

PHEASANT LAKE TOWNHOME ASSOCIATION
ANNUAL MEETING MINUTES
SEPTEMBER 29, 2014
HELD AT TINLEY PARK LIBRARY

The meeting was called to order at 6:35 pm.

Board Members Present:

President: Judy Glazewski
Treasurer: Beth Murphy
Secretary: Jerry Spehar
Vice President: Jim Hansen
Director: Deborah Gardner

EPI representatives Present: Scott Adler and Jan Wanland

Unit owners attending: See attached sign-in sheet

1. A quorum was present since 50 unit owners were represented in person and 21 via proxy for a total of 71.

Guests: None

1. Deborah **motioned** to have the minutes of the Sept. 23, 2013 Annual Meeting approved; Jerry **seconded** the motion. The minutes were unanimously **approved**.

Annual Homeowners' Meeting Format:

1. Judy then provided an explanation of how the Annual Meeting would be conducted.
 - a) She indicated that Beth would provide an uninterrupted presentation of the 4 improvements included in the planned roofing project that were being presented to owners for their vote.
 - b) A question and answer period would follow, with each owner being given a maximum of 2 minutes for their Q&A and being allowed to ask only one question per owner to maximize the number of owners being given the opportunity to ask questions.
 - c) Owners would then vote on the improvements.
 - d) While the roofing votes were being counted, Director candidates would give a short presentation followed by a question and answer period.
 - e) Then Director voting would be conducted.
 - f) Then the Board would convene a shortened board meeting after the annual meeting.

Roofing Project Capital Improvements Presentation:

1. Beth gave a 15-minute presentation of the 4 improvements based on a handout given to owners.
2. The owners with questions were called upon by Judy, and Beth answered the questions.
3. After the Q&A period, owners completed their ballots and placed them in the ballot box for the EPI representatives to count.
4. Beth's presentation was distributed to the homeowners, as a hard copy, during the meeting. See presentation bin following pages

Director Candidate Voting:

1. Judy then called upon the owners who EPI put on the ballot as Director Candidate for 2014/15 to give a short presentation. Those owners included Deborah Gardner, William Dziallo, Jerry Spehar, Judy Glazewski, and Beth Murphy.
2. After the candidates' presentations, Judy then asked if there were any other candidates wishing to come forward. Tom Krippel indicated he would be willing to run and that he has submitted his Director Candidate Form to EPI when he signed in.
3. No other candidates volunteered to serve.

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4. Then Judy opened the floor to questions for the candidates. There were no questions for any of the candidates. Thus, the owners then completed their Director ballots and placed them in the ballot box for the EPI representatives to count.

Roofing Project Capital Improvements Voting Results:

1. Scott Adler gave the vote tallies to Judy Glazewski to announce.
2. Judy announced the improvements that were approved by owners:
 - a) The installation of ice/water shield on the roof deck.
 - b) The use of architectural shingles.

Director Candidate Voting Results:

1. Judy then announced that the owners elected to the 2014/2015 Board of Directors were Tom Krippel, Jerry Spehar, Beth Murphy, Deborah Gardner, and William Dziallo.

Meeting Adjourned: 8:00 PM

1. There was a **motion** by Judy to adjourn the Annual Meeting, it was **seconded** by Jerry, and **unanimously** approved with the meeting adjourning at 8 pm.
2. The 2014/2015 Board of Directors met immediately following the Annual Meeting.

Pheasant Lake Townhome Association

Annual Meeting

Monday, September 29, 2014

Outline of Presentation

- Overview of roofing project preparation work
- What happens with roofing project if improvements not approved by owners
- Descriptions of 4 capital improvements requiring owner vote
- Financial implications of 4 capital improvements
- Q&A

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What if 61 Owner Votes Not Obtained?

- Per Declaration, Board is only authorized to replace existing roofing configuration
 - No ice/water shield allowed unless currently there (i.e., has been installed when roof repaired)
 - Only use 3-tab shingles
 - Only allowed to replace aluminum siding with aluminum siding
 - **No Tyvek under siding allowed, unless currently there**
 - Could not side soffit/fascia boards
- New Board would have to determine next steps

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**Improvement #1:
Install Ice/Water Shield on Roof Deck**

- For valleys, skylights, sun tunnels, powered attic fans, etc.
 - **Not required per Tinley Park building code –**
 - Due to tear-off of old roof, easy to install**
 - **Recommended locations:**
 - Where Pheasant Lake has history of significant repairs
 - Where there are roof penetrations
- For eaves and gutter edges
 - **Installation of ice/water shield required per Tinley Park Building Code**

Improvement #1:

Install Ice/Water Shield on Roof Deck

‡ Tinley Park adopted International Residential Code (IRC) which requires:

- R905.2.7.1 **Ice Barrier**. In areas where there has been a history of ice forming along the eaves causing a backup of water as designated in Table R301.2(1), an ice barrier that consists of at least two layers of underlayment cemented together or of a self-- adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extend from the lowest edges of all roof surfaces to a point at least 24 inches inside the exterior wall line of the building.

