I. Meeting called to order at 7:02 P.M.

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: John & Mary Sokol, Bob & Carol Van Valkenburg, Mike & Louise Holly, Bill Dzialla, Rita Davis, Roberta Concannon, Sherleen Karchut, James Gardner, Gina & Mark Williams

III. Guests – No guests scheduled

IV. Homeowners’ Forum – Comments
1. Bill Dzialla: • He was very confused about receiving board meeting notification. • He was advised about several ways to get the meeting dates. • He suggested the association needs an audit and that the Treasurer should not be only person making the decision about whether an audit is needed. • He has a problem with the roofing project being done in one session. • He has a concern with the damage done to his mail box.
2. Rita Davis: • She described a problem with a big stray dog. • She had a question about when mulch was going to be put down. • She has a concern about the trash in the area and that the association should post a reminder for people to pick up their trash. • She has concern about the removal a parkway flags, by the mowers, placed by USIC to locate underground infrastructure.
3. Roberta Concannon: • She stated the grass cutters used blowers and blew clippings towards the house. • She stated she cleaned up the mess and notified EPI.
4. Sherleen Karchut: • She had a concern about the timing of fertilization. • (inaudible) • She wants rubber blades on the snow plows to minimize damage to the driveways
5. James Gardner: • He has notified EPI regarding a tuck-pointing problem. Scott said that issue will be addressed during the Management Report part of the meeting
6. Gina Williams: • She’s planning to have a food drive around July and asked to put a notice on the web-site and the bench BB.

V. Approval of the minutes
1. Jerry stated he made an error in the posted minutes and passed out a hard copy revised version to the board members and EPI management. He explained the error.
2. Jerry made a motion to approve the minutes – as corrected. Jim seconded the motion.
3. Minutes were approved unanimously.

VI. Treasurer’s Report – Beth Murphy
1. Beth noted that Scott gave her the 4/30/14 bank reconciliations at the beginning of the board meeting.
2. The Com Ed and Waste Management bills were paid via autopay.
3. The total of detailed listing of Accounts Payable matched the total Accounts Payable on the balance sheet.
4. Beth noted that she set up the ACH batch for processing on May 15th.
5. Beth noted that she provided the breakdown between roof and regular assessments for delinquent accounts and prepaids since that breakdown is not provided in the EPI financials.
6. Assessment income (both regular and roof) year to date is correctly computed.
7. Jan did email the financials to Beth on Friday, 5/9/14 prior to the 5/12/14 board meeting.
8. Due to a correction in 2014 of a prior year transaction, legal expenses will have a negative balance throughout 2014 unless unexpected legal expenses are incurred to offset this negative balance.
9. Beth noted that she added a link to the EPI website on the Pheasant Lake website.
10. Beth confirmed that EPI revised the bank account names so that the names reflect whether the account is for roofs reserves or for general contingencies.
11. Beth confirmed that the bank transfers processed online on 4/14/14 was recorded in the Pheasant Lake ledgers.
12. Beth requested and received unanimous approval to transfer $30,000 from the Marquette regular reserves money market account to the checking account. The transfer was needed because funds were needed in the checking account to cover the chimney work that was completed using regular reserves.
13. Scott provided Beth with a printout of the 12/31/13 ledgers with all of the year end adjustments posted.
14. Beth noted that the 12/31/13 year-end financial statements prepared in March 2014 were mailed to unit owners after the April 2014 board meeting.
15. Beth also noted that she was not the only board member who decides whether or not an audit is conducted, as mentioned during Homeowners’ Forum. Beth noted and Judy confirmed that the entire board makes that decision, not one board member.
16. Beth requested some Executive Session time at the end of the meeting.
17. Beth wanted to squelch a rumor that assessments were being increased by $100 to do something with driveways. Beth noted that no such discussion has been held with the board. Judy also confirmed that the rumor is not true and that the board is focusing on roofs.
18. Jerry motioned to accept the report. Jim seconded the motion. The motion was approved unanimously.

