

Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, November 13, 2018

Peter Bakas called the meeting to order at 7:30 PM at Trinity Grounds for Hope. Board members present: Peter Bakas, Joe Broda, Pat Coughlin-Schillo, Marg Hough, Les Lavin, Chris Lotysz, Mark Munoz, George O'Hare, Michael Olson, Susan Quasney, Alden Snyder, William Swiderski and John Warrington. Member excused: Bob Klaeren. Member resigned: Michael Monroe. Management: Tom Maschmeier. Paula Gleason was Recording Secretary. A quorum was present.

Open Forum – Interested resident Marie Hesse was in attendance to inquire about several GTIA Board operating policies.

Minutes of the Prior Meeting:

Minutes of the October meeting were reviewed.

Board Motion: Mark Munoz moved to approve the October minutes, Michael Olson seconded. Motion was passed by a majority voice vote, with one abstention.

Treasurer's Report

William Swiderski reviewed the October Balance Sheet and Income and Expense Statement.

Board Motion: Michael Olson motioned to accept the check register expenditures of \$32,366.14 for November, George O'Hare seconded. Motion was passed by a unanimous voice vote.

President Report on State of Green Trails 2018:

The assessments collected for the year 2018 of \$388,800 represent a collection rate of 98% of the total assessments due of \$397,008. The outstanding balance of uncollected funds for the current year is \$7,560. Combining the uncollected balance from past years' delinquent accounts which includes administrative late fees, collection fees, interest and lien filing costs, the total amount uncollected is \$41,683 which is a 2% increase from last year. However, it should be noted that GTIA has collected an additional amount of approximately \$24,000 in the way of past due assessments, admin fees, assessment letter income and other assorted fees for a total revenue amount of \$413,175.

Once again, the 2018 annual assessment remained at \$180 and no increase is scheduled for 2019. The last annual assessment increase was in 2012, when the rate was adjusted \$10 from \$170 to the current rate of \$180. The GTIA Board of Directors' concerted effort to maintain a stable assessment rate in conjunction with enhanced services is attributable to several factors including the bundling of services, competitive bidding, diligent project management and particular focus on containing costs.

As part of the annual billing assessment, Management, per the Boards direction will continue to offer an online payment option for residents who prefer to pay via a credit card or ACH. The service will be activated on December 1, 2018 through BluePay. A convenience charge of \$5.00 will be assessed at the time of payment which covers some of the cost of the transaction. A link can be found on the Green Trails website.

The primary expenditures for 2018 are in line with previous years which include the seasonal trail maintenance program, general common area upkeep and a continuation of the upgrades to the five

(5) entry sign locations, the Patio structure in Woodglenn Village and the eight (8) primary accent areas throughout the Green Trails Subdivision with seasonal plantings. For a touch of spring color, tulip plantings have been added to the sign locations this year and into 2019.

As in previous years, the aging inventory of trees throughout Green Trails continues to be impacted by a number of natural pestilence diseases and environmental factors. The primary expenditures for 2018 are in line with previous years which include the seasonal trail maintenance program, general common area upkeep and a continuation of the upgrades to the five (5) entry sign locations, the Patio structure in Woodglenn Village and the eight (8) primary accent areas throughout Green Trails. Subsequently, the cost of tree removal, pruning, storm damage repair and tree replacement will continue to impact the maintenance budget in the foreseeable future. In 2018, approximately fifty-three (53) trees will be removed from the common area in Green Trails. An additional twelve (12) trees were removed due to storm damage. In 2018, we are expecting to close out the year having spent approximately \$70,000 for tree removal, trimming and brush clean-up in the natural growth areas along the trail system. Additional funding has been allocated to this budgetary item for the continued removal of the inventory of Scotch and Austrian pines and other maturing species as we move forward into 2019. A total of thirty-six (36) evergreens, conifers and deciduous trees were transplanted during the fall from the on-site Pine Grove nursery to designated common areas throughout the Green Trails subdivision. The Maintenance Committee will continue to restock the Pine Grove nursery with additional plantings for future transplant allocations.

Changing weather patterns have also affected the storm water management system throughout Green Trails resulting in an increased number of areas affected by standing water after storms. With the assistance of our landscape vendor, Balanced Environments, soil borings measuring five feet in depth or more, filled with gravel were installed in several areas of concern to reduce standing water. These respective areas will be monitored during the next rainy season to determine overall storm water management effectiveness. The Maintenance Committee is also considering the installation of rain gardens as another measure to control the issue of water retention.

Green Trails owns approximately 14.66 miles of asphalt trails and 1.43 miles of concrete sidewalks throughout the subdivision. Trail maintenance costs is the Association's single highest expense item. The annual program for trail maintenance includes the following services: crack filling, sealcoating, asphalt paving-overlay, trip hazard repair and trail restoration. Approximately one-third of the trail system was seal coated and crack filled in 2018 and an additional 5,000 linear feet of trail received new asphalt paving.

In 2018, the GTIA Board of Directors selected a sub-committee to review security, safety, environmental impact, cost and aesthetic considerations for a trail light replacement program. As a result of their study, a white paper of the findings and recommendations was presented to the Board. A summary of recommendations are as follows: continue with the use of 10' concrete poles due to their long-life cycle, replace existing mercury vapor fixtures with LED fixtures on approximately 30 units in early 2019, evaluate the LED unit performance/resident response and, budget/schedule for the balance of LED fixture replacements during 2020. The entire program if implemented including replacement of all the concrete poles would cost more than \$200,000. It is however anticipated that GTIA will realize significant savings from ComEd in utility bill reduction and coupled with reduced future maintenance costs, these will in good part offset the capital to be spent. The 2019 budget includes the necessary funding for the proposed initial phase of the trail light replacement program.

