Pheasant Lake Townhome Association  
Board Meeting Minutes  
Date of Meeting: October 14, 2019  
Location: Tinley Park Library, 7851 Timber Dr., 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.

Other owners in attendance: Larry Kaffel, Rita Davis

Homeowners’ Forum: One compliment from owner was that driveways looked nice. Questions were raised and discussed with board regarding fall bush replacements, requirements when putting dumpster in driveway, siding project costs being paid by reserves with new address numbers installed, and very small little dots of sealcoating found on garage door.

Minutes:

Tom motioned and Judy seconded approval of the revised minutes of the September 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 September ACH was processed September 16, and that the October ACH is set up for processing on the 15th. Beth noted that Scott the older outstanding check noted on the previous bank rec has cleared the bank. Assessment revenue is correct. A summary of the delinquent and prepaid assessments was provided, with delinquent receivables being at a record low. Quarterly letters were sent to delinquent accounts as of 9/30/19. Beth noted that the volunteer cost savings (for sprinkler labor costs saved and audit fees saved) to date total $156,000, which represents $1,696 PER OWNER. Beth outlined the estimated reserve spending expected for 2019 and also outlined the estimated remaining assessment and expenses for 2019. After all of the planned 2019 reserve spending, Beth reported that the estimated reserves remaining at 12/31/19 is expected to be just about $60,000. Beth noted that the reserve entries were updated through September on the ledgers. Information previously share by Scott was repeated: comparably sized associations have monthly assessment ranging from $210 to $310, which is $30 to $130 higher than Pheasant Lake’s assessments. Owners should be aware of this.

Beth shared her recommended edits to the draft 2020 budget prepared by Scott based on the landscaping bids and other contract updates obtained since the September 9 board meeting. Follow up questions on the landscaping bids will be raised by Scott for consideration in the 2020 budget before it is mailed to owners. The 2020 budget will result in going over budget (planned assessments at rate of $180/month/owner will be less than the budgeted expenses and reserves collected). If we increased the assessments in 2020 to match the total estimated expenses, the assessments would be $193 per month. However, the board agreed that the reserves would be used to fund the amount of estimated expenses in excess of assessments. Since the driveway reserves will not be spent until 17 years from now, we
can borrow from the driveway reserves and pay them back to the driveway reserves in subsequent years.

Beth reminded the board about the historical regular assessment rates: 2012 to 2015 of $165, 2016 $170, and 2017 to 2019 at $180.

Scott informed Beth that the architect approved the lakeshore renovation work; therefore, the check for the contractor doing the work could be signed and mailed.

**Management Report:**

The following topics were presented and discussed by the board with Scott Adler from EPI: 4th fertilization and aeration scheduled (aeration was being done 10/14/19), turf damage will be fixed by landscaper, bids for 2020 landscaping treatments and bush removals and replacements. Scott agreed to follow up on questions the board had regarding the landscaper bids.

The front siding project is underway and is expected to be completed by the end of the month. Scott inspected siding on sides and rears for units and found no areas of siding in these locations that indicate it needs replacement in the near future.

The bill from the contractor for the lakeshore renovation separated out the cost to replace the riprap, which was $5,000. Therefore, the cost would be expected to be prohibitive to put new riprap around the entire lake just to make the colors match for the old and the new, which will eventually happen anyway. The board did not believe a new bid was needed for this since the actual work done gave plenty of information of the extent of the cost.

Driveway sealcoating was completed. An owner complaint regarding her stained driveway after the sealcoating (probably caused by water) will not result in any additional work.

A single family home owner at 18231 Mockingbird complained about water on sidewalks and blaming our sprinkler system. Our sprinkler system repair personnel fixed one head and decreased the timing, and they found on a second visit that the sidewalks were wet from rain. Now that house is up for sale.

The board discussed the owner recommendation from the annual meeting to have a new rule about banning commercial vehicles on driveways. The board did not agree that commercial vehicles should be banned. However, any owner whose vehicles cause any damage to the driveways is responsible for the cost to repair; the declaration requires that any repair costs from damage caused by an owner to the common property are to be charge to the owner. Thus, no new rule is needed for this.

Scott will be following up on the payment terms of the existing term of EPI’s contract with us.

An owner request to bury their drain tile was denied. The owner should submit a request for an exterior modification request if they wanted to bury the drain tile; the board would review it when received.

The board agreed to cancel the work order to severely trim a bush since it would show dead sections.

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

The board reconvened their meeting after the Executive Session. The board unanimously agreed that the fine charged to 18208 Mockingbird will not be reversed per their appeal. Since work was now completed at 8911 Mallard, the board unanimously agreed that the related fine charge should be reversed.