Pheasant Lake Townhome Association
Board Meeting Minutes
Date of Meeting: July 8, 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. Scott Adler was present from EPI. Absent: Board member, Len Wiencek.

Other owners or their proxies in attendance: Jerry Spehar, Roberta Concannon, Eileen Davoren, Jennifer Stoner, Larry Kaffel, Rita Davis.

Homeowners’ Forum:

The compliments mentioned by owners included bush trimming getting done, grass looking great/beautiful, very high praise regarding landscaping from owner (who previously lived in Oakbrook) and their July 4th guests, that everything is good and that the landscaper is doing a good job. The issues raised by owners and discussed with the board included letter to owner dated November 2018, suggestion to test lake water, suggestion to shutdown and not use any sprinkler system, request for board to undertake a community project, association document from August 2018, owner problem with patio and sidewalk mudjacking contractor they hired, confirmation that only rear patio option is a concrete one, bush replacement project status, tree trimming done, bush trimming, and garden snakes.

Minutes:

Tom motioned and Judy seconded approval of the revised minutes of the June 10, 2019 board meeting that were unanimously approved by the board.

Treasurer Report:

Beth provided the usual updates about the emailed financials & bank recs, Com Ed and Waste Management bills, that the May and June ACH's were processed in June, that the July ACH is set up for processing on the 15th. Assessment revenue is correct. A summary of the delinquent and prepaid assessments were provided. Beth noted that the reserve balance shown on the 6/30/19 financials includes about $96,000 still remaining from volunteer cost savings associated with sprinkler repairs and accounting services to date. Beth outlined the estimated reserve spending expected for 2019 and also outlined the estimated remaining assessment and expenses for 2019. Beth reminded the board that a $35,000, 1-year CD was opened during June and getting a good interest rate, in addition to Beth getting Marquette to increase the association’s money market rate. Beth noted that the reserve entries were updated through June on the ledgers. No Accounts Payable detailed report was needed since June 30, 2019 Accounts Payable was $0. Beth reminded Scott that he would be sending letters with explanations of the balance due to the owners with delinquent accounts which EPI promises to do at the end of each quarter. Beth suggested that any owner with more than $180 due in assessments be given information about using ACH to pay their assessments. The board unanimously agreed that Beth is authorized to transfer funds from the Marquette checking to the Marquette money market account until the funds are needed back in the checking account to pay 2019 bills.
Management Report:

The following topics were presented and discussed by the board with Scott Adler from EPI: revised bids from the 2 prior lowest bidders for the remaining gable vent replacements and related siding as planned under the reserve study, address number replacements, a unit's wall separation, landscaping, shoreline restoration, aquatic weed/algae control, insurance correspondence sent to owners, rule violations and appeals, and one of the items identified in Scott’s inspection report.

The board reviewed the revised bids for siding and cable vent replacements; Judy motioned and Tom seconded, and the board unanimously approved the bid from SMS for $35,941.80. Since the June meeting, Beth identified address number replacements and brought them to Tom Krippel to check out; the board agreed to the numbers Beth and Tom checked out. Beth agreed to order the address numbers needed and get 10% extra inventory just in case they are needed. The board also discussed the advance notification to be provided to owners to ensure they get their vehicles out of their garage, as needed; the notice should also remind owners to check their address number on their mailbox that they are responsible to maintain, but the association will be selecting and installing the address numbers above their garage doors.

The board discussed the unit on Pheasant Lake Drive with a step crack on the side of their unit; there are foundation cracks that lead into the step crack in the brick. The board agreed that a couple more bids/opinions be obtained; in addition, the owner should be contacted and told to also solicit bids on their own. Otherwise, a structural engineer could inspect, but it would be costly (thousands of dollars). Perhaps the Village of Tinley Park would also inspect the unit and should be contacted by EPI.

Basement seepage problem for Mallard unit is associated with the foundation; owner will be notified of this information and their responsibility for fixing foundation problems.

Elevations agreed to give a week’s notice prior to fertilization.

Owner at 18128 Mockingbird wants rear bushes topped off. Elevations provided estimated cost to cut down versus replace. The board agreed that this work should be included with the other landscape issues in the property that will get bid and done in fall.

This upcoming week Doland Engineering will assist landscaper hired to identify location and elevation associated with the shoreline restoration project. Landscaper work date is not yet determined.

Lake treatments were done 4 times since last meeting. Beth noted that weeds were still present on the north shore of the lake even though trimming was done recently.

Beth motioned and Judy seconded to approve an owner’s request to do rejuvenation pruning during the fall (rather than replace bushes); this was unanimously approved by the board.

The inspection report showed a Bluebird unit with a garbage can outside their garage; the board agreed to have EPI send them a violation notice.

The holes from last year’s vole treatments need to be filled.

Work orders involving bush trimming can be closed.

Judy motioned and Beth seconded adjourning to Executive Session at 8:02 pm.
The board reconvened after Executive Session ended at 8:30 pm to vote on appeals discussed. Beth motioned and John seconded providing a follow up letter to the owner at 8905 Mallard regarding insurance violation; the board unanimously approved the follow up. Tom motioned and Judy seconded approval of the appeals for reversal of fines association with insurance violations for 18206 Pheasant Lake Drive, 8923 Pheasant Lake Drive, and 8832 Bluebird since their violations were resolved prior to the July 1, 2019 deadline for no longer reversing insurance violation fines.

The board also unanimously agreed that the community project recommended during homeowners’ forum that involves property outside of the Pheasant Lake Townhome Association property is not a responsibility of the Pheasant Lake Townhome Association board members. The association’s board members already have significant responsibilities as board members that are outlined in Article III, Section 4 of the association’s bylaws that are available to all owners on the website (https://ptla60487.files.wordpress.com/2013/05/decbylaws2005.pdf). Director responsibilities already involve a significant time commitment, as is evident with the limited number of owners volunteering to serve on the board.

Judy motioned to adjourn the board meeting at 8:40 pm, Tom seconded, and it was unanimously approved by the board.