Pheasant Lake Townhome Association  
April 11, 2016  
Board of Directors Meeting Minutes

I. The meeting was called to order at 7:00 pm by President Judy Glazewski.

II. All board members were present:  
President: Judy Glazewski  
Vice President: Tom Krippel  
Treasurer: Beth Murphy  
Director: Len Wiencek  
Secretary: Jerry Spehar  
EPI Representative: Scott Adler (EPI Area Manager).

Owners present: Sharleen Karchut, John Sokol, Joe & Sue Zima, Anita & Rich Rogich, Rita Davis

Judy made an announcement that the May meeting will be held at the Tinley Park Library. The meeting notice will be posted in the bench bulletin board.

III. Landscape Update: Judy Glazewski  
Judy suggested that the Landscape portion of the meeting be after the Home Owner Forum. The Secretary stated the change will be made in the next meeting’s agenda.

IV. Home Owner Forum:  
1) Joe & Sue Zima – asked about windows issue.  
2) John Sokol – asked about timing of mulch.  
3) Anita Rogich – asked about mailing received from Nicor Home Solutions relating to water/sewer system responsibility.  
4) Rita Davis – asked about tree, flowers and landscapers.

IIIa, Landscape Update: (After Homeowner Forum)  
1) Judy stated the bench trees are budding.  
2) Judy & Scott met and checked the Acres Landscaping work. Besides the last year’s work, that is in question, she has more items of interest. She itemized, for Scott, the items she found. Scott suggested he and Judy meet to review the items in question. Another Acres issue, the netting in the replaced grass is still there and should have been/needs to be removed. There was a board discussion on this issue. Beth brought up the issue of payment and the board decided it was an issue for later discussion.  
3) Judy stated she’s made the rounds, of the property, and made a list for the new season.

V. Approval of Minutes: Jerry motioned to approve the minutes included in the Director’s book. Tom seconded. The minutes were unanimously approved.

VI. Treasurer’s Report: Beth  
1. Beth received the bank reconciliations for March 31, 2016 at the board meeting from Scott.  
2. The March 2016 bills for Com Ed and Waste Management paid electronically have been posted to the Pheasant Lake ledgers.
3. The Accounts Payable detail matches the total on the financials, but the list includes a total for the 3 invoices that Beth accrued as part of the 12/31/15 year-end financials. Therefore, both the payables and the expenses for 2016 are overstated by $1,095.43. EPI needs to reverse Beth’s accruals to fix the 2016 ledgers. Beth included the reversing entry in her Treasurer Report given to Scott. Because Beth sends her Treasurer Report to EPI and the board prior to the meeting, Scott indicated the reversing entry was recorded by EPI on 4/11/16.

4. The ACH has been set up to process on April 15th.

5. Beth provided totals of the delinquent and prepaid accounts for both the regular and former roof assessments to the board and Scott. Beth suggested that the owners with prepaid roof assessment balances be contacted and asked if those amounts can be transferred to their regular account balances. Judy also suggested that the owners be told the prepaid amount so that they know how to handle their regular assessment payments going forward. Scott will have EPI send letters.

6. The assessment income on the financials is correct.

7. Beth did receive the 3/31/16 financials and general ledger via email on the Friday prior to the meeting.

8. Beth acknowledged that the reserve balance we have is due to the current and historical cost savings provided by the volunteers. 62% of the reserves is from just the sprinkler system and accounting cost savings resulting from volunteers, but excludes many miscellaneous items like bulb replacement, goose fence maintenance, etc. Basically, the cost savings from the volunteers is paying for the siding of the soffit and fascia boards.

9. Beth noted that the reserve accounts 3001, 3003, and 32000 have been properly adjust to reflect a zero beginning balance on 1/1/16.

10. A new account #3004 has been set up for the asphalt reserves by EPI instead of putting the amounts in the old roof reserve account.

11. Beth provided the cash balances in the checking and money market reserve accounts.

12. Beth noted the total cash currently available of about $240,000 after deducting prepaid assessments and Accounts Payable. The lowest bids approved for the soffit and fascia siding and driveway replacements total about $189,000. In addition, $31,500 is being collected for driveways from the remaining 2016 assessments. Therefore, adequate cash is available for these 2 large projects.

