

VALLEY LO TOWERS I
Board of Directors Meeting
September 23, 2014

President Rich Melford called a meeting of the Valley Lo Towers I Condominium Association to order at 7:01 PM. The meeting was held at the Clubhouse Meeting room. It was noted a quorum was present.

Board Members Present	Rich Melford, President Dixie Elwell, Vice President and Treasurer Anne Gardner, Secretary Joy Ferguson, Director Mary Bielinski, Director Judy Bialek, Director Jim Eggers, Director (via phone)
Board Members Absent:	None
Others Present:	Lee Flanagan, Braeside Condominium Mgmt. Homeowners

APPROVAL OF MINUTES

Motion: Upon motion duly made, seconded and unanimously carried, the Board approved the June 26, 2014 minutes as submitted.

PRESIDENT'S REPORT

Mr. Melford noted the Association is coming to a very important part of the year, with upcoming Board elections in November. He suggested Homeowners consider serving on the Board.

The decorating committee is finalizing their work on the front entrances and hallways. He asked that Homeowners be respectful of others and recognize that everyone has opinions. Mr. Melford stated the Board members are volunteers, working to serve the Community.

The 2015 budget has been drafted and is under review. It will be finalized in November.

In the 2020 building, the garage door was replaced due to damage, but has been re-damaged. It appears the disposal company is placing the dumpsters in a manner which allows them to roll into the garage door. The disposal company is covering the expense for repair, and alternatives are being investigated.

The website will be updated.

The Association By-Laws are being considered for revision to include no smoking in the building or individual units.

There have been discussions concerning limiting the number of rentals within the Community. Currently the limit is 20% of the units allowed as rentals.

An email was received from a rental unit concerning the situation in the bike rooms. Currently there are bicycles being stored which do not belong to Homeowners. Storage in the bike rooms is not intended to be used to store bikes of relatives or friends. Options to resolve this situation are being reviewed.

He stated the tax appeal in March was successful, though taxes did increase, as the units are increasing in value.

Mr. Melford thanked all Committee Chairs and members for their hard work and dedication in making the community a wonderful place to live.

TREASURER'S REPORT

Ms. Elwell provided the financial report through August 31, 2014.

August 31, 2014

Operating Account	\$ 209,286.53
Reserve Account Balance	705,800.78
Total Funds:	915,087.31
Accounts Receivable	38,692.34
Accounts Payable	2,561.36
Total Liabilities	29,192.97

Ms. Elwell stated the Association overall is under budget by \$32,000, despite the extra expenses incurred for snow removal.

Motion: Upon motion duly made, seconded and unanimously carried, the financial report was approved as presented.

MANAGEMENT REPORT

Mr. Flanagan provided the report for the Association.

The 2015 draft budget shows assessments remaining static. The Board will review the budget at a meeting to be determined.

The back-flow annual prevention devices inspection was conducted for the buildings. The equipment was found to be in good working order.

The fire alarms systems for both buildings were inspected this month. Two heat detectors failed in the 2000 building and one horn/strobe failed on the ground floor lobby of the 2020 building. These were replaced by the contractor.

The airflow diverters were installed at each building and are apparently working well.

Window washing work was completed in June.

Snow removal bids have been received from four contractors. It was noted a fifth contractor is interested in bidding.

Three trash removal bids were received.

A bid for an 8-9 foot spruce tree was received for \$850.

COMMITTEE REPORTS

RULES COMMITTEE

Ms. Gardner said a rules meeting was recently held and some revisions were made to the current Rules and Regulations. The changes will be attached to the minutes and the rules document on the website will be updated, once there is Board approval.

Changes to the proposed rules include: all notices placed on the bulletin boards must be signed. no running in common area, no skate boards, no activities causing damage to walls, common area use restrictions, restrictions on playing in parking lots.

In addition, the Association Attorney will be asked to review the By-Laws to add/update the changed laws regarding the Palm Act. Dr. Eggers agreed to help with that.

DECORATING COMMITTEE

Ms. Bielinski stated there would be a meeting on October 8th to decide which option to recommend to the Board.

It was noted input would be requested on carpet colors for the hall. Samples will be displayed on the second hallway in the 2000 building. Signed opinions can be placed in the suggestion box. Received suggestions from Homeowners are being considered. It was stated the Hospitality/Meeting Room French Doors will be replaced with frosted glass in the 2020 building, as this will be less expensive than replacing the doors. The elevators will be painted, and consideration is being given to adding a railing.

Mr. Melford thanked the committee for their hard work and dedication.

FINANCE COMMITTEE

Ms. Elwell stated the committee has been meeting to draft the 2015 budget. Work is continuing. There will be a meeting Monday night September 29 at 6:30pm.

LANDSCAPE COMMITTEE

Ms. Bialek stated the committee had recently walked the property. Several proposals have been requested and received. Aeration is being proposed for the back of the property. There is a requested proposal to remove a tree and grind the stump. Items will be added for 2015 based on property walk.

It was agreed a long range plan is needed for landscaping throughout the community.

A review will be made of the warranty on the emerald ash borer tree work that was conducted, as the many of the treated ash trees are beginning to die.

