Pheasant Lake Townhome Association  
August 10, 2015  
Monthly Board of Directors’ Meeting Minutes

I. The board meeting was called to order at 7:00 PM by President, Tom Krippel.

II. Board members present at the board meeting: Tom Krippel (President), Beth Murphy (Treasurer), Jerry Spehar – Late for start of meeting (Secretary), Debbie Gardner (Director) and William Dziallo (Director).  
Scott Adler (EPI Field Manager)

Owners present at the board meeting: Judy Glazewski, John Sokol, Rich Gluch, Rita Davis and John Burch.

III. Guest: None

IV. Landscape Update: Not scheduled.

V. Homeowners’ Forum: 😊 Judy Glazewski (18132 Pheasant Lake Drive) No comment. 😊 John Sokol (18134 Mockingbird) Had a question regarding lake treatment. Tom stated the original bidder did not show up and the bid was given to Acres. 😊 Rich Gluch (8933 Pheasant Lake Drive) Rich had a question about what is being done about damage to his A/C because of the roofers. He described the damage and its cause. Scott stated he talked with Lang, and they will pay for the repair but not a replacement unit. Scott suggested the board should force the issue with Lang through the owner, with EPI support. 😊 Rita Davis (8925 Pheasant Lake Drive) She had a question regarding her front tree. Tom stated there is a contract to remove the tree. She also said they are in need of mulch. Tom stated mulch is replaced every two years and we’re scheduled for next year. She also had a concern with the bushes along the 183rd street fence that they need trimming. Bush trimming is scheduled for September. She said the fountain light is dim. Tom said one of the four bulbs is burned out. Maintenance is performed when the fountain is removed in the fall. 😊 Unknown attendee (18218 Pheasant Lake Drive) She talked about a cracked board on the fascia she showed to Tom. No action discussed. 😊 John Burch (8830 Bluebird) He has a problem with a window well cover being crushed. Scott stated he discussed the issue with Lang and nothing can be done until the area dries out. He also stated concerns about the sump pump discharge. Scott described the problem and his discussions with the village. Beth added the reserve study discussion will address the issue. 😊 Debbie Gardner announced she sold her unit and is resigning from the board. Debbie left the meeting after announcing her resignation.

VI. Approval of Minutes: Beth motioned to approve board meeting minutes. Tom seconded. The minutes were approved by unanimous vote by Tom, Beth and Bill.

VII. Treasurer’s Report: - Beth

Beth referenced her Treasurer’s Report hand-out.
1. Beth noted that she did receive the bank rec’s from Scott at the beginning of the board meeting, but she has not reviewed them yet.
2. The July Com Ed bill was posted to the ledgers with the usual one-month lag in billing.
3. The total on the Accounts Payable detail list (containing only the balance due on the reserve study) matches the Accounts Payable total on the financials.
4. The ACH has been set up for processing on August 17, 2015 since the 15th is a Saturday.
5. Beth’s report provided to the board the split of both the receivables and prepaid assessments between the regular reserves and the roof reserves.
6. Assessment income (roof and regular) is correct.
7. EPI did email the financials to Beth on the Friday before the board meeting.
8. The only bank accounts left are the Marquette checking account, regular reserves money market account, and the roof reserves money market account.
9. Beth noted that the funds sitting in reserves as a result of volunteers (Len Wienczek, Tom Krippel, Jerry Spehar) doing sprinkler and accounting work that would otherwise have to be paid to professionals. To date, the savings in reserves total $128,000. This year Len and Tom have saved the association about $6,000 in sprinkler repair costs.
10. Beth noted the order that the reserve equity accounts should be used for charging the roof costs, as reported to EPI at prior board meetings.
11. Beth noted that 2 unit owners have a balance in Prepaid roof assessments that is greater than the remaining roof assessments left. Beth asked Scott to check to verify if these owners are due refunds. The one unit reported last month was sold in the prior year and the new owner was required to prepay the roof assessments, which were estimated at that time. EPI needs to contact the attorneys to determine who should get the refund for the roof assessments that are in excess of the remaining roof assessments left in 2015.
12. Beth believes that separate reserve accounts should be set up for the major items in 2016 when the reserves are being collected.
13. The problem with the Quinn invoice previously reported has been resolved. The invoice has been paid and there is nothing in Accounts Payable.
14. Beth reported the estimated remaining costs for the roofing project to be about $164,000 for the remaining buildings (#21 to #27), excluding roof deck replacement costs. The bank account balances as of 8/10/15 less the outstanding checks that haven’t cleared the bank as of 8/10/15 total about $319,000. About $75,000 (5 months) in roof assessments will be collected through the end of 2015 (prepaids already deducted). Assuming we come within budget for 2015 and excluding any remaining roof deck replacement costs, the estimated cash available after the roofs are paid is about $200,000 to $230,000.
15. Beth told Dustin that she and Jerry would be out of town at the same time, so Lang will have to wait to get checks signed until Beth returns.
16. Reserve Study – Beth
   1. Beth referenced her Exhibit One and Exhibit IIIA that she distributed at the prior month’s meeting. Beth noted that all board members were to read the declaration and see if they agreed with Beth’s classification as required versus discretionary in terms of the association being responsible for the costs. All board members agreed with Beth’s classifications.
      a) **Concrete pavement replacements (sidewalks & patios).** The board voted **unanimously** that this be a home owner responsibility.
b) **Water and Sewer Mains.** Beth discussed village and homeowner responsibility. It was determined that from the village main sewer line or the Buffalo Box to the house is the homeowner responsibility. There was a discussion regarding cost. Tom noted that the association did not pay the costs incurred for prior problems of this type that were encountered by unit owners. Beth motioned that this be the homeowner’s responsibility. Tom seconded the motion. The motion was unanimously approved.

