I. **Meeting called to order** at 7:10 pm.
Board members present:
EPI Jan Wanland
President - Bill Dziallo
Vice President – Barry Barnett
Secretary - Jerry Spehar
Treasurer - Beth Murphy
Director - Judy Glazewski

Owners Present:
Mike and Roberta Concannon, Rita Davis, Jim and Debbie Gardner, Ray and Kathy Greenhill, Susan and Bob Gilmier.

II. Barry suggested that Homeowner’s Forum be conducted at the beginning of the board meeting and take up 30 minutes. Jerry suggested that the Homeowner’s Forum be limited to 15 minutes and allowing each unit owner 3 minutes to talk, based on the order in which they signed into the meeting. Beth pointed out that the last meeting’s Homeowners Forum resulted in unit owners yelling, cursing, calling people names, and offering their negative opinions about the personalities/characteristics of individual board members by name. Beth noted that this behavior is unacceptable and should not have been tolerated; yet, no one presiding over the meeting or anyone on the board stopped this unacceptable behavior. Beth noted that cursing and personal attacks have nothing to do with the business of the association and should not be tolerated. The board agreed unanimously that the Homeowner’s Forum should go first to allow owner input before issues are discussed by the board, that the time limit would be 3 minutes per owner for a total of 15 minutes, and that the unacceptable behavior described by Beth would not be tolerated and would be monitored by the President or any other board member. Jerry Spehar and Barry Barnett also stated concerns about the unacceptable behavior at the January meeting.

III. **Homeowner’s Forum:**
1. Roberta Concannon suggested that a Landscaping Committee be put together and that landscape replacements be done in Spring instead of Fall.
2. Mike Concannon indicated that he had read the specs and that he did not have any revisions to the EPI roofing specs, but he made some comments about charging owners for the separate skylight flashing kits, and had some recommendations regarding the underlayment. Barry noted that Mike could provide input to the Board about his review during the business portion of the meeting since the Board had agreed to have him do work on this.
3. Rita Davis wanted to know what the status of her neighbor was since their unit was empty. The board pointed out to her that the unit owner’s status is confidential and that no owner is accountable to another about their whereabouts. Rita also had complaints about the snow removal at her unit being shoddy in that there was more snow in her driveway from the plowing than the snowfall and that she asked the crew to clean her sidewalks twice. She also noted that the 183\textsuperscript{rd}
sidewalks were not shoveled, and there were problems with the snow plowing at the entrance to 183rd. The Board told Rita that the unit owner is supposed to call EPI to report problems and not interact directly with contractors working on the property.

4. The Gardners, at 8905 Bluebird, reported the gutter and downspout problems at their unit. After the clogged downspout was resolved, there is still a problem with the pitch of the gutter. The Gardners also asked if there were rules about mailboxes, and they were told that they needed to submit an exterior modification form to replace/install a mailbox and that the guidelines are those of the U.S. Postal Service.

5. The Greenhills, at 18202 Pheasant Lake Drive, complained about the sealcoating done on the steep driveway. Owners asked when meetings were held and how owners are notified. The board pointed out that typically the board meets on the second Monday of the month, unless there are conflicts that the board can work out, as occurred in March. The board also noted that the unit owners should contact EPI in advance to confirm board meeting dates. The Board agreed that the next board meeting would be on Monday, April 8, 2013.

IV. Minutes:
Barry indicated that the issue of putting the 2012 net income into roof reserves was tabled at the prior meeting, not voted down. However, the rest of the board indicated that the board did not support his motion. Barry recommended that the minutes be edited right above the Treasurer’s Report to state: “There was discussion on when to conduct homeowners’ forum.” There was unanimous approval of the board minutes, as revised.

