

VALLEY LO TOWERS I
Board of Directors Meeting
June 20, 2019

Connie Conway called a meeting of the Valley Lo Towers I to order at 7:00 PM at the Glenview Park Center. It was noted a quorum was present.

BOARD MEMBERS PRESENT: Connie Conway, President
Art Ferguson, Vice-President
Dixie Elwell, Treasurer
Judy Skinner, Secretary
Anne Gardner
Lynne Goldman
Rich Melford

ALSO, PRESENT: Kevin Sanders, Braeside Management

PRESIDENT'S COMMENTS

Board President Connie Conway introduced a recording secretary to the meeting, in order to capture more detail. Further, regarding the anonymous letter sent to homeowners: financial characterizations used does not accurately reflect the Board's position. Full financial reports are available to homeowners upon request through Braeside Management. Anonymous complaints were addressed by Kevin Sanders, and the Board appreciates his efforts.

TREASURER'S REPORT

Dixie Elwell presented the financials for the period ending May 30

Operating Disbursements	\$49,383.80
Operating Account Balance	\$74,839.08
Reserve Balance	\$980,752.32
Reserve Disbursements	\$1,975.00
Total Funds	\$1,049,757.08

Connie Conway noted the Association is financially solvent with an increase of \$55,553.34 in the reserve balance since December 2018.

APPROVAL OF TREASURER'S REPORT:

Motion: Upon motion by Rich Melford, seconded by Art Ferguson, and unanimously carried, the Board approved the Financial Report subject to audit.

APPROVAL OF AGENDA:

Motion: Upon motion by Judy Skinner, seconded by Rich Melford, and unanimously carried, the meeting agenda is approved.

APPROVAL OF MINUTES:

Motion: Upon motion by Judy Skinner, seconded by Rich Melford, and unanimously carried, the May 23, 2019 minutes are approved as amended.
Correction noted on 2000 building Unit:
The new owners, Jim and Maureen Sullivan, are in Unit 112, not 111.

COMMISSION REPORTS

Maintenance

Presented by Art Ferguson- the website is updated with all current meeting minutes.
Some suggestions that were made at the meeting that management will look into were updating security for the buildings, cameras for entrances, and key fobs for all doors and garage elevator.

Involvement/Social

Presented by Dixie Elwell - the recycling group brought poison control brochures for the homeowners. There will be additional informational posters with emphasis on **NOT** recycling plastic bags. Mary Allen with Cook County, Recycling Program, is tentatively booked for the afternoon of **September 26th** for an hour presentation. Dixie asked for interest from the homeowners and 20 homeowners expressed interest.
Social committee is hosting a "Meet and Greet" for new owners Sunday June 23rd from 4:30-6:30 pm. Please come and meet your new neighbors.

Landscape

Presented by Judy Skinner - She met with Manuel to review sod and mulch installment. Also discussed, Viburnum's need treatment for aphids, some bushes were affected by the harsh winter, others were trimmed back, some were removed. Summer annuals, in the next few days, will be planted in large planters at both buildings. Arborist study will provide a report, including estimates on the health of trees and treatment needed. Ash trees are healthy, and the majority of the spruce and pine trees can be saved. Upon receipt of the report the landscape committee will meet more regularly.

Rules and Regulation/Bylaws

Presented by Connie Conway, the commission met last week to focus on rules and regulations. Other HOA processes and formats were reviewed. Discussions on move in/move out forms, additional deposits or fines, when rules are not adhered too. (The Architectural Improvement form needs to be filled out any time there is remodeling to be done.) There was some discussion about implementing a deposit when remodeling, in order to cover possible damage of

common areas by contractors. Also, a new detailed complaint procedure is in place (OMBUDSMAN provision, HOA law which does not require board vote). Any complaints or violations must be submitted in writing to Management with specific dates and details. When a complaint is filed, the homeowner has the right to meet with the Board in executive session before the fine is assessed. A fine schedule was also discussed. Fees are currently in place for certain offenses per the Rules and Regulations. No interest can be charged on fines. Any changes to bylaws require attorney review and approval and majority vote by the homeowners. Next meeting date will be posted, and bylaws will be reviewed.

