

Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, March 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, George O'Hare, Michael Olson, Alden Snyder, Liz Sullivan, William Swiderski, John Warrington and Beth Zigrossi. Member excused: Mark Munoz. Management: Tom Maschmeier. Paula Gleason was Recording Secretary. A quorum was present.

Open Forum – None

Minutes of the Prior Meeting:

Minutes of the February meeting were reviewed.

Board Motion: Bob Klaeren moved to approve the February minutes, Alden Snyder seconded. Motion was passed by a majority voice vote.

Treasurer's Report

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

Board Motion: Marg Hough motioned to accept the check register expenditures of \$8,777.12 for March, Michael Olson seconded. Motion was passed by a unanimous voice vote.

Management Report

Telephone log line items were included in the Board packet.

Balanced Environment will commence with the winter cleanup, weather permitting, which includes prepping the planting beds for the five signage areas and selected accent areas.

Regarding account #PRM149 resident inquired as to who is responsible to remove a dead ash tree in the right of way. Management sent a copy of the parcel boundaries showing the tree is on the resident's property, not the right of way. Resident agreed to remove the tree at their cost.

Regarding account #WV2059 sump pump discharge in rear yard is flowing onto the trail and creating an ice/safety hazard. Management sent a letter of notification to request relocation of the sump pump hose to eliminate the safety concern.

Regarding a Promenades resident parking a large trailer/camper in the driveway, Management sent a Letter of Notice of Violation of Deed Restrictions.

Regarding account#TAA20C, lien notices were being sent to non-resident address, but resident had actually sold home in 2017 without the title company sending notice to Green Trails Management. Resident's family is asking advice how to recover liens; Board suggested Management advise owner to contact the title company for possible restitution of the 2018 and 2019 liens.

As of 3/8/19, 2019 annual assessments of approximately \$390,000 have been collected for a total of 2,015 paid accounts.

Management prepared and mailed 92 certified and 1st class letters on 3/1/19 to respective residents as notification of the “Statutory Thirty Day Demand Prior to Filing Lien” for payment of account past due amounts.

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 ten paid assessment letters in February.

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

Management filed one release of lien.

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

Finance Committee – Joe Broda inquired if auditor will attend the April Board meeting to review the annual audit report. Management reported that the auditor will provide a draft audit prior to the April Board meeting to review. Consensus of Board was that a conference call with the Executive Board and the auditor will suffice to ask any questions and report back to the Board.

Maintenance Committee - Les Lavin held a Maintenance Committee meeting February 20th. Committee decided to proceed with lighting upgrades according to the approved plan. Management has been provided with an action plan and schedule for follow-up. Approximately 20 to 40 light fixtures will be replaced in 2019, with the balance to be replaced by 2021 or earlier. Holiday decorations will be budget as a separate line item. A trail work will be awarded once after the spring inspection has completed. Mark Munoz will work with Management to determine which tree rings will be treated with appropriate products. Approximately 100 conifer seedlings from the Kane-DuPage catalog and up to 20 larger deciduous seedlings from the Morton Arboretum will be used to restock the Pine Grove. Committee intends to improve line item descriptions in the 2020 budget. Focus will be placed on remediation actions for major encroachment issues. DuPage County will be contacted to determine the availability of GTIA-specific GIS software. Committee will re-institute the Action Item List to monitor progress of maintenance items. The committee will monitor GTIA storm water remediation actions taken during 2018 to determine overall effectiveness. Village of Lisle Public Works inquired if GTIA could have our contractor bid on a sealcoat repair of a small trail section by the Water Tower. Consensus was to refer Public Works to communicate directly with GTIA’s contractor.

Communication Committee – The Document Management sub-committee met on February 28th. Committee recommended that a QuickBooks software copy be purchased in order to provide direct (read-only) access for data contained therein when required by the Board. Committee is looking into a virtual filing system to organize documents in a manner consistent with Board needs. The sub-committee has recommended that a Board-owned pc be purchased and used by Management exclusively for GTIA business. Committee also requested Management to require vendors to reference appropriate line codes on invoice documents to facilitate filing and retrieval. The electronic version of the Board Book is available for Board Members but does need to be updated. Marg will provide separate articles to Pathfinder on encroachment, dumping and problems with geese.

Parks Committee – Pat Coughlin-Schillo reported Interpretive Signage will be tested by the Park District in four parks, one of which will be Abbeywood Park. Bill Swiderski provided a synopsis of the February Park District Board Meeting. Alden Snyder will attend the March Park District Board meeting.

Old Business/New Business – None

Board Member Area Reports

Area A – Bill Swiderski reported resident’s complaint of an annoying amount of goose excrement on the trails.

Area E – Management is looking to issues concerning a tree which appears to be leaning over a resident’s property.

Executive Session

Board Motion: Bill Swiderski motioned to move to Executive Session, Alden Snyder seconded. The motion was passed by a unanimous voice vote at 8:45pm. The Board meeting was reconvened at 9:25pm.

Regular Session

Board Motion: Bill Swiderski motioned to authorize the President to engage consultant to analyze accounting process improvements, Michael Olson seconded. The motion was passed by a unanimous voice vote at 9:26pm.

Adjournment

Board Motion: There being no further business, Michael Olson motioned to adjourn the meeting, Pat Coughlin-Schillo seconded. The motion was passed by a unanimous voice vote; the meeting was adjourned at 9:27pm.

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