13. The beginning balances as of 1/1/16 for all of the balance sheet accounts in the general ledger matches the amounts on Beth’s 12/31/15 year-end financial statements. Beth is waiting to get the adjusted 12/31/15 year-end financials and ledgers from EPI that matches the year-end financials Beth prepared for owners that were given to EPI. Beth also needs to see that the totals on the 12/31/15 detailed list of Delinquent and Prepaid balances match the 12/31/15 balances in Accounts Receivable and Prepaid Assessments. Scott indicated that these documents will be emailed to Beth during the next week.

14. Beth confirmed with the board that the 12/31/15 financials that they received over a month ago can be mailed to owners once Beth confirms that her financials match EPI’s records: the adjusted 12/31/15 financials, general ledger, and the detail lists for the Delinquent and Prepaid accounts.

15. Beth asked if a separate section can be set up on the website describing what is and what is not covered by the reserves.

16. The board agreed.

VII. Management Report - Scott

I. Miscellaneous Operating:

A. Landscaping:

1) Scott stated they received two Landscape Preference Forms. The map was updated to denote those units. Other owners contacted stated they want the landscapers to maintain the bushes and flowers. Beth brought Scott’s attention to a discrepancy. Beth and Scott discussed the discrepancies. They will be resolved.
2) Scott met with the landscaper (Kurt, owner of Green Horizon) on April 6th, walked the property, and reviewed the areas of concern, especially the soggy areas.

3) Scott also found out Green Horizon subcontracted the work to Omega Landscape and EPI is waiting for their Certificate of Insurance.

4) Jerry brought up an issue with the contract. He referenced the revised contract, page 3, item 7, which states the work cannot be subcontracted. Scott stated he brought this item to the attention of Green Horizon. Scott asked for that information, so the board can make a decision. Jerry, again asked, why the contractor is doing the subcontracting. Scott did not have an answer. Judy also had concerns because of the assurances Green Horizon gave about quality of work. Judy also brought up the issue of carrying for owners’ personal beds. Her concern is that the berms are not personal planting beds and must be taken care of by the contractor. Scott stated he discussed this issue with the contractor.

5) Beth had a comment about homeowners not understanding the change about the landscapers not doing the perennials in the flower beds. Judy commented about the bad work done in her flower beds. Beth asked if the homeowners should be notified about the change. Beth read from a Landscape Preference Forms a unit owners request not to have the contractor do any work around their unit. There was a board discussion about informing the unit owners.

6) Beth and Judy had a discussion regarding work performed or not performed by the contractor. Beth re-stated her concern regarding owner expectation.

7) Jerry raised a concern about the contractor knowing the sprinkler system is shut down on Wednesdays to accommodate the landscapers. He also stated concern regarding the multiple contractors involved and communications between them and the association. Beth raised the question about Omega Landscape’s location. There was a discussion about landscaping work overall.

8) Jerry suggested, because of a possible breach of contract by Green Horizon, the association should cancel the contract with them and contract Omega Landscape. Beth could not find out anything about Omega on-line. There was a discussion about work responsibility and Len asked if Green Horizon has responded, regarding insurance issues. Scott stated they have not responded.

9) Beth suggested that Omega should not be on the property until proof of insurance is received. Work related issues were discussed and liability.

10) The board agreed that they do not approve of the use of a sub-contractor and that Omega should not be allowed on the property. Scott stated he will follow up.

11) Beth stated she wanted to review the contract scope-of-work. Board discussion ensued. It was agreed that clarification is necessary and Scott stated he will follow-up.

