Pheasant Lake Townhome Association
Board Meeting Minutes - June 12, 2017

Meeting called to order at 7 pm at Tinley Park Library.

Board members present: Judy Glazewski, Tom Krippel, Len Wiencek, Beth Murphy
Scott Adler present from EPI.

Homeowners present: Sherleen Karchut, Rita Davis, John Sokol

Homeowners’ Forum: Sherleen wanted to thank Terry from EPI about telling Acres to clean up the mess left when bush trimming. There was a discussion with Judy about the extent of bushes cut back. Rita Davis said there was nothing good to say, and then complained about the bush trimming. John Sokol had no comments.

Landscape Update: Judy mentioned that the aeration was done. She also mentioned to Scott that the Acres rep communicates directly with Judy, and Judy does not share all of the emails with EPI and the board, but she asked if Scott wanted to be included. Scott emailed the Acres rep and asked if he be copied on work scheduled so EPI personnel are aware. Judy believes the edging is done, and as previously mentioned, bush trimming is underway. However, grass was not cut the previous week, but it is needed during the current week. Acres was instructed to removed dead branches during bush trimming. Judy asked if owners need to submit an exterior modification request to trim away dead bushes themselves. Judy mentioned cutting back dead branches has resulted in some bushes being rejuvenated beautifully. The board agreed that owners could trim dead bushes without submitting an exterior modification form, but not to the point of completely removing the bush. The landscape work approved at a prior meeting will be done soon.

Judy called for a motion to approve the May 8, 2017 board meeting minutes. Tom Krippel motioned, Len seconded, and the minutes were unanimously approved.

Treasurer Report:

1. Bank recs were received with financials.
2. Scott noted that he did not receive Beth’s Treasurer Report via email before the board meeting.
3. May 2017 charges for Waste Management and Com Ed have been posted to the ledgers.
4. The $3 error previously reported in Accounts Payable has been fixed.
5. The June ACH batch is set to process on 6/15/17.
6. Beth noted the delinquent assessments breakdown was provided to the board, and the prepaid roof assessment error was fixed.
7. Assessment income is correct.
8. Beth did receive the financials via email the Friday before the board meeting.
9. Beth acknowledged the volunteers on the board and among the homeowners present. Through 12/31/16, the volunteers have saved the association $137,500. That dollar amount either paid for ½ of the siding of the soffit and fascia boards in 2016 and results in the amount includes in reserves now ... or another way to look at it, those savings paid for the full cost of the 2016 siding of the soffit and fascia boards. Either way, the cost savings from the volunteers are highly significant.

10. Tom and Len have been volunteering to do sprinkler repairs and maintenance. 30 heads X $100= $3,000 + $1,200 saved to start up the system, leading to a cost savings of about $4,200 to date for 2017.

11. Beth explained the cash available of about $114,000 as of 5/31/17. Beth explained that $52,579 of the reserves will be spent for the driveway replacements being done in 2017. 7 more months of driveway reserves will be collected during the rest of 2017, which gives an estimated total reserves of about $95,000 at 12/31/17, assuming that nothing else is taken out of reserves. In 2018, the last third of the driveways will be done probably in June, costing approximately $54,000 (assuming a 3% cost increase), but another 6 months of driveway reserves will be collected of about $28,000. Thus, after the driveways are all replaced, the estimated reserves at 6/30/18 would be about $69,000 ... assuming only driveway costs are taken out of reserves. In the past, we have preferred to have $50,000 as the minimum balance in reserves, so it looks like only about $19,000 more should be spent out of reserves. Beth then discussed the documents from the reserve study that she distributed to the board prior to the board meeting. Beth walked the board through the reserve study documents. She noted the costs planned for 2016 using reserves was the shoreline repair and monument tuckpoint repairs which are being done in 2017. For 2017, only driveway replacements were planned, and for 2018, both driveway replacements and drain tile replacements were projected. However, drain tile replacements are being done earlier now in 2017. Beth indicated projected timing of costs and actual timing of costs incurred using reserves may, of course, not be the same. Beth concluded saying that the board should prioritize how the $19,000 in reserves would be spent between now and June 30, 2018.

12. The account that had been a plug (#66900) is not showing up on the ledger any more since it has a zero balance.

13. The mulch reserve amounts were corrected for the 5 months so far in 2017.

14. The driveway reserves are still correct.

15. Beth requested the final 12/31/16 year end ledgers from Scott to match the final 12/31/16 year end statements, as well as the delinquency list to go with them.

