The Special May 2, 2015 board meeting, conducted at the pond bench location, was called to order at 1:00 PM by President, Tom Krippel.

Board members present at the Special May 2, 2015 board meeting: Tom Krippel (President), Beth Murphy (Treasurer), William Dziallo (director) and Jerry Spehar (Vice President and Secretary).

Owners present at the Special May 2, 2015 board meeting: Julie & Jorge Carbalal, Cindy Belinski, Sherleen Karchut, Diane Connelly, Anita Rogich, Carmella Sommer, Jennifer & Reid Stoner.

A) Tom explained the reason for and the content of the special meeting. To review the minutes of the special meeting, go to the Pheasant Lake Townhome Association web site - www.plta60487.wordpress.com.

Ia The Monthly May 11, 2015 board meeting, conducted at the Tinley Park Village Hall, was called to order at 7:00 PM by President, Tom Kripple.

Board members present at the Monthly May 11, 2015 board meeting: Tom Krippel (President), Beth Murphy (Treasurer), William Dziallo (director) and Jerry Spehar (Vice President and Secretary).

Owners present at the Monthly May 11, 2015 meeting: Laura Bachman, Barry Barnett, Laura Harris, Rita Davis, John Sokol, Sherleen Karchut

III. Guest: Mark E. Ament, Agent for Southwest Insurance Center representing Erie Insurance Company. Mark discussed the current association insurance coverage with Nation Wide and his proposal for the association insurance with Erie Insurance. The current association insurance expires May 23, 2015.

IV. Homeowners’ Forum: (Time 00:23:46) 😊 Laura Bachman (18138 Pheasant Lake Drive) She had a question regarding replacement of trees and bushes. She had bushes removed and only a small amount was replaced. Scott took note for follow-up. Beth stated tree replacement has not been discussed, only bush replacement. Tom stated the tree issue will be addressed at a later date. Beth clarified the tree and bush issues. 😊 Barry Barnett (18201 Pheasant Lake Drive) Barry continued the discussion regarding trees, bushes and general maintenance of the areas where trees fell and grass. Tom stated that Acres, the landscape contractor, is starting spring maintenance. Barry had questions regarding funds. 😊 Laura Harris (8835 Bluebird) Commented about weeds. 😊 John Sokol (18134 Mockingbird) No comments. 😊 Sherleen
Karchut (18206 Mockingbird) Commented about weeds. Rita Davis (8925 Pheasant Lake Drive) Commented about a tree in front of the unit with a huge branch with a problem. Tom stated he inspected the tree. She also had a problem with the bushes. Acres addresses bush cutting in June and September.

V. Approval of Minutes: (Time 00:37:52) 1) Jerry motioned to approve the April 13, 2015 board meeting minutes, included in the May 2015 Director’s book. Beth seconded. The minutes were approved by all directors present. 2) Jerry motioned to approve the Special May 2, 2015 board meeting minutes, included in the May 2015 Director’s book. (NOTE: This meeting was not audio recorded). Beth seconded. The minutes were approved by all directors present. (NOTE: Both sets of minutes, for these meetings, are posted on-line at the Pheasant Lake Townhome Association web site -- www.plta60487.wordpress.com).

There was a discussion about the sequence of units’ roof replacement and unit owner responsibility regarding cars.

VI. Treasurer’s Report: - Beth (Time 00:43:45)

Beth referenced copies of her Treasurer’s Report.
1. Beth noted that the bank reconciliations provided to her in advance of the board meeting were not reconciling to the ledgers balances provided. Scott provided revised general ledgers to Beth at the meeting that should match the bank reconciliations previously given to Beth.
2. Beth noted that the April autopay for the Com Ed bill was missing from the ledgers provided to her in advance of the board meeting. Scott indicated that the autopay should be in the revised ledgers given to Beth by Scott at the meeting.
3. The Accounts Payable detailed list matched the total on the 4/30/15 financials.
4. The May ACH was set to process on Friday, May 15th.
5. Beth gave board members the breakdown between the regular and roof delinquent assessments receivable and those prepaid. Beth noted that the delinquent assessments is the lowest that it has been in a very long time.
6. Beth noted that the amounts for both the roof and the regular assessments were correct in the 4/30/15 ledgers.
7. Beth noted that she did receive the 4/30/15 financials and ledgers via email on the Friday prior to the board meeting.
8. Beth pointed out that the bank transfers from checking to the roofing money market account for the roof reserves were processed through April 2015; however, starting in May 2015, the transfers would no longer be made since the roofing invoices are starting to be paid out of the checking account. Transferring the funds out of the checking account and then having to transfer them right back into the checking account to pay the roofing invoices doesn’t make much sense. In addition, regular reserves will be needed in addition to the roof reserves to pay the base contract and also full cost of the roof replacement project.
9. The First Merchants bank accounts were closed and the funds were put into the Marquette bank accounts in order to pay for the roofs. Beth indicated that the U.S. Bank accounts would be closed next since the funds in those accounts would be needed before the CD’s mature on 6/29/15.
10. The April 2015 Waste Management bill paid was not posted to the 4/30/15 Pheasant Lake ledgers provided to Beth.

