Pheasant Lake Townhome Association  
Board Meeting Minutes  
Date of Meeting: August 12, 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, Len Wiencek. Scott Adler was present from EPI.  

Other owners in attendance: Sherleen Karchut  

Homeowners’ Forum:  

No compliments were mentioned. Owner present raised landscaping-related questions associated with their unit’s bushes and about grass that were discussed with Scott and the board. It was noted that Tom Krippel did turn on the sprinkler system for extra watering when the weather was very hot.  

Minutes:  

Tom motioned and Judy seconded approval of the revised minutes of the July 9, 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 July ACH was processed July 15, and that the August 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. Beth noted that the reserve entries were updated through July on the ledgers. No Accounts Payable detailed report was needed since July 31, 2019 Accounts Payable was $0.  

Beth noted that Scott had provided her with information about the monthly assessments for associations comparable to ours. The monthly assessments for these ranged from $210 to $310, i.e., $30 to $130 higher than Pheasant Lakes, indicating that our association is operating in a cost-effective manner and still have the property look good. Beth noted that $0 balance property tax bills were received for the 28 PIN #’s for the common areas; these were brought to zero years ago when the association was incorrectly being billed property taxes for land without any buildings on it. Beth provided information about the 2019 landscaping-related budget line items since landscaping-related bids were to be discussed later in the meeting. Beth asked Tom to review the sprinkler bills before she signed the check, which he did during the meeting, and Beth signed the check after receiving Tom’s go-ahead.
Management Report:

The following topics were presented and discussed by the board with Scott Adler from EPI: scheduling of soffit/gable vent replacement and adjacent siding, contractor confirming foundation issue at a unit, tuckpointing scheduling for middle to late August, draft specifications for bush removals and replacements, bids from current landscaper for dormant shrub pruning, over-seeding, 4th turf fertilization, and gypsum application, obtaining a bid for crabgrass treatment, and the pricing for aeration and grub control in the existing contract, vole holes and possible treatment. Other items discussed included tree care for a unit for an overgrown tree, drain tile replacement, bid to remove fountain in fall, shoreline restoration update, weed control on riprap and aquatic weed/algae control, insurance rule violations and an appeal, and some items on Scott’s inspection report.

Scott noted the bush removal replacement list from the current landscaper included items not discussed with him during their inspection, but they did not involve significant costs. Judy noted that 1-for-1 bush replacements are not appropriate in some narrow locations. Scott’s inspection pictures would help identify which items on the bid spec to change, but the board could also just decrease the numbers of replacements when more than 2 bushes are involved to avoid the overgrowth issues experienced in the past. Beth identified a math error in the bid that resulted in a $4,000 reduction to the bid. Bids and their priority and timing were discussed. The board agreed that dormant pruning bid is a no-go for 2019, but maybe consider the owner issues raised about overgrown bushes in the work orders; consider dormant pruning only if access impeded. The board discussed the timing of the other proposals for over-seeding, 4th fertilization, aeration, etc. and agreed that these turf treatments should be deferred until 2020. Scott believes that grub control would have been done during the last month, but we haven’t been billed for it, but the board agreed that aeration should not be done in 2019. The board agreed that the unspent landscaping funds budgeted for 2019 should be applied to the treatments planned for 2020. The current landscaper agreed to fill the existing vole holes at no cost. The board noted that weed control seems to be better, especially in the landscape beds.

A tree cutback or removal was discussed and the related bids obtained. The board agreed that a significant cutback would look unsightly and, if the tree is removed, the association would not replace it. The plan is to remove the evergreens under the tree. If the owner wants to pay the cost to remove the tree, he would have to replace the tree with another tree or bushes and fill out an exterior modification request for review and approval.

The bid for drain tile replacement from the sump pump in the rear 18138 Pheasant Lake Drive also included adding drain tile from the rear downspout totaling $1,200. Beth motioned and Judy seconded approval of the $1,200 bid, and the board unanimously approved.

Beth motioned and Judy seconded approval of the bid for $675 from Reindeers to remove and store the fountain in fall at the same price as 2018. The board unanimously approved the bid.

The contractor doing the shoreline restoration needs to deal with the existing water level that will not get lower and figure out how to do this work at no additional cost. Thus, the work should not be deferred any long and done as soon as possible.

The landscaper and aquatic weed contractor both need to be told to treat the weeds in the riprap.

The items on Scott’s inspection report that were discussed included a dying tree installed by an owner where the owner is responsible and should be notified again, given a deadline of 60 days, fill out the exterior modification request form, and be given some suggested contractor names, as well as being required to remove the stump and restore the area where the tree is removed. A bid would be obtained to repair bricks on a chimney where brick facing popped off, with the bid being obtained from the contractor doing tuckpointing work soon on the property. A broken window on a unit on the inside was
identified; the board agreed that the owner should be notified, especially since their window coverings inside cover the broken glass and the owner may not be aware of the problem; the owner is responsible for fixing the window.

The board agreed to keep the cattails on the west side of the lake unless they become unsightly.

A tree in the rear of a Pheasant Lake unit is dead except for 2 branches; the owner put in a request to remove the tree, but has not done so yet. The owner should be notified to remove the tree within the time frame noted on the exterior modification request form they previously submitted and was approved by the board. Bush-related requests from an owner with photos in the inspection report were discussed.

Judy motioned and Beth seconded adjourning to Executive Session at 8:14 pm.

The board reconvened after Executive Session ended at 8:25 pm to vote on appeal discussed. Beth motioned and John seconded providing another follow up letter to the owner at 8905 Mallard regarding insurance violation and give a 30-day deadline to the owner; the board unanimously approved the follow up.

Judy motioned to adjourn the board meeting at 8:30 pm, Tom seconded, and it was unanimously approved by the board.