I. Meeting called to order at 7:30 PM

Judy mentioned that Jerry Spehar has left the meeting early.

**Board Members Present:**
President: Judy Glazewski  
Vice President: Tom Krippel  
Treasurer: Beth Murphy  
Secretary: Absent  
Director: Len Wiencek  
EPI Representative: Scott Adler, Area Manager

II. Unit Owners Present: Sherleen Karchut, Ron Dickover, Rita Davis

III. Guests: None

IV. Homeowner’s forum: None

V. Approval of the minutes:

1. Beth *motioned* for the approval of the October 12, 2015 meeting minutes. Judy *seconded* the motion. The motioned was *approved* unanimously.

VI. Treasurer’s Report: Beth Murphy

1. Beth received the bank reconciliations via email in advance of the meeting. They checked out.
2. The Oct 2015 Com Ed and Waste Management autopayments were recorded on the ledgers, with the expense account having the usual one-month lag.
3. The Accounts Payable detail matched the total, but Beth asked about the amount of the Acres bill payable.
4. Beth noted that Jan Wanland had not yet set up the November 2015 ACH batch on Marquette and asked when it would be done for Beth to approve. Beth requested that a standard time be agreed upon (e.g.: Nov. 1) for doing this. The first of the month was the agreed upon date for any batch changes, so that should also be the deadline for Jan for setting up the batch for Beth to approved. Scott agreed.
5. Beth noted that her report split out the roof versus regular prepaids and delinquent account breakouts are in her report for the board to review.
6. Beth reported that the estimated accumulated cost savings from volunteer work of $128,000 represented about 59% of the unassigned reserves. Bravo to the volunteers.
7. Beth reminded Scott of the reserve account accounting that should be done at year end since the roof reserve accounts should be closed (e.g.: A/C 3003)
8. A check was issued to the owner who Beth previously reported had overpaid their roof assessments. Scott would check the remaining prepaid roof assessments during the last month for any prepaid assessments.
9. Tom and Len's volunteer work for 2015 resulted in estimated sprinkler system cost savings of $6,305 to $11,075, depending on a low fee/head of $85 up to the high of $175/head.

10. Beth noted that her previous request to set up a reserve account for cosmetic garage door painting and repairs should be ignored since no reserves will be collected for those items. As a result, separate reserve accounts will be set up for all items except these that will go through unassigned reserves: 1) bench at lake costs; 2) drain tile repair; and 3) any other unexpected costs.

11. Beth noted that paying off the painting costs in October (or at least writing the check) did reduce the estimated cash left after roofs were paid off because October expenses greatly exceeded October assessments.

12. Beth has not yet seen a revised check to pay the Waldman Engineering balance due (excluding the fee for the Excel file). In addition, Beth did not see the voiding of the check recorded on the ledgers, and there is no Accounts Payable for Waldman. Since the reserve study electronic spreadsheets were provided, as per the contract, we would have to pay for them. Scott confirmed the original check was not voided and should have been. A new check will be issued for Beth to sign.

13. Has the $50 check issued to Beth for the library deposit been voided? Beth’s check was returned to her after meeting room was cleared, so she did not incur any cost. Scott said it should have been voided.

14. Beth requested a brief amount of Executive Session time at the end of the meeting.

I. Management Report: Scott Adler

I. Financial:
   A) Statements: Not discussed
   B) Delinquency Status: Not discussed
   C) 2016 Budget: Scott stated that the 2016 budget, mailed to owners, has to be approved. Beth motioned to approve the budget where assessments would be $170 per unit per month. Tom seconded the motion. All present board members approved the motion.

II. Miscellaneous Operations:
   A) Landscaping:
      1. Scott discussed the contract with Acres fourth fertilization, the exact date will be furnished later. Some enhancements have to be discussed with Acres because they were not completed.
   B) Lake Signage:
      1. Scott stated the signs were installed.
   C) Exterior Painting:
      1. Exterior painting and rotted wood replacements: Scott stated it was completed by SMS with the roofing project. Wood repair was included. Judy had a question for Scott regarding painting. Is there any change in painting price considering owners are installing non-wood windows and doors? Scott stated on re-bids, the cost should be reduced. Beth asked if there will be a list of the units not needing window and door painting? Scott stated he will provide a list of the affected units.
D) Driveway Replacements & Siding Project:
   1. Scott stated we will go for more bids in 2016. Beth asked if there is a set schedule for the work, for budgetary purposes. Scott stated he will get the bid specifications out now, so he will have that information available at the next meeting.
   2. Beth had a question about siding color for the soffit/fascia project and will that affect cost? Scott stated it does make a difference. Judy mentioned that everything is gray and should they match? There was a discussion regarding color. No vote was taken.

E) Bachman (18138 Pheasant Lake Drive):
   1. Scott stated there is a request to remove an electrical box that was installed at the base of the tree that was blown over and removed. Acres restored the tree-ring, but did not touch the box. The owner wants the association to restore or remove the electrical box. Scott's recommendation is that the association do nothing, with the electrical box , unless the owner can prove the electrical box was installed by the association. Scott stated there is no evidence the association installed the box. There was a board discussion. No action taken.

