Pheasant Lake Townhome Association
Board Meeting
March 12, 2018
Held at Tinley Park Library

Board Members Attending: Judy Glazewski, Len Wiencek, Tom Krippel, Beth Murphy

Homeowners in Attendance: Sherleen Karchut, Rita Davis, John Sokol, Reid Stoner, Jennifer Stoner

Homeowners’ Forum: An issue previously reported by the same owner that was previously answered by the board was raised again. A complaint about weeds was registered, and the owner was informed that the landscapers do not begin until 4/1/18. An owner asked about the status of the sprinkler problem near their unit; the board responded regarding the options being considered and researched. An owner claimed there was a leak in their garage, but they did not report it to EPI to have it checked out right away as the board informed the owner.

Landscape Report: Nothing to report except that Judy will reach out to the Acres rep and get their plans for the year in order, starting with spring cleanup.

Minutes: Tom motioned to approve the minutes, and Len seconded it. All approved the minutes.

Treasurer Report:
Beth reported on the routine monthly items (bank reconciliations, posted bills paid electronically for Com Ed and Waste Management), the ACH processing, and the breakout of the delinquent accounts. Beth reiterated that the cost savings from the volunteers continues to help the association financially. Beth provided a detailed analysis of the accounts outlining the cash available for upcoming 2018 projects. Beth noted that the 2018 projects under consideration (fixing sprinkler system, mulching, lakeshoreline restoration, driveway replacements for the last third of the units) are costly and mentioned that the projects should be prioritized and should not result in reserves going below $50,000. The board agreed that the last 3rd of the driveways need to be replaced and the sprinkler system needs to be repaired to avoid lawn damage and having to turn on the system manually every day. The board indicated that the lakeshore damage should slow down the cost due to the drain tile repairs made in 2017; the approximate cost for the lake shore area is approximately $15,000 based on only one bid received to date; thus, it is likely that this project will be deferred until after 2018. The mulching will be deferred to fall. Beth noted that a receivable from EPI was identified and resolved. Beth noted an item on the bank reconciliation that has been outstanding for a long time; Scott reported on the issue and discussed the impact on the financials, especially at year end. Scott confirmed that the quarter end March 31, 2018 delinquency notices will go to all owners with delinquent balances. Beth requested a write-up on how owners can check their account balances on the EPI portal to include in the mailing of the year-end financial statements. Scott agreed to have EPI generate that document. Beth asked out the 2018 reserve allocations were determined by EPI and indicated that they were generated from the approved budget; Beth indicated that the driveways is lower than expected, but the other reserves would just cover the amount anyway, so the amounts were kept as is. Beth noted that differences in the account balances (totaling $390, $250, and $140) as of 12/31/17 changed from the initial 12/31/17 year end financials sent to her and the March 12, 2018 draft of the statements. Scott agreed that the 2 final owners with $20 delinquent roof receivables will be offset against their prepaid account balance so that all roof receivables will now be zero. Beth had sent the 12/31/17 year end financials to the board, but
she noted the effects of the $40 receivables. Beth has to wait to hear the resolution of the remaining $390 to determine the accounts affected. The voided check, if reissued, would not have any effect. The board unanimously agreed with the financials and the year end adjustments Beth described. Beth handed Scott the EPI check received on 3/12/18. Beth is holding the SMS check since the amount is not due yet. Beth asked if the Doland Engineering check should be signed now, and Scott indicated that Doland did what was required under the contract … to review bids received for the lakeshore work by the 1/31/18 deadline.

Management Report:

Ice damming after the snow storms is not a roof failure; therefore, deicing the roofs was not done for the 3 reported units. Follow up on 1 owner’s complaints would be done.

1 complement on the snow removal service was received. SMS will restore lawn damage in spring. 2 cement mailboxes damaged will be repaired in the spring. Four snow removal bids were obtained for the next season, with the lowest bid coming from SMS that includes about a 2% increase. The board agreed that the service from SMS has been good. Tom motioned to approve the SMS bid, Len seconded and the board unanimously approved the SMS bid of $23,460 per year for 2018/2019 & 2019/2020.

Scott described the bids received for the boring of a new sprinkler line from the pump house to the zone controller. Com Ed is supposed to provide information on setting up power for the controller. Beth wondered whether there was a warranty with the lowest bid and also if the permit fees are borne by the contractor or Pheasant Lake. If the property is marked, 2 of the contractors are responsible for the areas marked, but not for those not marked. Union workers are not required, and 2 bids involve not using union workers. Julie can identify power lines, but not the sprinkler lines. The board discussed how to identify the sprinkler lines and their depth, but we need to find out what the village requires in terms of how far down into the ground the new sprinkler lines would have to be installed both under the street and under the lawn, especially since the bids vary on this issue. Scott will get clarification from the bidders about their warranty, how far down they will go with the lines (under street versus under lawns), and what they are responsible for paying if problems occur. The board agreed to wait to hear from Com Ed before doing any further discussion on the bids. Aces would also have to bid to install the box.

Scott mentioned the mulch bids received and showed the type of mulch. Beth noted that the bids were not all quoting the same type of mulch. The board discussed that 2 inches of the black mulch would be needed to cover the existing red mulch. The advantage of the black mulch is that washed away mulch doesn’t show up as bad and it is better for plant life. Judy is going to follow up on estimated labor costs for removing the red mulch. Beth noted that $16,000 was in mulch reserves, plus an additional $1,266 per month for the remaining 10 months of 2018. The board discussed the quality of the landscapers who bid and whether they are full-service landscapers as well. Judy agreed to follow up on mulch removal costs with 3 of the bidders.

The bids for the asphalt driveway replacement for the last third of the units were discussed. The board agreed that the contractor with the lowest bid who has done the other two thirds would be best. The board discussed the impact of installing extra stone and the depth of the asphalt. It was also mentioned that the driveways should not be installed higher than the cement pads for the garages. Beth motioned to approve the Plotke bid of $67,469, and Tom seconded. The board unanimously approved the bid.
Three bids for the lake treatment. Environmental Weed Management’s (EAM) bid indicates coming out every week, but the 2 others would come out every 2 weeks. Prior experience with one of the bidders was not good. EAM was used in 2017 and came out longer than the contract period specified. The board unanimously approved the EAM bid of $3,000.

The gutter issues from 2 units resulted in a $200 fees charged from removing leaves in November. Lang assumed that they were approved to remove the leaves and be able to charge. Terry from EPI was not informed by Lang about leaves being the problem. Neither owner was informed. The board agreed that Lang was not authorized to remove the leaves and should not be paid. The board agreed that if a unit owner wanted to install leaf guards themselves, they could request permission via an exterior modification request that the board agreed they would approve if the proper paperwork was submitted and reviewed by the board.

The monument lighting was completed, and the tuckpointing was completed.

An owner submitted an exterior modification request for installing pavers at the rear of their unit next to their rear patio (which they already installed last year). The board discussed the need for maintaining the area which would be the owner’s responsibility and the fact that mowers may hit whatever is placed there. The board voted with 3 for and 1 against, but stipulating the owner is responsible for maintaining the area, not the landscapers.

The board discussed violation notices that need to be sent based on Scott’s inspection report. Tom fixed the fallen down sign post on the lake. A for sale sign in the lawn was left out of the report and mentioned by a board member. The water intake pipe was damaged but it does not need to be fixed since it is the section that goes into the lake anyway. Lake sign posts are rusting, so Scott will get bids.

The board adjourned to Executive Session at 8:29 pm.