In accordance with the GTIA Retention Policy, the Communication Committee has commenced with the scanning and digitalization of GTIA records which will be stored per the developing protocols and accessed from Dropbox with appropriate security clearances. Furthermore, boxes of retained paper documents (after digitalization) many of which are extremely old or quasi damaged, will be stored in a temperature-controlled storage unit. To date, approximately 400 GTIA original documents recorded on Mylar as part of the Village of Lisle archives, have been scanned and/or digitalized accordingly.

The 2019 Budget anticipates spending of \$477,328 in comparison to the \$433,610 in the 2018

Budget. Once again, the primary components differentiating the Budgets are the continual increased costs for tree maintenance, and the allocated funds for improvements to the GTIA trail light replacement program. Overall, the 2019 Budget draws down on GTIA reserves by a net of approximately \$51,000. GTIA's reserves are sufficient to handle this 2019 planned draw down and to continue with the proposed trail light replacement program. The recent replacement and upgrades to the accent areas and signs have been a huge boost to the attractiveness of Green Trails and the proposed improvements to the trail lighting system will further add to the attractiveness of the area. The Board continues to manage costs effectively in delivering planned services while also making major capital improvements to Green Trails. *I want to thank the Board for its continuing dedication to improving Green Trails and a thanks to Management for a job well done.*

Election Results

Marg Hough reported the following election results:

Area D – Liz Sullivan

Area J – No Candidate

Area F – Alden Snyder

Area M – No Candidate

Area G – Mark Munoz

Area O – No Candidate

Area I – Joe Broda

On behalf of the Board, Peter Bakas extended congratulations to the newly elected Board members. After ballots were mailed, Michael Monroe submitted his Board resignation. The Nominating Committee will meet to nominate a candidate to fill this open position and submit to the Board for a vote at the beginning of the December Board meeting.

Management Report

Telephone log line items were included in the Board packet.

Balanced Environment completed the fall planting program by transplanting 36 conifers and deciduous trees from the Green Trails Pine Grove nursery; in addition to placing seed blankets where needed and watering the foliage several times.

Balanced Environment will implement the fall clean-up program through the months of October and November, which includes the five signage locations, all accent areas, the patio and Pine Grove. This work will consist of removal of all annuals, debris and prepping the beds for winter. Mowing will continue sporadically throughout the month of November, weather permitting, with the intent to remove and mulch as many leaves as possible.

Balanced Environment is scheduled to begin installation of seasonal decorations in signage and accent areas, including selectively adding white LED holiday lights, commencing next Thursday.

Regarding account#HF3033, removal of hanging tree branches located in the rear yard of home next to the trail. Management sent resident a notice letter of the complaint and requested for safety considerations that the tree branches be removed.

Regarding account#SR1048, removal of hanging tree branches next to the trail; branches removed.

Regarding account#WV2066 foreclosure and notice of sheriff sale completion. GTIA expects to receive from the sale a portion of the bad debt which totals \$386.30.

Management prepared and sent an invoice in the amount of \$5,313.00 to the Village of Lisle for reimbursement of the mowing and fertilizing of the Village right of ways.

Management completed seven paid assessment letters in October.

Management will send out nine welcome packages for sales completed in October.

Management provided a list of October newcomers. Board Directors are encouraged to call on newcomers in their respective areas.

Finance Committee – Bill Swiderski and Management will investigate what line item should be utilized for reporting the storage facility monthly lease. Management and Bill Swiderski then distributed copies of the final proposed 2019 budget.

Board Motion: Alden Snyder motioned to approve the proposed 2019 budget as submitted in the amount of \$477,328, Marg Hough seconded. Motion was passed by a unanimous voice vote.

Maintenance Committee - Les Lavin noted that Management will seek and evaluate alternative lighting contractors and distributors pursuant to the light replacement program. The Maintenance Committee has recommended that instead of repairing old trail lights, new LED fixtures be installed instead. Management will contact lighting distributors in an effort to gather information regarding fixture options and the Maintenance Committee will consider the alternative of direct purchase and warehousing fixtures rather than purchasing through a contractor.

Thirty-six trees from the GTIA pine grove have been transplanted along College Road, with another 15 to 17 currently available for spring planting. Mike Teiber of Balanced Environment has found an invasive organism infecting certain spruce trees which is causing some to die from the top down; Balanced Environment will begin to spray at-risk species with an appropriate product in the spring.

Communication Committee – Marg Hough nothing new to report.

Parks Committee – Pat Coughlin-Schillo passed a sign-up sheet for Board members to volunteer as the GTIA attendee at 2019 Park District Board meetings. Peter Bakas provided a synopsis of the October Park District Board meeting. Les Lavin will attend the November Park District Board meeting.

Old Business/New Business – None

Board Member Area Reports

Area G – Mark Munoz distributed photos of several areas that need attention. After discussion a few Board members suggested that Management send 30-day demand requests to relevant

residents to take care of their property. Peter Bakas asked Management to contact the GTIA attorney for an opinion regarding resident responsibilities for resident trees impinging on GTIA common area. Marg Hough offered to place a relevant article and photo in the Pathfinder to encourage residents to take appropriate considerate action with regard to their properties and impacts on the GTIA common area.

Executive Session – None

Adjournment

Board Motion: There being no further business, Michael Olson motioned to adjourn the meeting, Joe Broda seconded. The motion was passed by a unanimous voice vote; the meeting was adjourned at 8:30pm.

Respectfully submitted, Paula Gleason, Recording Secretary, Signature on File