V. Treasurer’s Report
1. Beth received the bank reconciliation in advance of the meeting via email from Jan. The reconciling items seemed appropriate.
2. Jan pointed out that the corrupt file problem that they are having processing assessments is still ongoing. The Property Boss Management System is working properly, but it is not interacting properly with the EPI Quicken accounting system. Beth expressed concern with whether the unit owner account balances were accurate, and Jan indicated that is done using the Property Boss Management System which is working fine; it is just not interacting properly with their Quicken accounting ledger software.
3. Both auto-pays for ComEd and Waste Management are working properly.
4. Beth noted that there is an Accounts Payable for $75.35 sitting on the books that was charged to Misc. Expense dated 2/19/13 for bush trimming, charged by EPI. Beth has no idea what that is and should be taken off the books.
5. Starting in March, Jan will change the batch to be processed for the Marquette ACH and send Beth the documentation needed to proofread any owner changes by the first of the month. Beth will review the changes, and set up and approve the ACH batch online and email the required approval memo to Marquette for processing on the 15th of the month.
6. Prior to the meeting, Jan informed Beth via email of the latest story on processing Jerry’s payments of $165 X 2 for 2012 sprinkler work. Jan emailed Beth and informed her that only one
of the payments was credited to Jerry’s account and provided Jerry’s statement as
documentation. Beth informed Jan that she had repeatedly asked about what EPI had done to
process this payment and has no idea on what adjustment to propose since Beth doesn’t know
what EPI has recorded. Beth believes that the 12/31/12 financial statements may need
adjustment because she lowered Accounts Receivable by $330 when $165 had already been
taken out of Jerry’s account. Jan agreed to follow up on this and let Beth know the next day
what the resolution would be.

7. Beth provided a breakdown of delinquent and prepaid assessments by regular versus roof
assessments to the board as an FYI.

8. Beth noted that 2/28/13 regular assessment income is off by $330, and Jan pointed out that it
was due to the previously discussed corrupted file problem. However, roof assessment income
is correct.

9. The reserve correcting entries reported at prior board meetings were corrected with the
12/31/12 year-end adjustments.

10. Jan did email the 2/28/13 financials to Beth so she would have them in advance of the meeting
to review.

11. EPI has made year end adjustments to their ledgers so that EPI’s financials matches Beth’s, but
the sprinkler repair cost issue still needs to be resolved.

12. Beth requested a printout of the 12/31/12 detailed ledgers right away once the 12/31/12
financials are finalized.

13. Beth requested that the board vote on whether an external audit is needed. Beth recused
herself from the vote. The remaining board members voting unanimously that an external audit
would not be needed.

14. Beth asked if any board member had any revisions to the 12/31/12 financials that she circulated
to all of them. No board member had any. Beth requested board approval to distribute the
financials to owners after the final issue of the sprinkler repair costs (which involves an
adjustment of no more than $165) is resolved. The board agreed unanimously.

15. Beth noted that the opening balances on the 2013 ledgers match the 12/31/12 adjusted
financials and that the correct 2013 budgeted amounts have been inputted into the EPI ledgers
for Pheasant Lake.

16. Beth pointed out that SMS starting charging gasoline charges on the last 2 batches of invoices,
including putting a charge on each invoice based on where the SMS staff was traveling from to
do PHLK work. Beth had reported that to Scott Adler who emailed Beth prior to the meeting that
the practice would be stopped since we had reported our dissatisfaction with this approach.
Beth asked the Board if the last 2 batches of invoices from SMS should be paid that include
these charges. The Board agreed unanimously that we would not pay those, so Beth voided the
checks and gave them to Jan so that revised checks could be issued for Beth to sign.

17. Beth provided EPI with the $2,208 adjustment need to put the $12 reserve per owner into roof
reserves, not the regular reserves. Beth noted that this should be done going forward in 2013.

18. All of Beth’s remaining items were to be discussed in Exec Session.

19. Barry motioned that the Treasurer’s Report be accepted. All agreed.
VI. Management Report – Presented by Jan Wanland

1. Jan noted that few complaints were received about the snow removal and that damaged turf has been identified that will be compiled in a list in April and given to SMS to fix. In addition, SMS acknowledged that they damaged the pump intake pipe outside the pump house and agreed to have it repaired by March 31 or EPI will have it repaired and deduct the cost from the final SMS snow removal payment.

2. The board approved 2 roof repairs at 8911 Mallard and 18214 Mockingbird as long as the problems noted with the bids were resolved, which including providing consistent info on the shingles to be used (same brand and color) and the same warranty. Beth also noted that the Board did not receive the photos to support the work until just prior to the board meeting, but this documentation should be provided at the same time as the bid.

