

VALLEY LO TOWERS I
BOARD OF DIRECTORS MEETING
February 25, 2021

The Board of Directors Meeting was called to order on Zoom at 7:05 pm. A quorum of Board members were present.

BOARD MEMBERS PRESENT: Dixie Elwell-President
Jim Janus-Vice President, Treasurer
Anne Gardner-Secretary
Mary Bielinski
Florence Bubes
Jane Carter
Paul Kaiser

BOARD MEMBERS ABSENT: None

ALSO, PRESENT: Kevin Sanders, Braeside Management
Homeowners

PRESIDENT'S REPORT

President Elwell welcomed everyone to the meeting. She first addressed an issue about the recording of meetings. She stated that homeowners are allowed to record Board or Commission meetings for their own personal use. However, according to Valley Lo Towers I legal counsel, any reproduction, publication, or distribution of such recordings creates a risk of violating an individual's privacy rights, and therefore has advised against it.

Mr. Janus made a **motion** to prohibit reproducing, publishing or distributing recordings of any Board or Commission meetings. Ms. Carter seconded, and all were in favor except for Mr. Kaiser, who opposed.

Mr. Kaiser then requested a roll call vote, and each Board member individually approved the motion except for Mr. Kaiser who once again was opposed.

President Elwell thanked everyone who filled out the survey, and Mr. Kaiser for compiling the results and publishing them. Over 50% of the Association participated, and the majority of the responses were average to excellent, which means most residents are satisfied with the service providers. Commissions can focus on some of the areas that might need concern.

Ms. Carter is now going to chair the Landscaping Commission, so a 2020 building representative is needed. Please contact Ms. Carter or President Elwell if interested.

Because Ms Bubes has been the Chair of the Landscaping Commission and has provided invaluable service for many years, and has extensive knowledge, she was asked to serve as Landscaping Chair Emeritus.

APPROVAL OF MINUTES

Ms. Gardner made a **motion** to approve the November 19th Budget Meeting minutes, Ms. Carter seconded, and the motion was approved.

Mr. Kaiser made a **motion** to approve the November 19th Board Meeting minutes, Ms. Bielinski seconded, and the motion was approved.

TREASURER'S REPORT

Mr. Janus discussed the financial status of the Association, and shared the end of year finances. During 2020, the Association paid out less than what was paid in, so the net income for 2021 is \$45,054.82. Mr. Janus suggested moving a portion of the income to the Reserves, and keeping the rest in the operating account. He would like to defer the decision of exactly how much, until he has looked at the numbers, and has a chance to evaluate the 2021 expenses.

Mr. Janus made a **motion** to defer the decision of the exact amount of the net income to retain in the Reserves until it is determined how it will be disbursed, Mr. Kaiser seconded, and the motion was approved.

Ms. Bielinski made a **motion** to approve the Treasurer's Report, subject to audit, Ms. Carter seconded, and the motion passed

MANAGEMENT REPORT

OLD BUSINESS

KGH Engineering Update-Discussion ensued as to whether KGH was going to choose contractors to bid on the project, or if the Board wanted Management to provide some.

It was decided that KGH should give recommendations for contractors who can review preliminary drawings and bid. Then the Board will go over the bids, and vote at a future meeting about who to use for the project.

2000 and 2020 West RTU Replacement-Management has a permit for the 2000 building, but is still waiting on the Village for the 2020 building.

2000 West Garage Door Springs-Due to wear and tear, the door was going up and down intermittently unexpectedly, so Raynor Garage Door replaced the springs.

Capps Plumbing-The hydrojetting project was completed in both buildings.

Wifi Access Points- A cell phone booster costs about \$24,000.00, so Management has proposals for setting up wi-fi access points in the garages, and is working on getting proposals from web services. Gateways are necessary to set up wi-fi access, and wi-fi is necessary if there is no cell signal. There would be 5 gateways set up per building, and homeowners will still need smart phones with wi-fi calling capability.

AT&T offers a 12 month agreement at \$115.00 per month per building. The download speeds are not as strong, but may not affect access points.

Comcast offers a 24 month agreement at \$130.00 per month, per building, with speeds needed for future expansion. Management can schedule a meeting with a tech "geek" to explain more.

