

# **Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, January 8, 2019**

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, Bob Klaeren, Les Lavin, Chris Lotysz, Mark Munoz, George O'Hare, Michael Olson, Alden Snyder, Liz Sullivan, William Swiderski, John Warrington and Beth Zigrossi. Member excused: Marg Hough. Management: Tom Maschmeier. Paula Gleason was Recording Secretary. A quorum was present.

**Open Forum** – None

## **Minutes of the Prior Meeting:**

Minutes of the December meeting were reviewed. Mark Munoz noted in next to last paragraph under Management Report, that Management spoke to Nationwide about a resident's tree branch which is overhanging the trail, not about a check. Reference to a check pertained to another item.

**Board Motion:** Alden Snyder moved to approve the December minutes as amended, William Swiderski seconded. Motion was passed by a majority voice vote with one abstention.

## **Treasurer's Report**

Joe Broda reviewed the December Balance Sheet and Income and Expense Statement.

**Board Motion:** Bob Klaeren motioned to accept the check register expenditures of \$24,727.76 for January, Pat Coughlin-Schillo seconded. Motion was passed by a unanimous voice vote.

## **Management Report**

Telephone log line items were included in the Board packet.

Management distributed copies of an updated Board of Directors roster and asked that any changes be forwarded to them for revision.

Balanced Environment completed soil, seed and turf repairs along College Road as part of the tree transplant and tree removal program.

Balanced Environment applied anti-desiccant spray on evergreens on College Road as a preventive measure to guard against winter damage.

The dormant pruning program for selected trees on College Road and other major arteries was completed by Balanced Environment.

Regarding account HPT024, resident's daughter contacted Management to schedule a payment plan on this delinquent account.

Regarding account WGL012, a sump pump discharge flow is spilling over the adjacent trail and creating a slip hazard. Management sent an educational letter of notification regarding the hazard and requested relocation of the sump pump.

To date, 2019 annual assessments of approximately \$275,000 has been collected, compared to about \$260,000 for the same period last year, for a total of 1,360 paid accounts.

Management completed seven paid assessment letters in December.

Management will send out four welcome packages for sales completed in December.

Management filed five Release and Cancellation of Lien forms.

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

**Finance Committee** – Joe Broda requested that Management contact the auditor to request that the annual audit be initiated as soon as possible. He also, requested that Management schedule the auditor to attend the March or April Board meeting to review the annual audit report with the board.

Joe Broda has scheduled a July 15th Joint Finance and Maintenance Committee meeting to discuss and prioritize maintenance projects for budgeting, and an August 19th Finance Committee meeting to prepare a first draft of a proposed budget. It is intended that the Finance Committee present their first draft of a budget to the Board during the September Board meeting. The Finance Committee will present a final proposed budget for approval for publication at the October Board meeting.

Joe also requested specific adjustments to the Income Statement.

**Maintenance Committee** - Les Lavin commented that he will schedule a Maintenance Committee meeting next week to share the completed Lighting White Paper findings and discuss other ongoing maintenance programs. The Committee will conclude planning for selection and installation of LED replacement fixtures, critical pole replacements, and underground wire evaluation and present the same at the February Board Meeting. The Committee was encouraged by Michael Olson to share cost savings information from the lighting program with the Lisle Park District.

**Communication Committee** – In Marg Hough’s absence, Chris Lotysz stated that some key documents have been copied into the GTIA Document Management System and additional documents will be copied into the system later this week. The Committee will meet next week to review progress, evaluate the efficacy of the current arrangement and determine next actions.

**Parks Committee** – Pat Coughlin-Schillo had no new report. Chris Lotysz provided a synopsis of the December Park District Board Meeting. Chris Lotysz will also attend the January Park District Board meeting.

**Old Business/New Business** – Liz Sullivan requested that Management provide her with a copy of the GTIA welcome letter that is sent to new residents.

### **Board Member Area Reports**

**Area G** – Mark Munoz reported that pines on College Road need maintenance due to storm damage and that there is accumulated debris in the area which needs to be cleaned up.

**Area I** – Joe Broda inquired about forsythia bushes in Promenade area.

**Area A** – Bill Swiderski asked if a foreclosed home in GTIA was still boarded up.

**Executive Session – None**

**Adjournment**

**Board Motion:** There being no further business, Michael Olson motioned to adjourn the meeting, Bob Klaeren seconded. The motion was passed by a unanimous voice vote; the meeting was adjourned at 8:15 pm.

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