12) Acres Group: Scott stated they have issued a demand for the final payment for the landscaping from last December. He talked with Acres and told them we would not make the payment until we saw what has survived the winter. They issued a demand letter including balance payment plus late fees. Judy brought up the point that the contract states payment due upon satisfaction. She also made the point about the warranty and there already is a dead tree. Scott stated Acres told him they would honor their warranty. Beth asked if they were told the association would pay for everything that got installed, that we can inventory, and mentioned a partial payment offer. Scott did not mention the partial payment, to Acres, that we’d wait and see what came in. Judy discussed what she has listed what she had observed and that it was too early to
make a determination. She stated she wasn’t involved with the initial planting list. Beth suggested we review their bill and remove anything that is questionable and pay the balance. The board agreed with Beth. Beth then asked for a description of what is questionable. Scott stated he will use his and Judy’s list to determine the questionable items. Beth stated she will pay for anything that’s marked OK on Judy’s list. Scott agreed. The board agreed with Beth. Beth suggested we wait until things get greener and decide if we’re going to pay more for the non-OK stuff. There was a board discussion regarding items on the list. Judy also mentioned the grass-netting and there was a discussion. There was a board discussion regarding the list, payment, discussions and communications with Acres.

B. **Soffit/Fascia Capping:** Scott stated the contract was sent to Bill Lang of Lang Home Exteriors. When it’s returned to Scott, he will get it to Judy for signature.

C. **Gutter Leakage:** Scott stated he talked with Dustin Rager (Land Home Exteriors), and they will seal the gutter corners with a product called Flex Seal weather permitting. Jerry had a concern about the durability Flex Seal. Scott stated Lang has confidence the product will work OK.

D. **Exterior Painting:**
   1) Scott stated he inspected the property and determined there were 77 units that still had all wood frame or wood/vinyl windows. He reminded the board about the revised contract with SMS with deletion of the soffit and fascia. After doing the windows and garage door areas and any wood that is left, after the capping the fascia/soffits project, the contract cost is $406.25/unit or $12,600.00 for 2016. Beth stated that left 1/3 of the units that needed painting. She referenced a list of units. Scott’s list only shows the units that have wood. If it’s not on his list, the unit has either vinyl or aluminum clad. Beth clarified the count by some that have all wood and some that have all wood. Beth said if the ones not listed don’t have any wood that amounts to 14 units, out of 31. She stated that the 14 units do not have windows to get painted and the price is for only deletion of the fascia and soffit. She questioned the contract price of $12,600.00. There was a board discussion. Scott stated he would go back to SMS and ask for a revised cost, for this year, based on backing out the cost of not having to paint the units without wood windows. There was a discussion on determining which units are included for full service.

E. **Driveway Replacement:**
   1) Scott stated he has the signed contract and will get it over to Apex.
   2) Scott stated in conversation, with Apex, they had a question regarding sprinkler head damage. Apex stated they would be responsible for damage. Scott also asked if any of the sprinklers were right up against the driveways. Tom answered in the affirmative. There was a discussion regarding the driveway replacement procedure and Apex could not guarantee that there wouldn’t be some sprinkler damage. Scott suggested the sprinklers in question be flagged.
   3) Beth asked about the duration of the entire project. She stated concern that it might require the sprinkler system be off for an extended period. Scott stated that 1/3 of the driveways would take approximately a week. Scott explained the process.

F. **Irrigation System Maintenance:**
   1) Scott stated he has received the signed contract.
G. **Lake Treatment:**
   1) Scott has three (3) proposals for the aquatic treatment for the lake.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rollins Aquatic Solutions</td>
<td>$1,995</td>
</tr>
<tr>
<td>Marine Biochemists</td>
<td>$2,250</td>
</tr>
<tr>
<td>Environmental Aquatic Mgmt.</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

   2) Scott stated Environmental Aquatic Mgmt’s proposal states they will monitor the lake weekly, treat the lake as necessary and provide a weekly update. Their treatments would not require the shut-down of the sprinkler system.

   3) Jerry brought up a question about Marine Biochemist’s contract duration of three (3) years and jurisdiction of the State of CT. (?) Beth also had question regarding posting of warning signs.

   4) Beth had a problem with Rollins’ request for full payment up front. She also reviewed all of the contracts conditions. She also discussed the payment schedule of the contracts. Beth suggested that monthly payments are preferable.

   5) The service schedule of twice monthly for Rollins and Marine as opposed to weekly by Environmental was discussed. Tom stated he felt the weekly service was preferable.