MANAGEMENT REPORT

Kevin Sanders provided a report on the following:

OLD BUSINESS:

- Garage door –2020 West garage door has issues, possibly damaged by a vehicle. Aero has ordered a door, and it should be replaced in the next week.
- New recumbent bike installed in exercise room.
- Reserve study walk completed on 6/12/19. Judy Skinner, Art Ferguson, and Anne Gardner joined Kevin and reviewed infrastructure. Engineer is providing a study so Management and the Board can create a maintenance schedule. Kevin will provide the current financials and the 2019 budget to help with their assessment.
- Roof leaks were addressed immediately.
- Elevator carpets were cleaned. New solution was used to alleviate the smell.
- Valley Lo Towers sign repairs begin this week (replacing wood and painting).
- Handrails for the back door stairwells facing the parking lot will be installed in the 2000/2020 buildings pending costs.
- General Maintenance – work will proceed on lattice repair at the gazebo, ceiling repairs in 2020 East garage, door closures in common area hallways (install softer close accessories – felt). Also, front lobbies and garage vestibules require deep cleaning, and garage pedestrian doorways will be painted.

NEW BUSINESS

Motion: Upon motion by Dixie Elwell, seconded by Art Ferguson, and unanimously carried, the Board agreed to approve repairs to the 2020 outside garage stairway, not to exceed \$7980.00 by Augustyn Construction, recommended by Kevin Sanders.

Motion: Discussion about replacing various concrete sidewalk tiles in front of the building, creating a safety hazard. Kevin recommended moving forward and using CRC. A motion was made by Rich Melford, and seconded by Art Ferguson, to accept a proposal from CRC for \$6,422.00 with a 4-year warranty. Kevin Sanders also recommended caulking, after mud jacking. Lynne Goldman then amended the motion to approve the sidewalk repairs by CRC, for the price not to exceed \$10,000.00, which includes caulking at a later date, Rich Melford seconded, and it was unanimously carried.

Motion: Upon motion by Dixie Elwell, seconded by Judy Skinner, and unanimously carried, the Board approved Rosborough's planting Summer annuals in the Planters for both buildings. This proposal is within budget.

Motion: Upon Motion by Dixie Elwell, seconded by Lynne Goldman, and unanimously carried, the Board approved carpet cleaning by Mr. Natural. Mr. Natural submitted a bid for hallway carpet steam cleaning at a cost of \$991.00 per building with Scotch Guard protection, an additional \$132.00 per building. There was also a request to schedule the cleaning of the elevator and garage carpets during the summer. Kevin added that when Mr. Natural is working on the property, residents can schedule home carpet cleaning at a discounted rate.

Bartlett Tree Company, submitted a proposal to inventory trees and health care. The cost is approximately \$2,000 which is within budget so no vote is needed to proceed.

The Board will review the draft of the audit from Nyborg and Associates.

Old Association Business – The Board has requested additional summer help for watering of flowers and other duties. Kevin is interviewing and will prepare job description.

The tax appeal is with the attorney. July 30th is the deadline to file. Tax bills are forthcoming.

Lynne Goldman is working on the directory updates. Consent must be given to have personal information published.

Late trash removal – due to problems with Groot again, Kevin will pursue getting quotes from competitors (Waste management, Advanced Disposal) for Board Review.

Connie Conway said there is a village form to fill out for emergency services, for residents that require special assistance. Dixie Elwell mentioned that the Village also participates in the National Smart 911 database program.

The Status of a car in the lot that's been there for over 10 months needs to be addressed.

HOMEOWNERS REMARKS/ QUESTIONS FOR THE BOARD

The Homeowner remarks began at 8:13 PM

- Question about when will summer help begin, and request for new runners and cleaning of elevator vestibule in garage area.
- Question regarding insurance in connection with assessed value. Maintenance needed on condensation lines, and insulation for air conditioners needs to be replaced.
- There is a water stain on 4th floor storage unit at 2020 building. This will be reviewed. Also, is it possible to install door stops on the storage doors to prevent being locked in?
- Request for cell phone service in garage and elevator lobby, needed in case of emergencies. Kevin will look into extending wireless service.
- Question about name of complainant being on form. Answer is Yes.
- Resident asked for alternative for elevator key, as difficult for seniors. Kevin stressed that anytime residents note inappropriate actions compromising building security, they should immediately report them

to management.

- Request for better roof maintenance. Kevin will look into problem.

ADJOURNMENT

Motion: Upon motion by Dixie Elwell, seconded by Anne Gardner, and unanimously carried, the Board adjourned the meeting at 8:35 PM.

Minutes by Words Plus