

Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, February 12, 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, Marg Hough, Bob Klaeren, Les Lavin, Chris Lotysz, Michael Olson, Alden Snyder, Liz Sullivan, William Swiderski, and Beth Zigrossi. Members excused: Mark Munoz, George O'Hare, John Warrington. Management: Tom Maschmeier. Paula Gleason was Recording Secretary. A quorum was present.

Open Forum – Green Trails resident was in attendance to learn how the GTIA Board functions.

Minutes of the Prior Meeting:

Minutes of the January meeting were reviewed.

Board Motion: Alden Snyder moved to approve the January minutes, Marg Hough seconded. Motion was passed by a majority voice vote.

Treasurer's Report

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

Board Motion: Michael Olson motioned to accept the check register expenditures of \$14,897.14 for February, 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.

Balanced Environment is preparing the spring planting/color enhancement program for the signage areas and selected accent areas, which includes annual planting bed preparations and mulch applications to the thirteen designated areas. Management will submit the proposal to the Board and Maintenance Committee for their review.

As of 2/8/19, 2019 annual assessments of approximately \$371,322 have been collected, for a total of 1,860 paid accounts.

Management prepared and mailed 248 letters on 2/1/19 to respective residents as notification of their account past due status and subsequent administrative penalty fee.

Management prepared and mailed 1096 and 1099 tax forms prior to the January 31st deadline.

Management met with JCMP & Associates to deliver the necessary GTIA documents for the 2018 audit. A draft audit is expected to be available by end of February.

Management completed six paid assessment letters in January.

Management will send out three welcome packages for sales completed in January.

Management noted due to extreme weather conditions, the holiday lights are off, but have not been taken down.

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

Finance Committee – Joe Broda again requested that Management schedule the auditor to attend the March or April Board meeting to review the annual audit report with the board; however, consensus of Board was that a conference call could be an option. Joe noted that the Finance Committee will meet in July.

Joe requested specific adjustments to the Income Statement.

Maintenance Committee - Les Lavin commented that he will re-schedule a Maintenance Committee meeting for next week.

Communication Committee – Marg Hough’s deferred to Chris Lotysz to comment on the GTIA Document Management System. Chris stated that Eric has initiated data back-up and document copies are in the process of being transferred to off-site storage facilities. The sub-committee is working on establishing protocols and policies for files and how information may be accessed.

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

Old Business/New Business – None

Board Member Area Reports

Area A – Bill Swiderski reported there was a recent home invasion and robbery in his neighborhood.

Executive Session to Discuss Litigation

Board Motion: Pat Coughlin-Schillo motioned to move to Executive Session to discuss litigation, Bob Klaeren seconded. The motion was passed by a unanimous voice vote at 8:00pm. The Board meeting was reconvened at 8:04pm.

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 8:05 pm.

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