16. Account #32000 Unrestricted Net Assets is still showing a negative balance of $2,210 (like last month), but this amount has still not been identified by EPI.

17. Prior year’s fines reversed this year are supposed to be charged to homeowners’ equity, not miscellaneous income. Beth mentioned the final homeowners’ equity as of 12/31/16 when the fines are properly reversed out of homeowners’ equity.

18. The 12/31/16 year end financial statements were mailed to the owners.

19. Scott sends out the quarterly delinquency letters to owners with any delinquent account balance with an explanation of the amount due. Beth asked to have the letters emailed
to her so she at least knows what is mailed to owners, and Scott agreed. The letters do not have to be in the Director books.

20. Scott still needs to provide Beth with Pheasant Lake’s contract with EPI so she can verify the amount issued on the check to EPI for 2017 is correct. Jan knows the check is being held until that documentation is provided.

21. Beth asked Scott if grass problems were fixed due to snow removal. Beth was told by Scott that the repairs were fixed and that she should sign off on the check.

Judy then had a question for Scott. If an owner calls EPI with a complaint and requires Terry to open a work order, Scott said Terry usually does update the owners about the issue being resolved. If Judy hears of owners complaining otherwise, Judy should let Scott know.

Management Report – Scott Adler:

1. Contractor finished installing new driveways. Scott inspected and found excess asphalt in some areas, but otherwise, the driveway replacements went well. The inspector caught an issue related to having 3 full inches of compacted rocks, but it was resolved. A curb previously broken before the driveways were installed at 8826 Bluebird was filled with asphalt. A check for the driveway contractor with a 10% holdback was given to Beth to sign, and the board authorized Beth to sign the check and Beth verified the amount. No sprinkler head problems were identified after the driveways were replaced. Owners were not supposed to leave their cars parked on the driveways for 2 to 3 weeks to avoid putting ruts in the driveway. EPI will send out letters again about this.

2. Aquatic Weed & algae treatments – algae buildup on shoreline will be treated again during the current week. Beth asked about treating the weeds on the riprap, and it was concluded that only the lake treatment contractor is responsible for treating the riprap. Beth agreed to take a photo the next day about the growth on the riprap.

3. Leaning Pillar: only 1 quote was received for $850 to repair via mudjacking and 1 quote to replace the pillar was just under the $5,000. The pillar is currently not a danger, so the board decided to pass on it for a year.

4. Drain tile repairs: Aces quoted for behind 18133 PLD for $300 to extend the drain tile to the shoreline of the pond. This has been a soggy problem for years. The board unanimously agreed to do the work. Aces quoted for behind 8820 Bluebird for $1,450 to extend drain tile directly to the sewer. Beth confirmed that both drain tile repairs would be charged to reserves.

5. Proposals for bush removals and replacements and dormant pruning were tabled until the fall.

6. Two proposals for shoreline erosion at the northeast corner of the lake were discussed. One proposal seems to be installing drain tile for discharge to the lake to avoid the erosion again. The board agreed to get a quote from Aces to bring the drain tile in the swale behind the Mallard units to the lake because that water drainage was probably causing the erosion on the shoreline. This would be done before doing any work to repair the shoreline.
7. An owner recommended a landscaper who provided a quote that was $8,000 higher than the current contract without including the fertilization option.
8. The board approved 7 exterior modification requests unanimously via email since the last meeting.
9. Beth noticed that an exterior modification request for an exterior door and 2 windows was missing from the list shown in the Director books that was emailed to the board, but it was approved unanimously via email during the prior week.
10. An owner wanting to put bushes in front of their rear patio would potentially have the bushes blocking the sprinklers at the edge of the patio. Aces will provide a quote for moving the sprinkler heads that would be a cost incurred by the owner if they wanted to submit the exterior modification request for the landscaping change.
11. Scott will inspect the damaged lawn repairs again next month for areas where violation notices were sent.

Judy itemized some work orders to be closed: where branches were trimmed, dead bushes have been removed, and a request to remove beautiful, live tree is denied

Judy motioned that the board meeting should adjourn to executive session at 8:30 pm, and Tom seconded. The board unanimously agreed to adjourn.