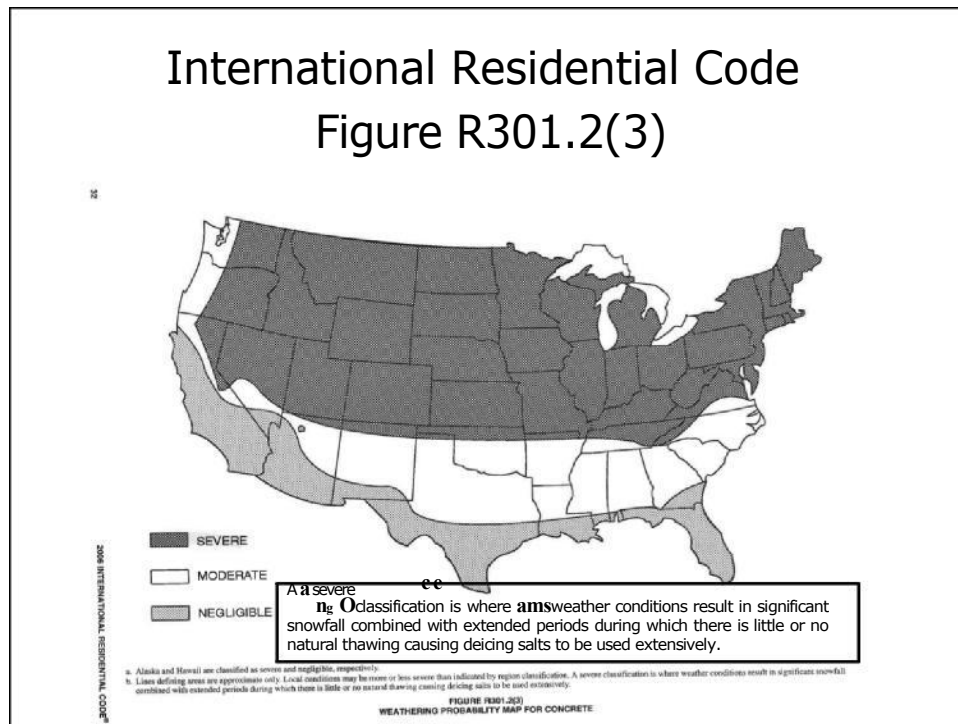
Improvement #1:

Install Ice/Water Shield on Roof Deck

‡ **Tinley Park Requirements for Roof Coverings**

- R905.1 Roof covering application. Roof coverings shall be applied in accordance with the applicable provisions of this section and the manufacturer's installation instructions. Unless otherwise specified in this section, roof coverings shall be installed to resist the component and cladding loads specified in Table R301.2(2), adjusted for height and exposure in accordance with Table R301.2(3).

International Residential Code Figure R301.2(3)

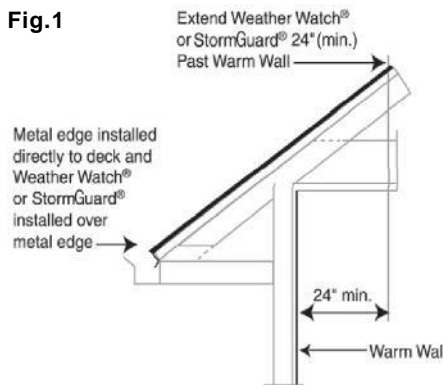


GAF Ice/Water Shield Installation Instructions

- ◆ Install Leak Barriers 24" inside of the warm wall anywhere the roof is subject to ice dams or freeze-thaw cycles

Above drip edge method

Fig. 1



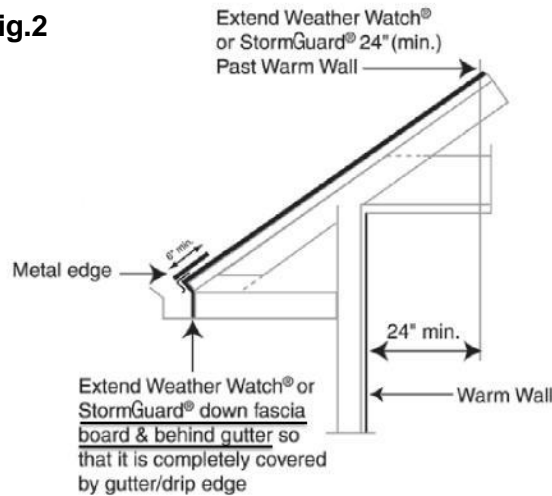
- Does not require gutters to be removed
- However, we can't use this method since Pheasant Lake is in Snow Area

INSTALL WEATHER WATCH® OR STORMGUARD® LEAK BARRIERS TO SEAL ICE DAMS...

