Pheasant Lake Townhome Association
Board Meeting Minutes
Date of Meeting: September 10, 2018
Location: Tinley Park Library, 7851 Timber Dr, Tinley Park, IL 60477

The Board Meeting was called to order at 7:30 pm by President Judy Glazewski immediately following the Annual Meeting.

Owners or their proxies in attendance: Judy Glazewski, Tom Krippel, Sherleen Karchut, Karen Pasek, Len Wiencek, Joyce Pisano, Larry Kaffel, Daniel Neuberry, Mahmoud Matariyeh, Beth Murphy, Ray & Kathy Greenhill, John & Mary Sokol, Julie Carbajal, Mark Williams, Ron Sokolowski, Rita Davis, Jennifer Stoner, Noreen Kottler, John Supple, Kurt and Carol Gedig (some of these owners left and did not stay for the board meeting, but official attendance was not taken at the board meeting)

Homeowners Forum: An owner complained about 4 trees near their unit that are diseased, including 1 in the parkway which is not Pheasant Lake’s responsibility. If the board does not decide to do the work the owner preferred, the owner can fill out an exterior modification request to get the work approved and fund it themselves. Another owner asked about bush replacements. Another owner asked about when bush trimming would be done, and was told that the landscapers are under contract to get them done in September/October. Another owner asked if their unit was on the bush replacement list.

The officers agreed on office positions: Judy Glazewski (President), Tom Krippel (Vice President), Beth Murphy (Treasurer & Secretary), Len Wiencek and John Sokol (Directors)

John motioned and Tom seconded approval of the minutes of the August 13, 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 September ACH is set up for processing on the 17th, 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 low. 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. Since 2016, another $16,000 in cost savings (sprinkler repairs and audit fees) due to the volunteers has accumulated. Beth noted the financial data she provided to the board on the projected 9/30/18 reserves balance was to help determine whether adequate funds would be available to fund the lake shore restoration costs; after paying for the lake restoration, there should be a reasonable balance remaining in reserves for unforeseen contingencies. Beth had some correcting entries for EPI to record, and EPI made the correction requested in the prior month.

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.

Management Report:
Scott noted that he has drafted the 2019 budget; he will give out hard copies later in the meeting.
Scott summarized the bids for bush removal and replacements. The board discussed the bids and unanimously approved Elevations with the lowest bid, but the board added removal of 2 very small bushes on the list and replacement with 1 bush.

An owner reporting dead bushes that the board previously rejected replacing were re-inspected by EPI; EPI agreed with the board’s prior decision and found only 1 bush that was thin, and the rest were healthy. The board agreed to remove the bush by the meter, but not replace it.

The board discussed the updated landscape maintenance contract specs. The board asked that weed killer be used if they are not going to be pulled. The frequency of the sidewalk trimming was discussed. Landscape bed edging shown as being done once. Winter cleanup and fall leaf removal was discussed. The board agreed to get a separate bid for leaf removal during November. The board discussed being informed by the contractor in advance of special treatments being done and list them specifically in the bid spec. If contracted out, paid invoices should be provided. The fertilization should be broken out separately on the bid. Aeration cost should be separated out.

Acres has not yet done the bush warranty work.

The board discussed the tree care bids and unanimously agreed to the bid from Autumn Blaze, and the board agreed to make some additions to the list of tree care work. The board unanimously approved the Autumn Blaze Landscaping bid.

The board agreed to have the shoreline restoration work done this year.

The board agreed to have a vole treatment done again in 2018 and unanimously approved the bid from TKO.

The board unanimously approved the bid from Aces for the 2019 sprinkler system shutdown at a cost of $1,504.

The board unanimously agree to extend EPI’s contract with a 3% cost increase for a 2-year term, resulting in an annual cost of $13,806, starting July 1, 2018.

The board agreed to address the attic mold issue at a unit around the bathroom exhaust vent using a contractor that is cheaper than the one proposed by the owner.

Before the Management Report items were completed, the board had to adjourn the meeting due to the library closing and a need for short Executive Session.