11. The April 2015 interest was not posted to the ledgers for the US Bank accounts.

12. The Waldman Engineering Reserve Study costs incorrectly charged to General Repairs & Maintenance were reclassified by EPI to the Legal/Audit Fees Account 5085 (which is the line item where this cost was budgeted).

13. Beth is still holding the SMS check for the final snow removal payment until the sod fixes are made and confirmed by Scott since these repairs were not mentioned in Scott’s inspection report. Scott will check out the plantings are progressing.

14. Beth asked Scott to determine if the fence damage would be covered by insurance. Scott noted the deductible is $500.

15. Beth wanted to acknowledge the contributions of volunteers and their services and how they impact the reserves (by allowing the association to come in under budget due to the cost savings from their volunteer work). Beth noted that 14 years of sprinkler repair work at about $7,000 per year totals $98,000; the savings from accounting services due to not needing an audit for 12 years at an annual cost savings of $2,500 totals $30,000. The total cost savings from just these 2 major items is $128,000 out of the $217,407.26 reserves as a result of coming in under budget, or 59% originating from volunteer work. Thus, there is $128,000 more in reserves due to the volunteers.

16. The checking account is ready to pay the roofing invoices which were provided to Beth, but Beth will wait to hear from Scott about the results of his inspections with Dustin from Lang. Beth noted that we need to use the regular reserves to pay the roofing invoices. Beth noted that we have $970,000+ in the bank accounts, but there are $53,790.07 in accounts payable, leaving $916,209.93 in cash going forward. The total roof costs without wood repairs will be about $944,000, but Lang will be willing to wait on the last couple of checks at the end of the project.

VII. Management Report - Scott (Time 00:55:37)

I. **Financial:**

A) Statements – No comment
B) Delinquencies – No comment
C) Insurance – Scott stated the current insurance policy expires May 23, 2015. He referenced the spread sheet with the insurance company proposals, liabilities, deductibles and premiums. Scott explained the proposals. There was a board discussion regarding the proposals.

Bill **motioned** the board select Farmers Insurance. Jerry **seconded** the motion. The motion was **approved** by all directors present.

II. **Miscellaneous Operating:**

A. **Roof Replacement Project** –

1) Scott referenced an e-mail from an owner (18208 Mockingbird) claiming a leaf blower was dropped on her skylight by a roofing Lang contractor employee during the roof repair on that unit. Tom and a Lang representative went up on the roof to inspect the alleged damage. No damage was found. No further action taken.
2) The same unit owner (18208 Mockingbird) claims there are nail-pops in the ceiling at the peak and above the fireplace. Because of the cathedral ceiling construction, it is possible for this to happen. The home owner is requesting that the association or Lang Exterior be responsible for the repairs. Jerry referenced a hand-out, sent to all owners, that states interior damage is the responsibility of the owner. There was a discussion about the owner talking to the contractor and, supposedly, the contractor stating they would pay to repair the damage. Beth also brought up the point that the owner intentionally talked to the contractor, knowing it was contrary to stated policy. There was a discussion regarding the reporting of problems. It has been a long-standing policy that the proper channel for problem reporting is through EPI.

Tom motioned that the association not take responsibility for repair of the nail-pops. Beth seconded the motion. The motion was approved by all directors present. It was decided, by the directors present, to send the owner a letter denying the request for nail-pop repair and include, in the letter, that discussions with contractors is against stated association policy.

3) Scott asked if there were any questions, from the directors present, regarding his inspection check-list. Beth had a question regarding nails used per shingle. Scott stated he goes on the roof, as the shingles are applied, to verify that 6 – 9 nails are applied. Beth also asked Scott about verifying the siding is being applied as per the latest instructions. Scott stated the latest instructions are being followed. Beth and Scott discussed timeliness of issuing checks and clean-up.