VII. Management Report – Scott Adler

Financial

A) Statements: Attached to May, 2014 Management Report

Miscellaneous Operation:

A) Siding Replacement
1. Review siding replacement bids. Scott reviewed the costs associated with the replacement of siding on the vertical walls during the roofing project.

B) Roof Replacement Project -
1. Scott reviewed the revised roofing specifications regarding the replacement of gutters and siding.
2. Scott reviewed the quotes for replacement of the soffits and fascia uses either aluminum or LP siding. Scott showed a sample of the LP fascia. He also explained the cost difference. Scott also showed samples of the soffit vents that may have to be replaced.
3. Scott also discussed the replacement of the gutters and associated cost.
4. Beth brought up the subject of doing the replacement of the gutters and soffits with the roofing project rather than having to do it later.
5. Beth brought up a question about how the bid specifications include the replacement of the gutters, siding and soffits. Beth suggested the specifications should show total costs rather linear foot costs and be shown in a separate tables rather than the table of extras. Beth also made suggestions as to items, in the extras table that can be removed. She also suggested that a table be developed to show costs to be paid by the unit owner.
6. Debbie was concerned about completing the specifications in a timely manner. She suggested that we decide on a contractor now. There was a lengthy discussion about selecting a contractor and the timing required to get a budget in place for 2015.

7. Beth made a motion to select a contractor now or wait until after the bid specifications are complete. No vote was taken.

8. Jerry made the point that the bid specification be completed before a contractor is selected. He motioned that at the June 16, 2014 meeting, the board agrees on a comprehensive bid specification. Debbie seconded the motion. Beth suggested that all board members e-mail their suggested changes for inclusion. The motion was approved unanimously.

9. The cost of extras was discussed. It was determined it would be a significant cost. Beth estimated there would be a major drain on the regular reserve.

10. The question of installing new fascia and soffit was discussed. It was determined that by having the cost included in the bid specification a decision can be made as to whether or not to do the installation concurrent with the roofing or wait and do it later.

C) Roof Repairs –
1. Scott stated that Lang Home Exterior completed the roof repair at 8937 Pheasant Lake Drive.

D) Exterior Painting –
1. Scott stated SMS has not given a start date because of the weather.
2. Debbie had a question regarding the installation of the new soffits could reduce the contract cost. Scott stated there was a 30 cancellation clause in the contract.
3. Beth asked Scott if he could get an estimate as to the possible cost saving. Scott will investigate the savings, if any. The soffits are a major part of the required painting.

E) Snow Removal –
1. Scott stated the next item is mailbox damage at 18213 and 18215 Pheasant Lake Drive. The mason review report indicated the damage was due to weather and not snow plowing. Jim stated he did not think the damage was caused by weather. The other board members agreed. Scott will refer this item to SMS.

F) Concrete Chimney Crown Replacement –
1. Ammon Enterprises completed the work in late April.
2. Payment to Ammon and the metal chimney crown contractor was discussed between Scott and Beth.