c) **Drain Tile.** Beth discussed cost over a ten-year period, indicating that the reserve study estimated costs appeared low to her. The reserve study noted that the drain tiles cannot be seen since they are buried, so it is hard to estimate this cost. She also discussed the scope of the coverage. Tom mentioned that the larger cost will be for the drain tiles leading all the way into the lake. There was a general discussion about coverage. Tom suggested the association take responsibility from the gutter or sump pump to the sewer line or the lagoon. Scott mentioned the two units on Bluebird, with drainage problems that need to be addressed. There was a discussion about the configuration of the existing drain tile and that, if repair is necessary, it would be to the existing configuration. Scott suggested that unusual situations regarding the need to change the existing configuration must be considered if there is damage to the property. Beth and Bill agreed with that solution. Beth motioned the association take responsibility for drain tile repair to current configuration with aforementioned qualifications, such as damage caused resulting in the need to change the existing drain tile configuration. Tom seconded the motion. The motion was unanimously approved.

d) **Driveways.** Beth mentioned now is the time to determine using asphalt or cement and the cost associated with each; Beth received an estimate of $4,000 for a cement driveway. She also stated the useful life of 20 years for asphalt and 30 years for cement, and then the cement driveways could be turned over to the owners. Tom noted that the asphalt driveway is more flexible than cement and easier to repair asphalt than cement. It was also discussed that the use of concrete constitutes an improvement and must be approved by the homeowners. Beth stated the projected cost of replacing the asphalt driveways twice at $800,000 projected costs over the next 30 years, as per the reserve study. There was a general board discussion. Tom motioned that the association take responsibility for driveway replacement. Beth seconded the motion. The motion was unanimously approved.

e) **Pond Shoreline riprap.** The association will take responsibility for the shoreline. The board agreed unanimously.

f) **Pond Sediment Removal.** The association will take responsibility. The board agreed unanimously.

g) **Pump for Irrigation.** The association will take responsibility. The board agreed unanimously.

h) **Siding.** The association will take responsibility. The board agreed unanimously.

i) **Concrete Chimney Caps.** The association will take responsibility. The board agreed unanimously.

j) **Metal Chimney Caps.** The association will take responsibility. The board agreed unanimously.
k) **Pond Sediment.** Tom asked Scott that because the pond is connected to the Metropolitan System, could the association get any assistance. Scott stated he will follow up, but was doubtful. Beth suggested that we discuss the issue with Chris King from the Village of Tinley Park regarding anything related to the lake.

l) **Wood Repairs.** Beth asked if Scott had any historical information regarding wood repairs. Scott did not have any information available. Beth stated that this is a budgeted item and has not been taken out of the reserves in the past. She stated she would like to see wood repair as a separate line item on the financials.

m) **Siding of Soffit and Fascia.** Beth discussed the cost savings in wood repair cost if the soffit and fascia were sided, as well as the cost savings in painting. Beth asked for Scott’s assistance in determining the cost differences.

n) **Next Meeting.** Beth asked if the September meeting will be the annual meeting. Scott affirmed it would be and held at the Tinley Park Library. Scott also stated notices should be sent to the home owners as a meeting reminder and to see who is interested in running for the board. The board authorized EPI to send mailings.

o) **Reserve Study.** Beth discussed changes to the Waldman Reserve Study numbers if the wood repair is taken out of the study, as well as other changes. She mentioned that the $195.00 roof assessment will go away in 2016, but there will be a $121.00 replacement starting in 2016 to fund reserves going forward with a 3% increase in the assessment each year. Beth stated she will check the numbers and see what that assessment will be.