3. Scott provided revised roof replacement specifications to the board that incorporated input received from Jerry at the last board meeting. Mike Concannon did not have any concerns with EPI’s specifications and did not recommend any changes. Beth provided a hard copy of her recommended list of issues to consider for incorporation into the roofing specifications based on her review of the bids received and EPI’s revised roofing specifications included in the Director books. Jerry suggested that a volunteer board committee be compiled to consolidate all revisions into the roofing specifications using track changes for Mike and the board to review. Jerry suggested that it be Beth and Jerry since they were the only board members who any input to suggest. They agreed to do the work and would do so as soon as possible.

4. EPI provided information on the bids received from Aces Irrigation for sprinkler system start up at $1,120 and shut down at $1,220. Jerry noted that he would be heading up the start up, but Beth also noted that she contacted Tom Krippel and Len Wiencek who have agreed to help with the start up. Thus, Beth motioned that the board approve only the winterization shut down cost of $1,220 which was unanimously approved.

5. Another higher bid was obtained by EPI for lake treatment, but the board prefers the lower bid of $2,520 from Ken’s Pond & Lake Management which was approved at a prior board meeting, but we are still awaiting the signed contract from Ken’s until the owner returns from out of town in late March.

6. Tuck-pointing bids of $99,300 and $141,450 were obtained by EPI at Beth’s request as part of assessing the adequacy of the reserves as agreed unofficially by the Board in fall 2012. Typically tuck-pointing is not needed until buildings are 30 to 50 years old.

7. The bid EPI obtained to install new drain tile at 8905 Bluebird was not supported by any of the board members. The unit owner was present and was told to put in a downspout extension to draw water away from the landscape bed. The Board directed EPI to have SMS assess the situation reported during homeowner forum (and previously to EPI) regarding problems with the pitch of the gutter and provide the board with feedback.

8. The Ash Borer treatment for 47 ash trees on the property that was approved at the prior board meeting was revisited due to concerns conveyed in emails after the last board meeting. Beth noted that the weekly watering costs noted by one of the bidders are unknown and that the
effect of not treating the parkway trees was unknown. Beth also believed that the extent of the problem with the trees identified as dead should be confirmed in spring before removing the trees. Beth also noted that some of the trees are owner-planted and thus are not the responsibility of the board to maintain or treat. Beth noted that complete information should be known before revisiting this issue. The board agreed.

9. The window replacement for 18204 Mockingbird was unanimously approved by the board.

10. Beth requested that the vent installation approved at the previous meeting be inspected by Scott at EPI before the next board meeting since there was concern about the installation being done on the roof versus the brick wall.

11. Unit owner at 18126 Pheasant Lake Drive wants to remove a fully grown evergreen tree in the interest of security. The board unanimously voted against the removal of a healthy evergreen tree in the front of the unit.

VII. Old Business

1. Barry pointed out that he had put together a list of maintenance items and dividend them between association and unit owner responsibility; that list was sent to all board members before the meeting. Jerry pointed out that he also put together a list and provided a hard copy to all at the meeting. Beth also provided a list that she had prepared. The board tabled discussion on this issue until the next meeting.

2. Beth noted that the November 2012 Director Books included the November 2012 newsletter that was reviewed and approved by all board members before being distributed to homeowners. The November 2012 newsletter noted that the Treasurer had volunteered to help do a reserve study, noting the amount of funds that this would save the association. This was the entire reason that the EPI contract was revised to authorize Beth to be able to request EPI to obtain bids (previously Scott had told Beth that he could not honor her requests). However, Beth was confused with the feedback given to Beth at the January 2013 board meeting stating that no such agreement was made and that a legitimate reserve study should be done. Since there had not been any formal vote on this issue, Beth motioned that the Board come to a consensus on whether an internal reserve study by Beth versus an external reserve study should be done. All board members agreed to conduct an internal reserve study.

VIII. There was no time for any new business, so the meeting was adjourned to Executive Session at 8:55 pm.