GAF Ice/Water Shield Installation Instructions (cont.)

Under drip edge method

Fig.2



GAF Ice/Water Shield Installation Instructions (cont.)

INSTALLING LEAK BARRIERS

• Leak Barriers In Snow Areas •

Leak Barriers INSTALLING LEAK BARRIER USING WRAPPING FASCIA METHOD..

Wrapping Fascia Method = Under Drip Edge Method (shown on previous slide)

1. Remove the gutter... so the membrane can be wrapped down the fascia.
2. Cut into 15-20 foot lengths... easier to handle.
3. Install full width of membrane... turn down fascia 2" min.
4. Roll back top half of membrane... to remove release film.
5. Remove release film... to install to the deck.
6. Seal membrane... using a roller or hammer.
7. For safety reasons... back nail every 18" along selvage edge.
8. Roll back bottom half... to remove release film.
9. Remove release film... to install to the deck and fascia.
10. Seal membrane... using a roller or hammer.
11. Extend laps 6" minimum at any seams... hand roll these laps to seal.
12. Do not leave membrane exposed... it is not designed to be exposed for long periods of time.
13. Re-install gutter... remember to re-attach all leader pipes.
14. Install non-corroding metal drip edge... aluminum or galvanized steel.
15. Nail drip edge every 8" to 10".
16. For addition courses... waterproof underlayment should reach a point 2 ft. (610 mm) inside the interior wall line. If additional courses are required, the top lap must be at least 3 in. (76 mm) and hand rolled for good adhesion.

See Fig. 2 on page 51

- Method required for Pheasant Lake (since required to follow manufacturer's installation instructions.)
- Method requires gutters to be removed and replaced since ice/water shield goes on top of fascia and under gutter

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Improvement #2:

Install Architectural vs. 3-Tab Shingles

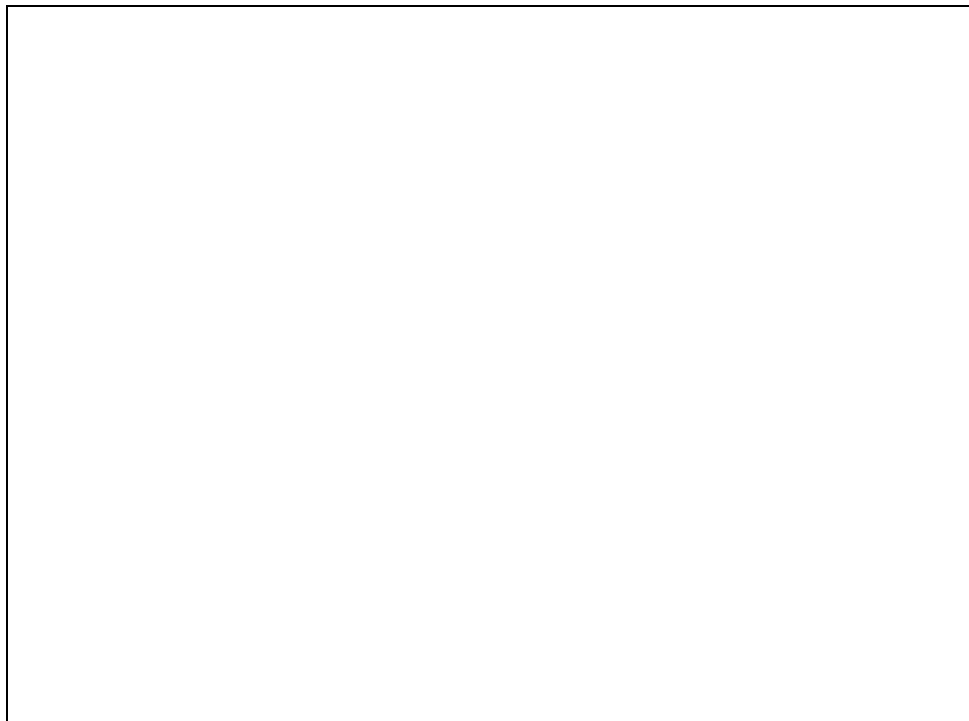
Architectural shingles are far superior to 3-tab shingles in these respects:

