

# **Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, September 10, 2019**

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

**Open Forum** – None

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

Minutes of the August meeting were reviewed.

**Board Motion:** Marg Hough moved to approve the August meeting minutes, Beth Zigrossi seconded. Motion was passed by a unanimous voice vote.

## **Treasurer's Report**

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

## **Management Report**

Telephone log line items were included in the Board packet.

Balanced Environment completed the annual brush clearing, tree trimming and removal of debris primarily along the periphery trails and several interior areas as needed.

Paving/Sealcoating, all trail sections designated for repair have been identified by Management with red marking paint and directional arrows, etc. Management provided the contractor with detail trail section maps and the trip hazard locations. Commercial Asphalt Group commenced work on 9/4/19 and plan to complete the program weather permitting, by September 7<sup>th</sup>.

Balanced Environment completed some drainage work by installing drywells, trenching, cobbles and the removal of junipers. The specific areas and work completed are: Fernwood Lots 34 – 38, install 3 drywells; Telluride Lots 4 – 5, install 6 drywells; Briarcliff Court Lot 32, install cobbles, 2 drywells, seed, blanket and remove junipers; Breckenridge Lots 135 – 136, Vail Court Lot 137 as per the plan. Board discussions were held regarding this work and further review is pending.

The trampoline located on lot 21, Tall Oaks, was moved again from the common area per a direct conversation with the homeowner. Management sent an Educational Notice of Non-Compliance to the resident who established a free library stanchion on Lot 14 Berkshire Court, requesting the encroachment be removed.

Balanced Environment will continue to water the signage locations and eight accent areas as determined by weather conditions, but no later than the end of the month.

Management received the updated election article and candidate ballot from the Communications Committee, for reprint in the September issue of the Pathfinder.

Management completed six paid assessment letters in August.

Management will send out seven welcome packages for sales completed in August.

Management filed seven releases of liens.

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

### **2020 Draft Budget Proposal**

Joe Broda thanked Les Lavin for his help in preparing the draft budget and thanked Charles Andrews for his assistance with QuickBooks data migration and transactional input. Joe provided a synopsis of each proposed budget line item and rationale for any change, or no change, noting that the new budget format will provide the Board with improved insight into operations and improved cost estimates. As holiday decorations were not budgeted in 2019, Joe suggested proposals be solicited for 2020 as a budgeted line item. Trail lighting operating expenses will be substantially lower due to reduced electric power consumption, as provided by the new LED lighting system and lower maintenance expenses inherent in LED technology. Overall, Joe indicated comfort with the proposed budget, which is similar in bottom line numbers with the 2019 budget and he would welcome any input from Board members prior to finalizing and publishing the budget.

**Finance Committee** – Joe Broda – no further report

### **Maintenance Committee**

Les Lavin reported the responses from Board members to the vote for 4,000K versus 3,000K CCT rating resulted in a tally of eight to seven in favor of the 4,000K units. The RFQ has been received and a purchase order will be awarded once price and delivery terms for the fixtures, sensors and slipfitter hardware been successfully negotiated. Three bids for fixture installation will also be solicited from pre-qualified contractors with a budget ceiling as determined by the Board. The installation RFP will be submitted during this week with proposals expected to be received within two weeks. After selection of an installation contractor, a pre-qualification application for rebate will be submitted to ComEd and once approved the contract will be awarded. Estimates of power consumption and annual maintenance savings coupled with the anticipated rebate are expected to result in a 6-7-year payback of the capital installation costs for this program. It is anticipated that some additional mounting hardware costs will be incurred during installation, but efforts will be made to minimize such impacts. Old fixtures will be disposed consistent with ComEd and EPA requirements.

**Communication Committee** – Marg Hough prepared an updated election article and candidate ballot to give to Management.

**Parks Committee** – In Pat Coughlin-Schillo's absence, George O'Hare gave a synopsis of the August Park District Board meeting. Beth Zigrossi will attend the September Park District Board meeting.

**Old Business/New Business** – None

### **Board Member Area Reports**

**Area G**– Mark Munoz no new report, only a comment that some prior issues remain unresolved.

### **Executive Session to Discuss Personnel Matters**

**Board Motion:** Michael Olson motioned to move to Executive Session to discuss personnel matters, Les Lavin seconded. The motion was passed by a unanimous voice vote at 8:18pm. The

Board meeting was reconvened at 9:18pm.

**Board Motion:** Michael Olson motioned to approve the portion of the check register expenditures of \$59,196.04 for September, Marg Hough seconded. Motion was passed by a unanimous voice vote.

**Board Motion:** Michael Olson motioned for the conditional approval of the check to the paving company in the amount of \$54,816.36 subject to clarification of some of the underlying work and potential adjustment, Bob Klaeren seconded. Motion was passed by a unanimous voice vote.

#### **Adjournment**

**Board Motion:** There being no further business, Michael Olson motioned to adjourn the meeting, Beth Zigrossi seconded. The motion was passed by a unanimous voice vote; the meeting was adjourned at 9:21pm.

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