Pheasant Lake Townhome Association
Board Meeting Minutes
Date of Meeting:      November 12, 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, Beth Murphy, John Sokol, Jessica, Len Wiencek, Sherleen Karchut, Rita Davis

Homeowners Forum:
An owner asked about collecting roof assessments for the next roof replacements sooner than planned. Questions were raised about bush replacements which were deferred until spring. Questions were raised about coyotes in the area and dog owners should be aware. Nothing can be reasonably be done, and dog owners should be aware of this issue without receiving notices. Flying trash on garbage day has been reported for the gazillionth time by the same owner, and the board noted again that cannot be controlled by the board.

Landscape Update:  None.

Tom motioned and Judy seconded approval of the minutes of the October 8, 2018 board meeting that were unanimously approved.

Treasurer Report:
Beth asked about an open item on the bank rec EPI prepared. Scott provided the explanation was due to a fee charged by the bank that EPI will follow up on. Beth provided the usual updates about the emailed financials & bank recs, Com Ed and Waste Management bills, & that the November ACH is set up for processing on the 15th. Assessment revenue is correct. Beth noted that the volunteer savings to date are the equivalent of $1,100 per owner, or about $153,000 in total. 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. A correcting entry previously requested by Beth was done. The voided check for SMS previously given to Scott was recorded on the books. Beth noted where the lakeshore work should be charged when it is done, per agreement with Scott at the prior meeting. Beth noted that one of the driveway reserve accounts has an odd balance that will be correct by year end.

There were no comments on the draft budget other than the estimated landscape maintenance estimate in the budget seems to be in line with the bids received to date. Beth motioned that the 2019 budget that did not change the $180 monthly assessment be approved, and it was unanimously approved.

Management Report:
Scott asked for any edits to the written disputes policy which in essence is the process that has been followed. The board discussed whether a clearer mailing should be sent to owners. Beth agreed to draft a document to be sent to owners for the purpose of adding clarity regarding the process, but the official policy is still the same. Beth motioned and Judy seconded the approval of the dispute policy that the board unanimously approved.

The lake restoration, depending on weather, may begin in early December 2018 with supervision by the engineer who provided the specs.
The 5 landscaping maintenance base bids received ranged in price from $38,605 to $56,525 and did not include the current landscaper since the board did not request a bid from them. Elevations Landscape outlined many preferred detailed services in their bid, including providing services through Nov. 15 (instead of the current Oct. 31 end date). Otherwise, the other bids look standard with only a few differences. Other properties managed by EPI also use Elevations Landscape who have been found to do a good job. Only the year 2019 is being proposed by all contractors, as requested in the bid request. The board decided not to wait to receive the last bid requested. Judy motioned to approve the base maintenance contract bid from Elevations Landscape (which included hand raking) for $38,605 for the 2019 season, and Tom seconded; the board unanimously approved. The separate bids for aeration ($2,065), grub control ($1,876), and shrub fertilizer ($833) can be decided later in 2019.

Beth noted that she intends to hold the Oct. 31, 2018 Acres check. Judy mentioned that the 1st bush trimming was so late, thus not resulting in as much growth with the 2nd bush trimming. Thus, not much work was done, and one week in October there was no work done. Fall cleanup was done poorly. The board agreed that only three-fourths of the October maintenance fee should be paid, thus saving $1,071. Scott will inform Acres of this decision before preparing the check for Beth to sign.

Autumn Blaze did all tree work contracted with them. Voles were treated and flags left where done. Scott will pull flags during next property walk through.

Beth requested that the Dec. 31, 2018 financials include assessments versus fines receivables. Scott agreed to split out the different types of receivables for Beth’s review.

Beth requested a list of owners that have supplied emails to EPI.

Scott reported that 2 units sold.

The board did not have any questions on Scott’s inspection report which included mostly landscaping items. EPI would be sending out violation notices for violations identified. The EPI outstanding work orders were discussed. The cracked window damage by Acres would have to be resolved before paying the last month owed to Acres. A drainage issue was discussed and bids would be solicited. Follow up by EPI with owners on some of the work orders was discussed. Resolved work orders would be closed.

There was a motion to adjourn to executive session by Judy, seconded by Beth, and the board unanimously agreed. The meeting adjourned at 8:30 pm.