Pheasant Lake Townhome Association  
Board Meeting Minutes  
Date of Meeting: March 11, 2019  
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. Board members attending: Judy Glazewski, Tom Krippel, Beth Murphy, John Sokol  

Other owners or their proxies in attendance: Sherleen Karchut, Rita Davis, Daniel & Susanna Neubaurer  

Homeowners Forum:  

Owners brought up coyote sightings, trash and food on property especially at the 183rd street entrance, furniture left for garbage pickup, and large snow drifts not shoveled due to reported snowfall being under two inches. An owner complimented Terry from EPI for her quick return call.  

The board agreed to hold a short executive session at 7:12 pm to discuss a rule violation and then resumed the public board meeting at 7:18 pm.  

Tom motioned and Judy seconded approval of the minutes of the November 12, 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 March ACH is set up for processing on the 15th. Assessment revenue is correct. Beth noted that the reserve balance shown on the 2/28/19 financials of about $94,000 includes about $77,500 still remaining from volunteer cost savings associated with sprinkler repairs and accounting services to date. Beth reminded everyone that the sprinkler system volunteers have retired in 2019 from doing the repairs; thanks again to Len Wiencek and Tom Kripple, our most recent volunteers who are retiring. Beth providing some points related to the adjusted 12/31/18 year-end financial statements to be mailed to owners, including that the association came in under budget by $8,297.05 – primarily due to cost savings from the volunteers’ work. Beth noted that the letter with the financials going to owners was 9 pages and would be printed double-side; thus, one side of one page would be available for announcements to owners. The board agreed on the reminders to be included that Beth would draft. Beth requested board approval of the letter with the year-end financials going to owners which was unanimously approved, including the new language add this year about the next roof replacement, but the added reminders to owners would be drafted by Beth after the meeting and reviewed and approved via email by the board. Beth noted she did not have enough information for the adjustments needed to the 2/28/19 financials that related to the reversal of her 12/31/18 adjusting entries; Scott indicated their system was being updated that day and the information Beth requested should probably be provided the next day when their system was back up. Beth confirmed the last payment amount to Acres would include a deduction for bush replacements not completed, so Beth was given board approval for signing that final check. Beth requested that EPI provide the Delinquency by Transaction Report in the Director books every month since it was more detailed that the one the board had been receiving; Scott agreed. Beth noted that the 2018 tax returns will reflect no tax is due since the only taxable income was interest income that was offset by higher allocated expenses; once completed, she will email the tax returns to the board for their review and approval via email.
Management Report:

EPI documented a damaged mail box that was not due to snow removal. Another owner reported mailbox damage and claimed it was due to snow removal, but the contractor did not store snow at the owner’s mailbox and is not claiming responsibility. EPI provided photos and the board agreed that the damage could not have been due to snow removal since the damage would have been far more significant if due to snow removal. Bids were obtained to sealcoat all units’ driveways in 2019 rather half. The bids ranged from $4,878 to $9,300. Beth noted that the contractor with the lowest bid did not include providing notices to owners, so EPI would have to do that and post them on the garage frames; in addition, they do not notify Julie, and the board asked that EPI confirm with the lowest bidder that Julie would not be needed. Judy motioned to select the lowest bid of $4,878, and the board unanimously approved. Scott reported that the sprinkler system contract previously approved was signed. Scott obtained bids for pressure washing the north-facing sides of buildings and also for the entire buildings. The bids ranged from $7,990 to $49,200 for all sides of the buildings. This was not budgeted for 2019 and does not qualify to be using reserves. The board questioned the need for this pressure washing and the problems with spot cleaning. Beth pointed out that the reserve study planned activity for 2019 was the replacement of the remaining gable vents and siding on the front of the ranch units that were not previously replaced when the roofs were replaced; thus, if that is done in 2019, that would use a significant portion of the reserves. EPI will solicit bids for that work. In addition, these ranch units are primarily the units that have algae, etc. making them look dirty; thus, if the siding is replaced on those units, no pressure washing would be needed.

An owner complained about a leak in the floor of an unfinished basement and attributed it to a gutter/roof issue. The contractor water tested the gutter and valley, and then the owner later reported it only happens with very heavy rains. The water could be coming in through the weep holes or the seam between the foundation and brick façade. The board agreed that the issue should be monitored and EPI should ask the owner to check their basement floor and take pictures if the issue repeats.

The board discussed the amounts of insurance coverage for replacement cost by unit. There are low amounts that are obviously far below replacement cost. The board agreed to have EPI mail notices to those owners and have them provide an updated Certificate of Insurance to EPI. In addition, a majority of the 92 units show EPI as the second insured instead of Pheasant Lake Townhome Association; those unit owners will also receive a notice to change the second insured and provide the updated Certificate of Insurance to EPI.

On the inspection report, the board discussed turf damage on the side of a driveway that appears to be done by owner/guest tire tracks. The area will be re-inspected in spring to see if the lawn comes back. An owner reported that the roots of a builder-planted tree is causing their sidewalk to heave and leaves many berries on the ground. The owner should be contacted BY EPI and asked to submit an exterior modification request to EPI if they want the tree removed.

Judy motioned to adjourn to Executive Session at 8:25 pm, Tom seconded, and it was unanimously approved by the board.