PHEASANT LAKE TOWNHOME ASSOCIATION
February 10, 2014

BOARD MEETING MINUTES

I. Called to order: 7:03 pm

II. Roll call:
   President: Judy Glazewski
   Vice President: James Hansen
   Treasurer: Beth Murphy
   Secretary: Jerry Spehar
   Director: Debbie Gardner
   EPI Management: Scott Adler

   Unit Owners Present: Jim Gardner, John Sokol

III. Guests: Aurora Roofing: Representatives Kenny Austin and Tom Prader

   Kenny & Tom proceeded to review and comment on the list of questions that the board had previously prepared.

IV. Homeowners’ Forum: John Sokol was present to ask about his exterior modification request to replace his garage door. The owner provided some documentation about the door that their contractor proposes to install. The owner pointed out that some of the doors that have been replaced are not the same as the original doors; some have handles, others do not. Judy moved to approve and Jerry seconded and the board approved unanimously. The board agreed to the replacement proposed since it had 4 rows of panels and 8 raised panels across and is a white door. The owner also reported a roof leak and would give details to EPI.

V. Minutes: Judy motioned to approve the January 13, 2014 board meeting minutes, Jerry seconded. The minutes were unanimously approved.

VI. Treasurer Report: Beth Murphy reported the following:
   A. Beth was given the bank reconciliations at the start of the board meeting.
   B. Com Ed bill was posted in January from December.
   C. The accounts payable detail matches the total on the financials, but Beth hasn’t seen checks for either of the 2 bills outstanding.
   D. The breakout of the delinquencies and the prepaids between regular and roof assessments was given to all board members. The totals on the detailed lists agrees with the totals of the receivables and prepaids on the financials.
   E. The regular and roof assessment income is correct.
   F. Beth needs to fix the $227.50 raised by EPI at the last meeting on the financials.
   G. Beth received the 1099’s … the earliest timing ever; however, the interest of $1.37 for Citizens does not need to be on a 1099.
   H. Beth and Jerry opened 2 money market accounts for Pheasant Lake at Charter One Bank with interest rates of 0.45%. The accounts were opened in order to move funds out of Marquette since the FDIC insurance only covers amounts up to $250,000. Beth asked board members if they knew of any other better interest rates, and Jim Hansen asked about rates seen online at bankrate.com. Beth noted that these higher interest rates are not available to corporate customers, only to individuals, at Ally, Discover, etc. No other board members had any other recommendations. Beth motioned for approval of the bank accounts. Jerry seconded. All approved.
   I. Beth purchased the safe and the reimbursement was submitted.
   J. Year end adjustments are not yet finalized, and the tax return needs to be prepared in order to do the year end adjustments. Beth was not able to do all of that work before the board meeting.
   K. Beth brought up the check for Ammon and the amount. Beth reported that 3 different amounts were reported in 3 different locations (prior director books and the contract). Judy signed the Ammon contract and gave it to Scott, so Beth gave the signed deposit check for Ammon to Scott. Beth also noted that she had the Safeway deposit check with her and signed it because she was now
comfortable that the total chimney work was accounted for in both the Ammon and Safeway contracts.

L. Beth noted that the checks for Ammon and Safeway checks were charged to General Maintenance; however, these amounts should be charged to reserves.

M. Beth mentioned that account 5085 has the legal fees of $227.50.

N. A credit to the scavenger account of $40 is being investigated, but the monthly bill is the regular amount of $920; thus, EPI needs to find out why $40 was charged to an owner in the property boss system.

O. When Beth requested and received a copy of the delinquency letters, Beth discovered that delinquent owners were being informed about EPI’s website. Beth noted that online payments of assessments can be process using the EPI website. Beth wanted to confirm that Pheasant Lake would continue to do their recurring ACH processing for assessments, and Scott confirmed that the ACH payment on EPI’s website is only for one-time payments. Pheasant Lake is not entirely set up on the system; the system is not available until the contract for Pheasant Lake is renewed. Scott will check with Jan to see if this system can be rolled out. Scott indicated that it is a premium system that adds value. Scott indicated that an additional fee will be charged. Using the EPI online system, ACH fees are $2.95 per owner and a 3.5% charge if paid by credit card.

P. Beth asked if late fees are reversing in 2014 from a prior year so that she can adjust accordingly the 2013 year-end financials.

VII. Debbie brought up her personal driveway issue reported earlier to EPI earlier.

VIII. Management Report

A. Siding replacements – received updated quotes from Bryne Johnson & Aurora Roofing

B. Exterior Painting – last 2 cycles with Paint Right painting, and the new cycle starts in 2014. One third of the units are painted each year. Debbie asked about how much work would be done, and Beth pointed out that the three year schedule is provided as part of the bid specifications. Debbie was referred to read the specifications given to the painters to generate the bids provided that were available in the director books for all directors. Beth noted that SMS never bid on painting, and Scott pointed out that SMS recently hired paint crews that were doing well. Paint Right (prior contractor) has a bid that is $72,877, but the SMS bid was $62,250. The SMS snow removal contract was discussed and consider a combination price with snow removal and painting. Beth note that EPI partially owns SMS, and that issue was discussed. Scott noted that the SMS snow removal contract is up in April 2014. Thus, snow removal bids would have to be solicited, including considering Landworks, but also considering the good work that SMS has done. Beth proposed that we defer the decision regarding the paint contract. Beth noted that if SMS was doing to the painting, they could possibly do the rotted wood repairs simultaneously. Scott pointed out that the Landworks landscaping contract is up this year. Scott mentioned that we could bid out the snow removal and the landscaping for the following year. The bids would go out together and separate amounts would have to be provided for each type of contract. A bid from SMS for snow removal and painting would also be solicited, with separate bids for each and a designated discount if both accepted.

C. Scott noted that the extra snow removal cost was $806, which was under the $900 estimated provided.

D. The rotted wood at 8905 Bluebird and 8931 PLD bids were solicited again with the right locations. Beth motioned approval of the Lang bid of $1,075, which was the lowest bid. The board unanimously approved the bid.

E. Reindeer asked for a credit approval application so that parts could be ordered, picked up, and billed to us.

F. Scott provided the Ash Tree removal map that he found on the Tinley Park website, based on Beth’s request to provide a listing of the trees needing replacement by the village at the last board meeting.

G. Beth suggested deferral of the discussion of the reserve responsibility list until a meeting when a roofer would not be presenting since it will take a long time to discuss. Thus, we can try for May. Beth also indicated that board members need to bring their declaration and by laws to the meeting when these items are discussed.

H. Beth noted that she put the EPI timeline for following up on delinquent assessments on the Pheasant Lake website.
IX. The board adjourned to Executive Session after the EPI Management Report at 8:40 pm.