G) Tree Care –
1. Scott discussed whether the board wants to have Kramer Tree Service remove the bench area trees.
2. Jerry mentioned his dissatisfaction with Kramer. Judy stated she talked with Craig, from Landworks, about changing the specifications for tree and stump removal. Beth stated she contacted Homer Tree Care for possible bids and referred the follow up to Scott.
3. Judy discussed the number of remaining Ash trees that need attention.
4. Scott stated he received a quote, for tree replacement, from Quinn and Sons. Cost $3,925.00. This cost includes turf restoration of the area of the removed trees. Or garden style replacement at $1,150.00.
5. Judy suggested a combination of trees and garden flowers.
6. Judy raised the question about raising the canopy of the entry way Pine tree.
7. Beth mentioned her next-door neighbor’s tree appears to have infestation. Judy is waiting on an arbor report and if there are any more Ash trees to be removed.
Exterior Modifications Requests:
A) Scott reviewed the following exterior modification requests previously approved via e-mail.
B) Supple (18138 Mockingbird) – Modification request to install new windows. Beth motioned to approve. Jerry seconded the motion. The motion was approved by unanimous vote.
C) Trzaskus (8931 Pheasant Lake Drive) - Modification request to install new patio door. Beth motioned to approve. Jerry seconded the motion. The motion was approved by unanimous vote.
D) Hansen (18207 Pheasant Lake Drive) - Modification request to install new sun tunnel. Jerry motioned to approve. Beth seconded the motion. The motion was approved by unanimous vote.
E) Hansen (18207 Pheasant Lake Drive) - Modification request to install new patio door, front door and windows. Beth motioned to approve. Jerry seconded the motion. The motion was approved by unanimous vote.
F) Spehar (18212 Pheasant Lake Drive) - Modification request to install planter bed edging. Beth motioned to approve. Jerry seconded the motion. The motion was approved by unanimous vote.
G) Concannon (18208 Mockingbird) – Removal and replacement of six (6) bushes. Previously approved and approval letter sent to owner.

Miscellaneous Correspondence:
A) Kaffel – A directive letter was sent to owner regarding edging that needs to be removed. Beth had a question about how the owner was notified. Scott stated the owner was also called.
1. There was a question regarding an exterior modification request pertaining to window replacement. Judy stated the owner needs to provide additional information.
2. Jim provided some information he had obtained from other associations, regarding exterior modification forms. He said that other associations have exterior modification request forms that pertain to specific types of requests: ie doors, windows, patio doors, etc. These forms include information about the product, the installer and contractor. Jim said he would generate these forms and provide them to the board for review. (Time 01:12:02)
3. Jim made a point about how directives are controlled and what type of follow-up is necessary.
4. There was further discussion regarding the directive sent to Kaffel,
B) Landworks – No discussion
C) Concannon – Beth discussed her response for this item. She described the technical details that the owner needs to take to resolve the issue. This is completely a PC user responsibility. It was also stated that the minutes and exterior modification form are in multiple formats.
D) Newsletter Delivery – No discussion
E) All Owners – No discussion

VIII. Inspection Report –
A) Scott reviewed the inspection report with the board.
1. Scott made reference to the mail boxes. Beth mentioned that the May newsletter addresses the mailbox issue.
2. Beth recommended a letter be sent to the owner at 18212 Mockingbird about the crooked mailbox.
3. 18136 Pheasant Lake Drive. The house is for sale and empty.
4. 8811 Bluebird has mud on the inside of the vinyl fence. Debbie volunteered to clean the fence and Jim volunteered to help Debbie.
5. 18208 Mockingbird the pine tree issue was directed to the landscape committee for resolution.
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6. Beth brought up the issue of mulch. There was a discussion on when is it due and funding. Beth suggested there is a need for a mulch bid specification. Beth suggested that if there are any funds remaining from the mulch reserve, they could possibly be used for landscaping.

7. Jim suggested that the pine tree that is scraping the roof be trimmed.

8. 18128 Mockingbird should receive a Violation letter regarding the lawn damage and possibly the sprinkler damage.

9. 8901 Mallard will get a letter regarding the “Dog Sign”.

10. 8917 Mallard will get a letter regarding Christmas lights in the bushes.

11. 18211 Pheasant Lake Drive request for bush removal was directed to the landscape committee.

12. 8925 Mallard request for management inspection of a tree. Beth stated this is an owner planted tree.

Work Order Printouts:
1. Judy mentioned that workers were at her place checking the erosion problem along her sidewalk. They did nothing and left. Scott will review.

IX. New Business
1. Judy brought up the discussion about tuck pointing. Jim motioned Debbie’s tuck pointing need be addressed. Jerry seconded the motion. Motion carried by majority vote.

IX. Old Business
1. Judy and the board had a discussion about general turf treatment and repair.

X. Adjourn to Executive Session