   6) Beth stated the lake maintenance budget of $5,600 that includes the contractor and aerator service. Payment was discussed.

   7) Tom motioned for Environmental Aquatic Mgmt. Jerry seconded the motion. The motion was approved unanimously. Beth stated there is $3,500 budgeted and the payment schedule will be changed to monthly.

H. **18134 Mockingbird:**
   1) Scott referenced the clogged drain tile. His inspection report shows a picture of an outlet near the lake. Scott asked if the board wanted to include this item in with other drain tile repairs. He referenced another drain tile issue to be addressed. Jerry motioned to authorize the repairs. Tom seconded the motion. The motion was approved unanimously. Beth asked if this goes into General Maintenance and Repairs. Scott agreed.

II. **Exterior Modification Requests:**
   A) Exterior Modification Forms Revisions:
      1) Scott referenced the modification forms submitted by Jim Hansen.
      2) Jerry had some issues with some of the items on the second page of the form that were not needed. He also had an issue with item 5 on page 2. There was a board discussion regarding this item whether modifications by the current owner would have to be passed on to a new owner. Scott explained what, and how, information is passed on. Jerry suggested the two items discussed be removed from the form. Judy referenced issues that have come up regarding undocumented modifications. Procedures were discussed to minimize the problem from occurring in the future.
      3) Beth discussed suggestions for changes to the form, including eliminating item 6. She suggested adding items labeled “OTHER”, for items such as garage doors and other owner specified modifications.
      4) Scott noted the items the board suggested to be added or removed, from the form. There was an extended board discussion on a variety of changes to the “doors & windows” and “landscape” forms and implementation options.
5) Scott noted that he did have the Word files created by Jim Hansen for the exterior modification forms.

B) Bachman (18138 Pheasant Lake Drive) Exterior lighting replacement. Approval letter. The Board of Directors unanimously consented to the request via e-mail.

C) Sokol (18134 Mockingbird) Shrub replacement. Approval letter. The Board of Directors unanimously consented to the request via e-mail.

D) Sokol (18134 Mockingbird) Window replacement. Approval letter. The Board of Directors unanimously consented to the request via e-mail.

E) Fox (18130 Mockingbird) Window replacement. Approval letter. The Board of Directors unanimously consented to the request via e-mail.

F) Glazewski (18132 Pheasant Lake Drive) Garage door keypad replacement. Approval letter. The Board of Directors unanimously consented to the request via e-mail.

III. **Unit Insurance:**

1) Scott referenced the report showing what the owners’ insurance coverage. He referenced the report Beth made by model type.

2) Beth stated she did the report the way she did so the board can come up with a way to determine a reasonable replacement cost for a minimum for insurance coverage.

3) Scott stated he has contacted insurance brokers and our association’s unit value is whatever the insurance carrier calculates it out to be.

4) He stated that an independent insurance agent may determine a different value, whereas the insurance company may take that into consideration. That cost would be the association’s responsibility.

5) Beth stated there may be risk, referencing her report, looking at the range of numbers, for ranches, from $225,000 to $524,000 and whether the low number is right. She also noted the other models have a significant wide range as well. Her concern is that if the low number does not match the replacement cost, the association may have to make up the difference. She stated concern if damage to unit A, that has adequate coverage, also damages unit B that does not have adequate coverage, there is a major problem.

6) Tom stated a concern about making the unit owner buy a higher coverage that he does not want. Beth re-stated her concern was about minimum coverage.

7) Scott agreed with Beth that if a unit is damaged and the insurance is not sufficient to cover repair, then the association has a gutted unit to worry about.

8) The declarations state the unit must be insured for replacement cost.

9) There was a discussion regarding getting the insurance company to write the proper coverage: either downgrading the insurance company’s number because it was too high or increasing the insurance company’s number, because it was too low.

10) Beth’s concern is if a unit is under-insured, and it is damaged, what the association’s responsibility is.

11) Scott referenced the declaration regarding the association’s responsibility if a unit owner does not insure the property for the full replacement cost. **The association is not responsible for a unit that is under insured.**

Jerry **motioned** to adjourn the meeting. Beth **seconded** the motion 09:00 PM