Comcast Service in the Fitness Room-The Comcast bill has been steadily increasing, so it was decided to cancel the service for the fitness room, and try to use an antenna instead. Homeowners can also use their own devices.

Mr. Janus made a **motion** to terminate the Comcast contract in the fitness room, Ms. Bielinski seconded, and was approved.

NEW BUSINESS

2020 Tax Audit-Chris Nyborg presented 1-year and 3-year contract proposals for the tax audit.

Motion was made by Ms. Gardner and seconded by Ms. Bubes to approve a 3-year contract with Nyborg and Company, at a cost of \$4,600.00 with no increase in the next three years, and was unanimously approved.

2021-2022 Janitorial Agreement-Erels Maintenance presented a 3-year proposal contract with no increase for the first year, and a 2% increase the second and third years.

Ms. Gardner made a **motion** to approve the 3-year contract with Erels Maintenance with a 30-day out clause Ms. Carter seconded, and the motion passed.

Irrigation Proposals-The irrigation system will cover the flower beds on both sides of each building entrance and at the entrance by Chestnut Ave. Management presented proposals from Newman-\$13,000.00, Halloran-\$14,600.00 and Jakob's Landscaping-\$6,840.00. The bids were not complete, so the Board will need more information before making a decision.

Window Washing-Due to dissatisfaction with Service Building Maintenance, Management shared a bid from Evanston Window Cleaning Inc. for \$3,600.00 for both buildings. The bid includes every exterior wall window, except balconies. However, Management is going to get another quote so there is more than one bid, and check the price for twice-a-year cleaning before the Board makes a decision,.

Spring Residential HVAC Service-Management presented bids from Five Star-\$8,850.00 and Aaron and Trekker-\$7,200.00 for spring A/C service. However, there was also a request for a bid from Roberts Heating and Air, before a decision could be made.

The Recycling Commission presented the idea of putting up some wall banners with recycling tips, that could be hung, and then rotated in all four garages and requested some funding to cover expenses. Discussion ensued, but more information and a possible mock-up is needed about the project before making a decision.

Carol Kokalis, Living Color Designs, is retiring, so Management needs to find someone else to water the lobby plants, because the job is considered too specialized for the Erels employees.

President Elwell stated that on February 24th, Florence Bubes will be celebrating a milestone as she turns 100 years old, and will be the first centenarian ever to live in Valley Lo Towers !!. She thanked her for all her contributions and the knowledge she still continues to share during the many years she has lived here and served on the Board. She was one of the first members at its inception in 1993.

Homeowners Forum

ADJOURNMENT

Motion was made by Ms. Gardner to adjourn the meeting at 9:21 pm., seconded by Ms. Bielinski and unanimously approved.

VLTI Treasurer's Report as of 12-31-2020

Year-end Summary

- 2020 year-end reserve (savings) balance: \$1,223,169.81
- 2020 year-end operating (checking) balance: \$99,557.44
- 2020 total actual expenses: \$665,462.64 (under budget*)

Assessments

- Monthly deposit of assessment income to Operating Account:
\$58,500.18
- Monthly portion of assessment moved from Operating to Reserve:
\$12,566.67

Reserve Account - Balance (Think of it as our "savings" account)

- Balance on bank statement at start of 2020 \$1,046,711.14

Reserve Account - Deposits (payments into the account)

- Planned cumulative deposit by year end (**\$12,566.67** x 12): \$150,800.00
- Interest income to Reserve Account YTD through 12/31: \$4,727.58

**Reserve Account - Debits in process of being voided

- Handyman's General Services - resolve 2019 uncleared check \$25,500.00
- Total Mechanical Solutions - resolve 2019 uncleared check \$13,658.50

Cash Operating Account - Balance (Think of it as our "checking" account)

- Balance on bank statement at start of the year
\$83,772.76

Cash Operating Account - Deposits

- Planned cumulative deposit by year end (**\$58,500.18** x 12): **\$702,002.16**
- Unplanned deposits include fines, fees, repairs charged to owners.

Cash Operating Account - Debits

- Planned cumulative expense by year end: **\$702,002.16**