. The owner will be informed about this feedback.

8. Lawn damage from snow removal was itemized and will be reported to SMS before SMS receives their final payment on the snow removal contract.

9. A for sale sign installed in the common area has already been removed by the date of the board meeting; thus, no violation notice needs to be sent to that owner.

10. There will be follow up with Lang to identify resolution of water leak problems reported by unit owners.

11. A unit with a bird feeder planted in the common area in the lawn (instead of the landscape bed adjacent to the unit) will be sent a violation letter; no fines will be assessed if the feeder is removed from the lawn within 10 days of receipt of the letter.

12. Scott will ask Acres for a bid to repair the northeast corner of the lake whose border is deteriorating.

13. The updated landscaping map needs to be included in the director books.

Judy motioned that the board meeting adjourn to executive session at 8:25 pm, and Tom seconded. The board unanimously agreed to adjourn.