OLD BUSINESS

The Board has received an opinion from the Attorney regarding the no-smoking policy on the property, and will solicit input from Homeowners. There was discussion on different options. Mr. Melford is seeking someone to lead this effort. The amendment must be presented to Homeowners for 30 days prior to voting. It is anticipated the vote will be in November.

Ms. Ferguson stated the Board had approved the installation of signs on the back areas regarding dogs on the property. She indicated it has been observed that non-owners are using the property for play activities.

The Board is considering a sign on East and West fire lanes and one between the buildings. The sign would indicate the areas are for use by residents only. The gazebo is private property for use by Valley Lo Towers I residents only. There is a Village ordinance for the size of signs and an investigation will be conducted to determine if the ordinance applies to private property.

It was noted the Village does NOT own the fire lanes.

Motion: Upon motion duly made, seconded and unanimously carried, the Board authorized the Committee to proceed with the placement of 2 signs at the back of Valley Lo Towers I and a plaque at the gazebo. The verbiage to be added to the signs is to be determined later. Cost is not to exceed \$300.

Due to the problem of the garage exhaust fans putting the fumes into some Homeowners' windows and decks, the Board authorized an experimental placement of vent covers at 2 units as a test. These vent covers appear to be eliminating the issue. There was discussion about waiting until spring to install a vent cover for all units experiencing the problem, or doing all of them now. Cost is less than \$100 per vent cover.

Motion: Upon motion duly made, seconded and unanimously carried, the Board approved the installation of vent covers on every unit affected by fumes from the garage at a cost not to exceed \$750.

NEW BUSINESS

The Board reviewed the 2015 draft budget. It was suggested a bonus for the summer help, totaling \$100, be added to the budget.

Motion: Upon motion duly made, seconded and unanimously carried, the Board approved adding \$100 to the 2015 budget as a bonus for summer help staff.

Motion: Upon motion duly made, seconded and unanimously carried, the Board approved efforts to move forward with the non-smoking policy changes.

It was noted \$4,000 has been approved for the Attorney to work on the Palm Act changes in the Association Declaration, By-Laws and Rules and Regulations. Primary changes are to the authority provided to the Management Company, Association committees, and the Board.

It was noted Homeowners have been putting notes under Board member doors and not signing them. Please sign the notes, or do not submit them.

It was suggested a Social Committee be added to the Board structure.

WELCOME COMMITTEE

There have been several new homeowners who have moved into both buildings in the last couple of months:
2000 #102-Joyce Yowell/Helen Rouman, -(847) 724-5447, e-mail-yowellj@hotmail.com
2020 #109-Ira and Deborah Ebner-Bloom and Milo (orange Tabby)-(847) 256-3941 (cell)
2020 #502-Suzanne Ingallinera-(847) 998-6440
2020 #402-Roger and Lisa Marcus (renters)-(847) 486-6869 e-mail-lisalangermarcus@gmail.com
In the 2000 building, 303 and 407 have been sold.

Natalie Lumovic who is also a recent new owner in 2000 #507 came to the meeting and introduced herself.

ARCHITECTURAL MODIFICATION

There were a couple of homeowner requests for Board approval for architectural improvements.

Motion: Upon motion duly made, seconded and unanimously carried, the Board approved the request from unit 2000/303 to add an engineered flooring system and use LED lighting, provided insurance.

Motion: Upon motion duly made, seconded and unanimously carried, the Board approved the request from 2020/508 to renovate the kitchen as submitted. It was noted the required insurance information has been obtained.

There was discussion concerning a request from the 2020/306 owner to post an oxygen sign on the front door. It was noted this provides the fire department with the needed information during a fire. Mr. Flanagan was instructed to obtain in writing something from the Fire Department indicating this is needed.

Valley Lo Towers I 2014 draft budget discussion

Mr. Flanagan highlighted the various line items within the drafted budget that have changed. He noted there is no proposed assessment increase as presented in the draft budget.

A payroll increase of 3% was included, along with some increases in federal expenses. It was noted health insurance was decreased by 30%. There is a 4.6% overall increase in payroll expenses.

Total utilities have been budgeted with an increase of 6.32%. There is discussion needed to determine the best options for continuing emerald ash borer work.

The total for Ground Maintenance was decreased 5.44%.

Total repairs and maintenance decreased 3.28%

The Total Admin expense increased 2.98%.

Mr. Flanagan stated the overall total expenses decreased 0.79%.

Total capital income decreased 0.33%

It was noted approximately 22% of the received income goes to the reserve account.

The drafted budget will be discussed in detail at a later time.

