Pheasant Lake Townhome Association
Board Meeting Minutes - May 8, 2017

Meeting called to order at 7 pm at Tinley Park Village Hall.

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

Homeowners present: John Sokol, Sherleen Karchut, Rita Davis, Jennifer & Reid Stoner

Homeowners’ Forum: Sherleen Karchut noticed trees that were planted last year at south end of lake are growing. She also asked about bush trimming between inside front units which Judy reported will be discussed with Acres. Rita then asked when bushes will be trimmed and also complained about damage to lawn from snow plowing.

Landscape Update: Judy indicated that the goal for springtime efforts is to close out the work orders left over from last year, either with action taken or no action taken. Judy will be inspecting with Acres the next day. Judy’s list of items to be done is estimated to cost $600 to $700 based on last year’s pricing and asked and received board approval. Tom indicated he was willing to trim tree branches along sidewalk by fence on 183rd.

Judy called for a motion to approve the April 10, 2017 board meeting minutes. Tom Krippel motioned, Len seconded, and the minutes were unanimously approved.

Treasurer Report:

1. Beth is still holding the last/5th payment to SMS on the snow contract until all of the lawn damage has been repaired and inspected by Scott.
2. Bank recs were not received with financials.
3. April 2017 charges for Waste Management and Com Ed have been posted to the ledgers.
4. There is a still 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 May ACH batch is set to process on 5/15.
6. Beth noted the delinquent assessments breakdown was provided to the board by Beth.
7. Assessment income is correct.
8. Beth pointed out to Scott that a $180 prepaid roof assessment payment was still outstanding that Beth reported last month. Scott will follow up. The payment was incorrectly classified as a prepaid roof assessment and should be corrected.
9. Beth acknowledged the volunteers on the board and among the homeowners present. To date, the volunteers have saved the association $137,500. That dollar amount either paid for ½ of the siding of the soffit and fascia boards in 2016 and results in the amount includes in reserves now ... or another way to look at it, those savings paid for the full
cost of the 2016 siding of the soffit and fascia boards. Either way, the cost savings from the volunteers are highly significant.

10. Beth explained the cash available of about $106,000 as of 4/30/17. The driveway reserves being collected in 2017 are for driveways and mulch. Beth noted that the available cash balance is just about the cost of the remaining driveway replacements for 2017 and 2018, so spending reserves for things other than driveways should be kept to a minimum.

11. Beth noted during the prior month meeting 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. It still needs to be corrected. However, the monthly driveway reserves recorded of $4,719.59 are still correct.

12. There were no reconciling items set up by EPI in their Reconciliation Discrepancies account.

13. Beth discussed the updated write-offs of insurance reporting fines with Scott; Beth agreed with the additional $315 needed to be reflected in the 2016 year-end financials.

14. The account 32000 has a negative $2,210 in it. Beth noted it was $10 last month and does not know why this account balance exists or why it increased in the last month.

15. Beth noted that the correction for the reversed fines still needs to be reflected in the 2017 ledgers. Beth noted she will fix the 2016 year-end financials to reflect a decrease in accounts receivable and miscellaneous income by $315. The board approved this adjustment to the year-end financials to be sent to EPI to mail to owners.

16. Scott did send quarterly letters to owners with delinquent balances.

17. Acres sent a $40 bill for lawn repair, but Beth noted it was not done. Beth is not signing the $40 check to Acres and returned the check to Scott.

18. The EPI contract amount changed this month on the ledgers, but it should have changed earlier. Beth requested a copy of the EPI contract be sent via email to back up the new amount recorded. Beth asked if it would be back-dated, and Scott will check with Jan.

19. Scott confirmed that there is an $850 credit balance in roof repairs due to charging the owner.

20. Beth requested executive session time to discuss delinquencies.

Management Report – Scott Adler:

1. Insurance renewal: The board reviewed the bids obtained by EPI and unanimously approved the Farmer’s bid that had the highest coverage for the lowest cost. Beth asked if there would have to be a special check cut to pay the insurance on time (due 5/23), and Scott confirmed the regular check batch will include the check.

2. The driveway project will begin on June 5, weather permitting, with posting notices to units on Bluebird and Hummingbird. Tinley Park Police will also be notified.

3. The first inspection for lake treatment resulted in no treatment needed.

4. SMS agreed to painting cost for $12,267 per year for the 1/3 of units each year, even though not exactly 1/3 is painted each due to how the buildings are split up (2nd
year there is a little bit less). The 2017 budget shows $11,713.90, so the SMS contract is reasonable.

5. Rear downspout buried at 8905 Mallard by Aces, but still holding water, so it will be monitored.

6. The board discussed the bids received for tuckpointing needed and replacing footing on leaning brick. The lowest bid by Soumar Masonry for tuckpointing was unanimously approved, but the repair to the footing on the leaning brick post was deferred until further information was obtained.

7. Scott noted that the Bluebird rear location for the new drain tile installed was saturated, but the cost to extend to the sewer was far more expensive. Therefore, the board considered running the tile to the down slope. Aces would be asked to check this out and provide bids for the options to consider.

8. Tom noted that there is a problem with drain tile by the edge of the lake behind 18133 PLD. Tom asked Scott to have Aces look at it.

9. At the rear of 8931 PLD the cover for the drain tile is missing. Tom noted this was replaced by Aces last year and should be inspected by them.

10. Regarding sink hole erosion on the south side of the lake, Scott thinks it may be a problem with the sewer pipe down from the bench causing erosion by the side of the lake. Scott suggests having Aces check it out.

11. Exterior modification requests were unanimously approved via email.

12. Judy outlined work orders for Scott that could be closed: 031783 (bushes not dead and won’t be replaced), 033534 (dead branch will be removed but bushes not dead and won’t be replaced), 033620 (Tom will fix); 034186 (hostas were planted, not bushes; spring cleanup resulted in hostas being cut back; walkway too narrow for bushes), 034319 (will remind Acres to trim around utility boxes).

Owner arrived late for homeowners’ forum and mentioned the drainage problem at the rear of their unit on Bluebird already being addressed by the board. The owner asked when the financials would be available, and it was noted that they were late this year. The owner also asked if they would be on driveway replacement.

Judy motioned that the board meeting adjourn to executive session at 8:10 pm, and Tom seconded. The board unanimously agreed to adjourn.

Executive Session was held and the board reconvened after the Executive Session. Beth motioned to deny the homeowner appeal of a violation and its related fine for communicating with contractor working on the property. Tom seconded the motion. The board unanimously voted to deny the appeal of the violation and the fine.

Beth motioned to adjourn the meeting, and Tom seconded. The meeting adjourned at 8:35 pm.