B. Landscape Maintenance – Scott stated that Acres has confirmed the landscaping is set for Wednesday. Scott stated that Acres wants to do a Spring walk-thru. The board agreed there should be a walk-thru. Scott reminded the board there should be no more than two (2) members doing the walk-thru. Date to be determined.

C. 183rd Street Fence Repairs - There has not been unanimous e-mail approval of the SMS repair proposal of $2,343.47. Scott also received a bid form Tru Link for $1,800.00, but it would take 4 weeks for them to do the work. Bill motioned for SMS to do the repair. Tom seconded the motion. The motion was approved by all directors present.

D. Rotted Wood Replacement – Rotted porch posts at 18208 Mockingbird. SMS quoted $560.00, which included priming and painting. Lang quoted $400.00, but does not include priming and painting. Tom motioned SMS do the repair. Bill seconded the motion. The motion was approved by all directors present.

Scott stated the 18212 Mockingbird the porch post is rotted. Beth requested that a quantity discount be considered for doing 2 of these repairs, not just one. Tom motioned SMS make the repair at the same cost as quoted for 18208 Mockingbird. Bill seconded the motion. The motion was approved by all directors present.

E. Bush/Landscape Removal and Replacement: Scott stated he reviewed the planting by Quinn and Sons. Scott said he found that the planting was not done or the wrong material was used. Those work orders have been re-issued, back to Quinn, to address those areas. Beth stated the rear of 8917 Mallard should be added to the list.
F. **The Reserve Study:** Scott stated it is underway. Walden Engineering came out last week and completed the inspections. Beth was complimentary of the inspector.

G. **Census Cards & Insurance Requirements:** Scott confirmed this will be discussed next month. The June 8th meeting will start with a special meeting. This will be a rules meeting to pass the Census Card rule. The special meeting will then be adjourned. This will be followed by the regular meeting.

H. Scott wanted to discuss the unit on Hummingbird that had the pipe burst. The neighbor wants the association to get involved. Scott contacted the association’s attorney, Douglas J. Sury, Keay & Costello, P.C., to find out the associations responsibility. Scott outlined the attorney’s response. Tom motioned the board follow the attorney’s advice and not get involved. Jerry seconded the motion. The motion was approved by all directors present. The damaged unit’s neighbor will be informed about the board’s decision.

III. **Exterior Modification Requests:**

A) Lacey (8913 Mallard) – Sunsetter Awning installation. Tom motioned to approve the request. Bill seconded the motion. The motion was approved by all directors present.

B) Sommer (18144 Mockingbird) Tree replacement. Tabled due to inadequate detail in request on type of tree and location where it will be planted since it cannot be put in the same location as the tree removed.

C) Fox (18130 Mockingbird) – Powered attic fan installation. Unanimously approved via e-mail.

D) Aloy (1818 Pheasant Lake Drive) - Window replacement. Unanimously approved via e-mail.

E) Hansen (18207 Pheasant Lake Drive) - Sun tunnel installation. Unanimously approved via e-mail.

F) Stoner (8820 Bluebird) - Window replacement. Unanimously approved via e-mail.

G) Murphy (8921 Mallard) – Replacement A/C unit and furnace. Unanimously approved via e-mail.

H) Jochum (8827 Bluebird) – Installation of satellite dish and two (2) attic fans. Unanimously approved via e-mail.

I) Valkenburg (18142 Mockingbird) - Letter of denial sent for siding installation.

IV. **Rules Violations and Appeals:**

A) Koziel (18217 Pheasant Lake Drive) – Lawn area fertilization and trimming of tree (really a bush) in front of the unit. The board’s response will be about not putting treatment on the grass. The problem is double fertilization of the grass. They can treat the landscape beds that are defined as being inside the sidewalks. Inform the owner bush trimming will happen in June.

B) Violation Letters –

V. **Miscellaneous Correspondence:**

A) Carbajal (8822 Bluebird) – Not reviewed

B) Stonerajal (8820 Bluebird) Not discussed.

C) All owners: Landscape references. Not discussed.
VI. **Inspection Report:** Items not discussed except wood repairs on page 3.

    MANAGEMENT REPORT ENDED *(Time 01:36:14)*

VII. **Sales Summary:** - Not discussed

    | Address | Previous Owner | New Owner | Closing Date | Sale Amount |

VIII. Old Business: Not discussed.

IX. New Business: Not discussed.

    Jerry *motioned* to adjourn. The board *unanimously* agreed.

X. The meeting was adjourned to executive session at 8:36 PM. CDST