- Double the thickness of a 3-tab shingle
- Weigh about 50% more than 3-tab shingles
- Longer warranty (limited lifetime warranty vs. 30-year)
- Higher wind warranty: (130-mile-per-hour versus 80-mile-per-hour)
- Improve the appearance and value of units
- Include protection against black algae stains
- Better resistance to hail impacts
- Higher shingle cost, but the labor installation cost better utilized

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Improvement #3:
Replacing Aluminum with Vinyl Siding
Only Where Vertical Wall Abuts Roof

- Installation of ice/water shield up wall
 - Not required per Tinley Park Code
 - Requires removal of aluminum siding, which bends and cannot be re-installed
 - Better to replace with vinyl siding
- Units have experienced leaks behind vertical, aluminum-sided walls



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Improvement #3:

Replacing Aluminum with Vinyl Siding
Only Where Vertical Wall Abuts Roof**

- **Per roofing contractor doing Pheasant Lake repairs:**

Reasons why aluminum siding would be removed:

1. To install Tyvek on outside walls that are sided (no vertical walls repaired included any Tyvek)**
2. To properly install ice/water shield up the wall more than just an inch or less (our specs indicate height of 10'')**
3. To replace step flashing if existing step flashing cannot be removed
 - a. **Step flashing required per Tinley Park code**
 - b. **Step flashing involves metal being installed behind siding (and on the roof where wall intersects with roof)**
4. To address original builder siding installation

errors **Requires 66 2/3% owner approval

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Improvement #4:
Siding the Soffit & Fascia Boards

- Work is being bid since timing is ideal
 - Gutters must be removed anyway
 - **in order to install ice/water shield on fascia board behind the gutter**
 - Why incur cost to remove and replace gutters ***again*** if siding of soffit and fascia boards is deferred to a future period?
- Costs incurred would be offset by significant annual cost savings
 - Wood repairs
 - Painting

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Financial Implications:

Improvement #1 and Improvement #2

- Costs were planned and included in roofing assessments:
 - **Improvement # 1:** Ice/water shield installed on roof deck
 - Estimated cost of \$25,000 included in roofer base bid
 - **Improvement #2:** Installing architectural vs. 3--- tab shingles
 - Estimated cost of \$53,352 included in roofer base bid

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Financial Implications:
Improvement #3

- Improvement cost raised in **Fall 2013** by roofer doing roof repairs
 - **Improvement #3:**
 - Replace aluminum siding with vinyl siding on vertical walls that abut roof
 - Install ice/water shield 10 inches up wall
 - Install Tyvek behind siding
 - Estimated cost is \$75,000
 - Roofing assessments **not** expected to cover this cost
 - **Non-roofing assessments expected to cover this cost,** assuming wood repairs are within estimated cost range
 - Even after approx. \$60,000 was spent **using non-roof reserves** in 2014 on chimney cap replacements

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Financial Implications: Improvement #4

- Improvement cost **identified by board** in Summer 2014 when revising bid specifications
 - **Improvement #4:** Siding of soffit/fascia boards
 - Cost is \$139,860 (\$1,520 per owner)
 - Roofing assessments will not cover this cost
 - Non--- roof assessments will not cover this cost
 - Options for covering cost
 - Increase assessments in 2015 by \$127 per month
 - Get association loan in 2015 to be paid by assessments collected starting in 2016
 - Amount assessed in 2016 and forward depends on:
 - È Loan Amount
 - È Term of Loan

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Financial Implications: Improvement #4 (cont.)

- **Improvement #4 Cost Savings: PER YEAR**

	Total Annual Estimated Cost Savings	Cost Savings Per Owner Per Month
Average wood repair costs no longer incurred <i>per year</i>	\$4,000	\$3.62
Average painting cost savings <i>per year</i> :		
\$29,421 savings on 3-year contract (per contractor) divided by 3 yrs	\$9,807	\$8.88
Estimated Cost Savings <i>per year</i> by siding soffit & fascia boards	\$13,807	\$12.50

- **Cost of doing siding is recovered by cost savings in about 10 years (\$139,860/\$13,807 ≈ 10 years)**



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**Financial Implications:
Improvement #4 (cont.)**

¥ **Additional future cost savings:**

	Total Cost	Cost Savings Per Owner
(Assuming 3% annual cost increase)		
Cost of replacing gutters again in 2028	\$125,692	\$1,366
Cost increase incurred if siding of soffit & fascia boards done in 2028	\$ 65,595	\$ 713

Questions?