F) Insurance:
   1. Scott referenced a Declaration's page, submitted by the unit owner, showing coverage of $144,000. Scott stated that Reviews of the unit coverage set in shows property coverage is significantly higher for the type unit. Under Declaration Section 12 the board has the authority to have the owner increase the coverage to full replacement value if the board can reasonable determine it is not insured properly. There was a board discussion. Scott will send a letter, to the unit owner, stating the association believes their insurance is insufficient and they should go back to their agent to re-evaluate their coverage. No further action at this time.

   1. Scott has received a letter, form the unit owner, that in their absence, they will maintain heat in the unit.

H) Barnett (18201 Pheasant Lake Drive):
   1. Scott referenced a letter from unit owner regarding a charge-back for a retaining wall removal. Scott stated the owner stated he had received a voice-mail, from an EPI employee, stating he would not be charged. At the last board meeting it was agreed that the association would split the cost. There was a board discussion. Beth asked if the bill had been assessed as of October 31, to the unit owner. Beth had concerns regarding the assessed bill had not been charged back. Scott will follow up.

III. Exterior Modification Requests:
   A) Exterior Modification Forms:
      1. J Hansen’s versions. There was board discussion that the forms requested too much information. Beth suggested the forms, in .pdf format, be sent to the board members for review and edits. This item will be table until next year.
      2. Other townhome association’s versions. Not discussed.
B) Zima (18217 Pheasant Lake Drive) Remove two trees.
   1. Beth mentioned there is a problem with grinding the stump because of an
electrical line interference. Tom stated Julie had been called. There was
board discussion on grinding the stump. No decision.

IV. Rules Violations and Appeals:
   A) Machay (18230 Pheasant Lake Drive)
      1. Violation letter. Failure to submit Census: Owner states he did not receive
the previous notice letter. EPI did receive the census card on October 8th.
      No fine was levied.
   B) Tarr (18203 Pheasant Lake Drive)
      1. Violation letter. Failure to submit Census Card: Owner states he did not
receive the previous notice letter. EPI did receive the census card on
October 10th. No fine was levied.
   C) Burch (8830 Bluebird)
      1. Failure to submit Census Card. Owner stated no change in occupancy
and didn’t think a census card was necessary. EPI did receive the census
card on October 9th. No fine was levied.
   D) Braak (18219 Mockingbird): Not discussed.
      1. Unapproved fence.
   E) Census Card Violations:
      1. Non-compliant list attached. Scott stated there are 6 owners who did not
submit Census Card.
      2. Beth asked what will be the procedure for notifying non-compliant owners.
   F) Insurance Violations:
      1. Non-compliant list attached. Scott stated there are 12 owners who did not
submit proof of insurance.
      2. Judy asked what will be the procedure for notifying non-compliant owners
as discussed in the October meeting. Scott stated that notices will be sent
out and fines would be levied. Beth mentioned that last month’s letter, to
the owners, got favorable response. Len suggested a letter be sent, to
non-compliant owners, that if they do not comply by December 10th, fines
will be levied. It was agreed that the same procedure be applied to all
non-compliant (insurance and census card) owners. There was a
discussion about owners on the non-compliant list. It was decided that
non-compliant fines will start December 15th at $5.00 per day.

Management report concluded

V. Miscellaneous Correspondence:
   A) Not discussed.

VI. Sales Summary: Not discussed.

<table>
<thead>
<tr>
<th>Address</th>
<th>Previous Owner</th>
<th>New Owner</th>
<th>Closing Date</th>
<th>Sale Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8905 Mallard</td>
<td>Cheryl/Louis Meintel</td>
<td>Mohmoud Matariyeh</td>
<td>10/23/15</td>
<td>$205,000</td>
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</tbody>
</table>
I. Inspection Report
   1. 8901 Mallard: Sump pump discharge is saturating the lawn. Scott asked the board if he should get quotes on burying the downspout and bringing it out to the swale. Tom discussed his previous involvement, as a volunteer. No discussion.
   2. 18201 Pheasant Lake Drive: Retaining wall is falling down on the rear of the unit and side. Scott suggested sending a violation letter suggesting straightening the blocks or removing them. There was a board discussion. It was decided the owner be sent a letter stating the blocks must be lined up in an orderly fashion.
   3. 8927 Pheasant Lake Drive: Paint is peeling off the soffit & fascia. SMS to scrap, prime and paint. Scott will follow up.

VIII. Work Order Printout:
   1. 18134 Mockingbird: Homeowner wanted downspout extended onto the walkway, because it now ends in the planter bed. Scott stated he is concerned about ice on the walkway. Tom discussed leaving the downspout ending in the planting bed that washes the much out onto his driveway. No decision.
   2. 18144 Mockingbird: Downspout is backing up where it enters the drain tile. Tom discussed his involvement with this issue, as a volunteer. A letter will be sent to the unit owner stating Tom will follow up.

IX. Executive Session:
   1. Board agreed to have the next board meeting March 14, 2016.
   2. Tom motioned the board adjourn to executive session. Judy seconded the motion. The board approved by unanimous vote.

Meeting Adjourned: 08:45 PM