VIII. Management Report - Scott

I. **Financial:**
   A) Statements – No comment
   B) Delinquencies – No comment

II. **Miscellaneous Operating:**
   A. **Roof Replacement Project** – Not discussed
   B. **8901 Mallard, 18138 Mockingbird and 8826 Bluebird Porch Posts.** – Not discussed
   C. **Landscaping –**
      1. 18215 Pheasant Lake Drive – No Trim List: (NOTE: This entry is out of sequence. It took place near the end of the meeting) Bill asked about the $80 rebated, from Acres, for compensation for trimming bushes on the No Trim List. Scott talked with Marcie who said she wanted to meet with the owner. Scott told her that the solution to the problem is to pay the owner the $80.00.
      2. **Remove/Replace Dead Landscaping:** Scott stated there are proposals for dead landscaping. Acres Group was $4,475, Clarence Davids $5,322 and MVD Landscaping $2,580. Acres increased the bid to $4,600 to take care of the planter bed at 8901 Mallard. Beth mentioned that we will be over budget on the landscape replacement line item. Beth noted that the list only shows replacing 2 bushes at the rear of 8917 Mallard Road when there are 3 dead bushes that need to be replaced. Therefore, that needs to be added to the cost. Tom **motioned** to accept the Acres bid. Beth **seconded** the motion. The motion was **unanimously** approved
   D. **Vacant Tree Rings** – Bids received for re-seeding over vacant tree ring areas and for tree replacement. Acres $1,125 seed-over and includes removal of the retaining wall at
18201 Pheasant Lake Drive, installed by the home owner. There was a question about the owner having a modification request to build the wall. Beth stated the association should not have to pay for the removal of the stone wall. Scott stated EPI will send the owner a letter stating they did not have approval and must assume the cost of removal of $325. The association will remove the wall and bill the owner. Beth asked if we should seed-over or replace. Jerry mentioned you can't replace a tree over the roots of the other tree. The board agreed that we should do a seed-over, only. Beth motioned we accept the Acres bid. Tom seconded the motion. The motion was unanimously approved. The other bids received were from Clarence Davids for $3,100 seed-over and MVD for $1,440 seed-over.

E. **Bench Area Restoration**– The bids, Acres Group $2,700 includes three River Birch, Clarence Davids $3,504 includes two Swamp Oak, MVD $1,900. There was a discussion about what to do with the bench area. Tom suggested trees be planted. Scott stated the bids were for creating a single planter bed and planting around the bench. Tom suggested we table this decision until we have more specific information. The board agreed with Tom. The issue was tabled.

F. **Tree Removal**: Prior work approved will be done, per Homer per EPI's management report and discussed by Tom during homeowner's forum.

G. **Aquatic Weed Treatment**: Not discussed.

H. **Reserve Study**: This item was previously discussed above.

I. **Association Responsibility**: This item was previously discussed above.

J. **8915 Mallard Drain Tile**: Beth asked if the owner received a letter regarding the mail box. Scott stated he will follow up with Samantha. Scott stated the sump pump letter went out stating they need board approval.

K. **Braack 18219 Hummingbird**. Tom asked about the letter to the owner regarding removal of a fence. There was a communication problem with the first letter sent, but that was corrected in the second letter.

L. **18134 Mockingbird**: Not discussed

M. **Village LED Light Survey**: Not discussed

N. **Sewer and Water Line Responsibility**: This item was previously discussed above.

O. **Lake Signage**: Tom motioned the lake signage agreed to via e-mail be approved. Jerry seconded the motion. The motion was unanimously approved. Scott will notify the sign maker to proceed.

P. **Census Cards & Insurance Requirements**: Not discussed.

Q. **Bill asked about the $80 for the 2 bushes at his unit. Acres will follow up, per Marcie**. See item C - 1 above.

### III. Exterior Modification Requests:

A) Groah (18128 Mockingbird) - Approved by the Board via e-mail.

B) Meintel (8905 Mallard) - Approved by the Board via e-mail.

C) Murphy (8921 Mallard) - Approved by the Board via e-mail.

### IV. Rules Violations and Appeals:

A) Braack (18219 Hummingbird) – Discussed in item K above.

B) Braack (18219 Hummingbird) – Discussed in item K above.

C) Violation Letters - This item was previously discussed above
Miscellaneous Correspondence: Not discussed

Sales Summary: - Not discussed.

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<th>Address</th>
<th>Previous Owner</th>
<th>New Owner</th>
<th>Closing Date</th>
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Inspection Report: Not discussed

Old Business: Not discussed.

New Business: Not discussed.

Work Order Printout: Attached for Board’s review.

The all present board members motioned to adjourn. All present board members unanimously agreed.

The meeting was adjourned at 09:00 PM. CDST