Pheasant Lake Townhome Association  
Board Meeting Minutes  
Date of Meeting: October 8, 2018  
Location: Village of Tinley Park, 16250 Oak Park Avenue, Tinley Park, IL 60477

The Board Meeting was called to order at 7 pm by President Judy Glazewski.

Owners or their proxies in attendance: Judy Glazewski, Tom Krippel, Larry Kaffel, Beth Murphy, John Sokol, Jessica & Daniel Gomez, Len Wiencek

Homeowners Forum: Larry Kaffel has been living with his father in his unit for about a year and is very pleased with how the community is set up, how the unit is maintained, and how safe the community is safe, and the way the contractors do their work. Larry thanked the board for their work which he acknowledged as being a thankless job. Larry mentioned that there are tree issues around his property. Larry asked if service walks are the owner’s responsibility, and the board said yes. Larry pointed out that he wants to call the Tinley Park Police due to drivers speeding on Pheasant Lake Drive; he wanted to know what to do, and the board agreed with the problem and suggested that the owner call the Tinley Park Police. Owners Daniel and Jessica Gomez suggested that signs be added regarding the speeding on Pheasant Lake Drive.

The board held an Executive Session due to the owners involved having a baby at the meeting.

The board reconvened after the Executive Session.

Landscape Update: None. Judy is handing over the landscape monitoring to Scott. Beth noticed many landscape-related work orders outstanding and suggested we try to address them today for Acres to perform before the end of this season, including the second bush trimming for the entire property. The work orders should be consolidated into one list.

Tom motioned and Judy seconded approval of the minutes of the September 10, 2018 board meeting that were unanimously approved.

Treasurer Report:  
Beth provided the usual updates about the emailed financials & bank recs, Com Ed and Waste Management bills, & that the October ACH is set up for processing on the 15th, and that the bank rec's did not identify any problems. Assessment revenue is correct. The delinquent assessments still include 2 related to the roofs, and total delinquent assessments is going to be reduced significantly due to resolution of one account. The soffit and fascia costs of about $140,000 done in 2016 were 50% funded by the costs savings of the volunteers (Ralph Brockman, Jerry Spehar, Tom Krippel, and Len Wiencek), and the remaining 50% is funding the current reserve balance. Beth noted the cash available shows reserves about $48,000 if lakeshore work is done. The 2018 cost savings (sprinkler repairs and audit fees) due to the volunteers has accumulated to $4,000 for sprinklers and $2,000 in saving audit fees. Beth noted that volunteers Tom Krippel and Len Wiencek will be retiring from doing sprinkler repairs after 2018. Thus, the association will have to budget for the work to be done by an outside contractor. Len and Tom are willing to do the start up, but not the ongoing repairs all summer. A correcting entry previously requested by Beth was done. Beth requested that drain tile repair costs be taken out of reserves instead of a regular expense account.
Beth asked the board if the September 2018 Acres invoice should be paid. Judy described the Acres work status of pending work to be done. The board agreed that the September invoice should be paid, and if remaining work and work orders are not resolved, the final October check will be held. Beth gave voided check for SMS to Scott; SMS was approved to look at a mailbox and not do the work assuming it was for snow removal. Beth discussed with Scott where the lakeshore work should be charged when it is done.

Beth discussed the draft 2019 budget. The board agreed to change some items on the draft budget before it goes to the owners for their approval. Each line item of the budget was discussed by the board in detail. The board agreed that the budget draft to owners should reflect no increase in the $180 monthly assessment for 2019.

Management Report:

For Landscape Maintenance, some tree care issues were discussed. One tree in the rear of a unit is an owner-planted one and is the owner’s responsibility. Another healthy tree is growing over the unit and trimming back the tree will distort the tree shape and will likely grow back quickly.

Proposal for on-site supervision of the lake shore project shows costs of $2,850. The board unanimously agreed to approve this cost.

Vole treatment would be done in the next 2 weeks.

The sealcoating schedule was discussed. The budget for 2019 includes sealcoating all drives. The board agreed to do all in 2019, and then do sealcoating every other year afterwards.

The board did not approve having water tested due to residue seen on sidewalks.

An owner’s complaint about having the roof replacement contractor or the association fund the cost to replace their skylight was discussed. The seal on the skylight has broken now and the owner claims the 2015 roof repair project caused the broken seal on a skylight that is 23 years old that had already been inspected by a board member, the EPI property manager, and the roofer Lang. The board did not agree that the skylight should be replaced by Lang or the association. This is the board’s final decision, and the owner will need to replace and fill out an exterior modification form for approval before doing so.

The board discussed the implications of the Ombudsperson Act. The board agreed that the owners should be aware of the existing procedures for owner complaints before owners should even consider this option. This Act involves how to handle complaints about misconduct done by the board in executing their duties. If the owners have not followed the association’s procedures, the owner would be responsible for any attorney fees they generate for the association. Scott will provide the write-up to go out to the owners with the draft 2019 budget. The board agreed unanimously to review Scott’s write-up before it goes out to the owners.

An owner complained about a buried downspout that is causing mulch to be shifted. However, the association is not responsible for downspouts buried under sidewalks.
Algae growth on fence panels and some siding north facing north will be reviewed after this coming winter.

An owner request to cut back some trees for trimming was denied based on property manager’s assessments and pictures taken for the directors to review.

Turf damage was identified by the property manager and will be shared with the landscaper.

The board unanimously agreed that a violation notice be sent to a unit owner whose electrical meter is taped together; the owner needs to have the Com Ed meter properly repaired.

An owner tree-removal complaint was identified as a homeowner responsibility, and the unit owner will be informed that they are responsible for rectifying the issue.

EPI was directed to notify the owner and close a work order regarding bushes that the board discussed and recommended removal of one dead bush, but not any of the others at the front of their unit that are alive.

An owner complained about drain tile between 2 units that is under a tree that is washing away mulch. A board member agreed to check it out because the drain tile is not coming from down spouts.

The property manager will check a unit owner’s gutters to see if they are clogged and causing water drainage issues. If the gutters are clogged, the owner will be informed that it is their responsibility to clean the gutters.

There was a motion to adjourn by Judy, seconded by Beth, and the board unanimously agreed. The meeting adjourned at 8:45 pm.