

**VALLEY LO TOWERS I CONDOMINIUM ASSOCIATION**  
**Board of Directors Meeting**  
**February 17, 2022**

---

Board President Dixie Elwell called a meeting of the Valley Lo Towers I Condominium Association Board of Directors Meeting for February 17, 2022 at 6:00 PM. The meeting was held via Zoom.

**Board Members Present** Dixie Elwell, President  
Norine O'Donovan, Vice-President  
Art Ferguson, Treasurer  
Jane Carter, Secretary  
Anne Gardner, Director  
Adrian Rattner, Director  
Rick McMahon, Director

**Board Members Absent:** None

**Also, Present** Miki Subotic, Braeside Management  
There were as many as 27 homeowners present

**CALL TO ORDER:** President Dixie Elwell called the Board of Directors meeting to order at 6:01 PM.

**ROLL CALL:** Roll Call of the Board was read. It was noted a quorum was present.

**APPROVAL OF MEETING MINUTES:**

**Motion:** Upon motion duly made by Norine O'Donovan, seconded by Jane Carter and unanimously carried, the Board approved the November 18, 2021 minutes as presented.

**PRESIDENT'S REPORT:** (Dixie Elwell)

- Dixie reported a letter regarding the emergency situation with the boiler was sent. It was determined all 4 boilers should be replaced at the same time. Work is complete.
- The resignation of Board member Florence Bubes was accepted last December. Rick McMahon has agreed to fill the seat until November.
- The Recycling group has prepared new posters.
- Anne Hardy will be putting together a hard copy of the directory, expected to be ready by spring
- Commissions have been formed – Art Ferguson (Maintenance), Landscaping (Jane Carter), Communications (Adrian Rattner). Sub-Commissions include Welcome, Rules & Regs, Recycling, Social.
- A reminder to Homeowners when hiring workers to have them use only the garage to gain access to buildings and make sure elevators are padded. Please do not give keys to workers.

*Minutes by Words Plus  
Valley Lo Towers I Condominium Assoc.  
Board of Directors Meeting 2/17/22*

**TREASURER'S REPORT:** (Art Ferguson)

- As of December 31, 2021 the Operating balance is \$114,894, Reserves balance is \$1,266,290, with Total Funds at \$1,377,400.78.

**Motion:** Upon motion duly made by Jane Carter, seconded by Art Ferguson and unanimously carried, the Board approved the Treasurer's report subject to audit.

**OLD BUSINESS:** (Dixie Elwell)

- New Board Member – Vote

**Motion:** Upon motion duly made by Art Ferguson, seconded by Jane Carter, it was proposed to approve Rick McMahon to the Board of Directors. The motion carried with a vote of 5 – Yes, 1 -No.

- By-Laws Discussion – last September, Legal was contacted regarding section 6-01 to fall in line with the Illinois Condo Act. In order to amend, this requires a 2/3 vote of owners.

**Motion:** Upon motion duly made by Adrian Rattner, seconded by Jane Carter and unanimously carried, the Board approved to proceed with letter to homeowners regarding amendment.

- New Boiler Replacement – 2000-2020

**Motion:** Upon motion duly made by Art Ferguson, seconded by Anne Gardner and unanimously carried, the Board approved to ratify expenditures for both building boilers for \$46,540 and \$44,540.

- Elevator Carpet – discussion regarding replacing carpet in the spring with a more suitable color.

**Motion:** Upon motion made by Art Ferguson, seconded by Jane Carter, it was proposed the Board approves replacing the carpet. The motion carried with a vote of 6 – Yes, 1 – No.

**NEW BUSINESS:** (Miki Subotic)

- Boiler Maintenance Proposal

**Motion:** Upon motion duly made by Norine O'Donovan, seconded by Art Ferguson and unanimously carried, the Board approved setting up an annual boiler maintenance program with Capps for \$1,685 per building, locking in rate for the next five years.

- Boiler Parts Boxes – proposal

**Motion:** Upon motion duly made by Jane Carter, seconded by Art Ferguson and unanimously carried, the Board approved to have Capps install boxes for a total of \$5,195.

*Minutes by Words Plus  
Valley Lo Towers I Condominium Assoc.  
Board of Directors Meeting 2/17/22*

- Engineering – back stairs review. Reserve Study recommended hiring an engineering company to inspect stairs. Based on their report, Miki would get 3 RFP's.

**Motion:** Upon motion duly made by Art Ferguson, seconded by Jane Carter and unanimously carried, the Board approved hiring KGH Engineering Company to inspect external stairs going to kitchens and garages for a total of \$3,100, not to exceed \$4,000.

- Engineering – Balcony review

**Motion:** Upon motion duly made by Art Ferguson, seconded by Jane Carter and unanimously carried, the Board approved hiring KGH Engineering Company to inspect a sample of 24 balconies for a total of \$4,400, not to exceed \$5,500.

- Trench Drains – proposals

**Motion:** Upon motion duly made by Art Ferguson, seconded by Jane Carter and unanimously carried, the Board approved replacing all garage trench drains at the same time for a total of \$26,685 per building with a discount of \$1,500 if all work is done at the same time.

- Seal-coating – Proposal Request Submitted. To be discussed further at next meeting.
- Mister Natural – Proposal

**Motion:** Upon motion duly made by Norine O'Donovan, seconded by Jane Carter and unanimously carried, the Board approved the Mister Natural proposal to clean carpeting in common areas for \$1,021 per building, plus \$132 extra per building for Scotch Guarding, to be completed after 7/15/22.

**Motion:** Upon motion duly made by Jane Carter, seconded by Anne Gardner and unanimously carried, the Board approved the Mister Natural proposal to clean all garbage shuttes and dumpster rooms for \$690 per building.

- New Pest Control – Proposal from Smithereen was discussed to replace Rose Pest Control. To be tabled until next meeting.
- RTU's Maintenance Proposal

**Motion:** Upon motion duly made by Adrian Rattner, seconded by Art Ferguson and unanimously carried, the Board approved the proposal from Total Mechanical for both buildings for \$2,445.

- Cable Covers/Wood Repair – Tabled until next meeting when Miki can get proposals for wood repair – work for both was decided to be completed at the same time.

*Minutes by Words Plus  
Valley Lo Towers I Condominium Assoc.  
Board of Directors Meeting 2/17/22*

- EV – Chargers – after discussion, it was decided to table for now.
- IGS Exterior Plant Proposal

**Motion:** Upon motion duly made by Jane Carter, seconded by Norine O’Donovan and unanimously carried, the Board approved IGS to handle all seasonal exterior planters at both buildings for a total of \$1,674 per building.

**ADJOURNMENT:**

**Motion:** Upon motion duly made by Anne Gardner, seconded by Rick McMahon and unanimously carried, the Board approved to adjourn the regular portion of the Board meeting at 7:44 PM.

**QUESTIONS FROM HOMEOWNERS:** There were various comments/questions from Homeowners.

The meeting ended at 7:56 PM.