HOMEOWNER REMARKS

Discussion included:

- Water expense increase at 2020 building. Village and maintenance found no reason;
- Decorating committee – a question was raised if there was an RFP (Request for Proposal) prepared to assure everyone is bidding on the same thing. It was noted the committee provided specs for all to bid;
- Budget for 2014 – reserve amount was not spent of \$31,000; if not spent, do the money roll back into reserves? Answer was yes, the amount remains in the reserve account;
- A statement was made that in order to accomplish certain things, we hire accredited personnel such as an attorney for legal work as opposed to a Paralegal or a law clerk, or an architect for an architectural project. Therefore it is equally important that as we plan for this renovation to our common areas, we also contract with someone who is experienced and has qualifications such as membership in the American Society of Interior Designers (A.S.I.D.)
- There was a suggestion to obtain a performance bond on large projects;
- There was a question concerning the current Association Rules and Regulations for smoking and whether these have been reviewed. The current Rules and Regulations indicate that smokers must have filters, etc. If this is enforced, why are more changes required;
- A statement was made there are many Homeowners who are not using the home alarm system. Could this reduce the maintenance contract fee? Mr. Flanagan will investigate this option;
- A comment was made the Maintenance man recently celebrated his 21st year of service to the Association, and a suggestion made this should have been acknowledged. Mr. Flanagan was asked to investigate when he was hired;
- A Homeowner noted he was confused with plants in the 2000 hallway as they look plastic; he noted they are old fashioned looking, yet the Association is paying for watering of these;
- A comment was made there are elderly people waiting in hallway, sitting in chairs while awaiting transportation. It was suggested the outer lobby planters be removed and replaced with a bench suitable for waiting. This would eliminate the maintenance on the plants and with the remodeling, this would be a good time to change;
- Suggestions which are submitted should be signed;
- Clarity on non-smoking vote – will there be options; grandfathering, immediate no-smoking, limited time-frame set; What is legality of forcing Homeowner not to smoke in their unit; The Board has obtained a legal opinion that this is legal; won't be able to smoke anywhere on property;
- In response to a question if the Board was satisfied with the landscapers (yes) were they offered to bid on the snow removal contract. It was stated the landscaper is not interested in bidding on snow removal work.

ADJOURNMENT

Motion: Upon motion duly made, seconded and unanimously carried, the Board adjourned the meeting at 9:01 PM.

Minutes by Words Plus

RULES UPDATE

The following changes will be made to the current Rules and Regulations Handbook

NEW INTRODUCTION

The following rules and regulations are proposed by the Board of Directors. Other rules may also be found in the declaration and by-laws. Please familiarize yourselves with these documents.

The intent of these rules and regulations is to provide the residents of our association with a practical guide for day-to-day living in our multi-family community. We need to establish a special understanding of and consideration for our fellow homeowners because we share common walls and collectively own the exterior grounds and property.

Our goal is to help maintain and protect association property while trying to provide all residents with the opportunity for peaceful enjoyment of their homes.

Your Board, however, is not a police department and does not wish to act as one, nor does it wish to implement any more rules and regulations than is necessary. In light of the close living arrangements that this style of housing imposes on us, we ask all homeowners to:

- Adopt a spirit of mutual respect, cooperation and empathy towards others.
- Demonstrate a pride of ownership by contributing to keeping our community beautiful.
- Make a special effort to understand and accommodate other homeowners whenever possible.

CORRECTION-TABLE OF CONTENTS...

Current smoking information is in the Common Area section, not Refuse Removal

Pg 3) BICYCLE ROOMS-ADDITION to current rule
No Visitors bicycles are allowed in the bike rooms.
No bikes are to be taken out by the lobby doors.

Pg. 3) BULLETIN BOARDS (GARAGE AREA)-ADDITION to current rule
Unit Owners may *only* post notices on the bulletin board located in the garage area in each building. All notices must be on 3 x 5 cards or paper and must be dated and *signed by the author (unit owner)*.

Pg. 3) COMMON AREAS-ADDITIONS to current rules
E. Due to some residents allergies or breathing issues, there is to be no use of any type of aerosol spray such as air fresheners, or placing of any solid air fresheners in any of the common areas.

F. No running in any of the common areas including the hallways, stairwells and garage.
No skateboards allowed in any of the common areas.
No objects that may damage the walls are to be thrown or kicked in the hallways or other common areas
No throwing or dropping of any items off balconies or down stairwells.

Pg. 4) DELIVERIES-ADDITION to current rule
Other than deliveries by the Post Office, United Parcel, Federal Express, and other delivery services, all furniture, supplies, goods and packages of any kind THAT CANNOT BE HAND CARRIED, shall be

delivered through the garage.

Pg. 5) EXERCISE ROOM-ADDITION to current rule

A. The exercise room is to be used for exercising ONLY.

Pg. 6) GAZEBO-Remove B. Alcoholic beverages are NOT permitted in the gazebo

Pg. 8) LUGGAGE/VALET AND SHOPPING CARTS-ADDITION to current rule

No valet carts are to be removed from the building.

No shopping carts should be taken in or out from the lobby doors.

NEW SECTION:

Pg. 9) OUTDOOR COMMON AREAS

No playing in the parking lots

No jumping off the rocks or retaining walls.

All outdoor activities must take place north of the fire lane.

Sunbathing is only permitted on your own balcony or north of the fire lane on the grass. Appropriate cover-ups and shoes must be worn to and from the pool. (moved from Common Area section)

Pg. 10) HANDICAPPED GUEST PARKING-ADDITION to current rule

No bikes, carts or strollers are allowed to be parked in the spaces.