

# **Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, November 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, Les Lavin, Chris Lotysz, Mark Munoz, George O'Hare, Michael Olson, Alden Snyder, Liz Sullivan, William Swiderski, John Warrington and Beth Zigrossi. Board member excused: Bob Klaeren. Management informed the Board it would be absent and was excused: Tom Maschmeier. Paula Gleason was Recording Secretary. A quorum was present.

**Open Forum** – A Green Trails resident was in attendance to observe.

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

Minutes of the October meeting were reviewed.

**Board Motion:** Marg Hough moved to approve the October meeting minutes, Alden Snyder seconded. Motion was passed by a unanimous voice vote.

## **Treasurer's Report**

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

**Board Motion:** Liz Sullivan motioned to approve the check register expenditures of \$37,597.81 for November, Beth Zigrossi seconded. Motion was passed by a unanimous voice vote.

## **President's Report on State of Green Trails 2019**

### **Section 1 - Financial**

The assessments collected for the year 2019 of \$389,745 represent a collection rate of 98% of the total assessments due of \$397,008, leaving an outstanding balance of uncollected assessments for the current year of \$7,263. However, in 2019 GTIA collected an additional approximate \$25,000 in the way of past due assessments, admin fees, assessment letter income and other assorted fees, bringing total yearly revenue to about \$415,000. The cumulative uncollected balance in the past due account which includes administrative late fees, collection fees, interest and lien filing costs is \$44,620, which is a 6.5% increase from last year.

Once again, the 2019 annual assessment remained at \$180 and no increase is scheduled for 2020. 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 a particular emphasis on containing costs.

Except for one new notable item mentioned below under Maintenance, the primary expenditures for 2019 are in line with previous years which include the seasonal trail maintenance program, general common area upkeep, continuation of upgrades to the five (5) entry sign locations and the provision of seasonal plantings in the eight (8) primary accent areas.

## **Section 2 - Maintenance**

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. 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 2019, approximately 40 trees will be removed from the common areas in Green Trails due to aging. An additional 10 trees were removed due to storm damage. In 2019, we are expecting to close out the year having spent approximately \$56,000 for tree removal, trimming and brush clean up in the natural growth areas along the trail system. A total 13 evergreens, conifers and evergreen trees were transplanted during the fall from the on-site Pine Grove nursery to designated 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. Twenty (20) soil borings measuring five feet in depth or more, filled with gravel were installed in several areas of concern to reduce standing water.

The new notable item in 2019 is the Board's advancement by 1-2 years of its planned replacement of the lights throughout Green Trails. New LED fixtures that will provide more efficient and effective path illumination, longer life, and significantly lower maintenance costs have been selected to replace all 198 existing lights with an expected completion date of early December 2019. Additionally, the LED lights chosen will qualify for a substantial rebate from ComEd, as well as a significant reduction in annual lighting power costs. It is estimated that installation of these fixtures will pay for itself within six years. Kudos to the Maintenance Committee led by Les on this significant capital improvement to Green Trails at well below projected cost.

## **Section 3 - Trail Paving**

Green Trails owns approximately 14.66 miles of asphalt trails and 1.43 miles of concrete sidewalks throughout the subdivision. Trail maintenance costs are 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 2019 and an additional 5,400 linear feet of trail received new asphalt paving.

## **Section 3 – In Closing**

The 2020 Budget anticipates spending of \$471,913 in comparison to \$477,328 in the 2019 Budget. Overall, the 2020 Budget draws down on GTIA reserves by a net of approximately \$50,000. GTIA's reserves are sufficient to handle this 2020 planned draw down and to continue with the planned for expenditures. The GTIA Board continues to invest in the subdivision with the recent replacement and upgrades to the accent areas and signs, and now by adding to that the improvements to the trail lighting system, the desirability of Green Trails as a great place to live is materially enhanced. The Board further continues to manage costs effectively in delivering planned services while also making these major capital improvements to Green Trails. *I want to thank C&R Property Advisors for its dedicated service to Green Trails for the past 8 years, to Bill Swiderski for his past service and to the entire Board for continuing to move the Association forward and upward.*

## **Maintenance Committee**

Les Lavin reported that pre-assembly of the light fixtures was conducted at the Volt's shop last week in preparation for site installation. Additionally, a quality issue with the Cree photo sensors was detected which delayed arrival of the units. In the interim, Les purchased twenty compatible sensors locally as an installation expedient. Due to the severe weather this process had to be postponed pending better conditions. However, the project is still expected to be completed by the end of this year barring unforeseen conditions.

A large section of a common area tree fell across the GTIA trail and onto residential property on Telluride Ct. Management/Maintenance had Balanced Environment remove the broken sections on an expedited basis.

Les noted that the 13 trees that were transplanted from the GTIA nursery were to locations on GTIA common area, parks within Green Trails and to Abbey Trails. Costs for planting on non-GTIA properties will be reimbursed by LPD and Abbey Trails. Les expressed thanks to Betty Long for having taken charge of this year's transplant initiative.

### **Election Results**

Alden Snyder, for Marg Hough, reported the following election results:

Area A – Pavel Snopok

Area L – Bob Klaeren

Area B – George O'Hare

Area M – tie, Beth Zigrossi, Amanda Sauer

Area E - Les Lavin

Area N – Peter Bakas

The Board will determine the successful candidate for the tied position and for open areas consistent with GTIA by-laws.

On behalf of the Board, Peter Bakas extended congratulations to the newly elected Board members.

### **Management Report**

Telephone log line items were included in the Board packet.

TruGreen completed the fall feeding, fertilizer application in October.

Prior year transplants from the Pine Grove received a deep-root fertilizer application by Balanced Environment in October. The anti-desiccant spray will be applied to all evergreens along College Road by the end of November – early December.

Through the month of October and early November, Balanced Environment will implement the fall clean-up program, which includes the five signage locations, all accent areas, the patio and Pine Grove. The work consists 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.

Four branches were cut and removed from the common area and trails due to the winter storm.

Regarding AcctWGL033, the large tree in the common area that fell into resident's yard, Management had Balanced Environment expeditiously remove the tree.

Management prepared and sent an invoice totaling \$5,473.00 to the Village of Lisle for the reimbursement of the mowing and fertilizing of the Village of Lisle Right of Way and islands,

Management completed six paid assessment letters in October.

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

Management filed five releases of liens.

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

### **Finance Committee**

Joe Broda requested approval of the proposed 2020 budget as published in the Pathfinder. Liz Sullivan requested a copy of the consultant's agreement be provided to Board members to review.

**Board Motion:** Alden Snyder motioned to approve the proposed 2020 budget as presented in the amount of \$471,913, Michael Olson seconded. Motion was passed by a unanimous voice vote.

**Communication Committee** – Marg Hough- no report.

**Parks Committee** – Michael Olson gave a synopsis of the October Park District Board meeting. Pat Coughlin-Schillo will attend the November Park District Board meeting.

### **Board Member Area Reports**

Area A – Bill Swiderski reported that a resident who had installed a french drain to resolve water drainage issues on their property a few years ago is now experiencing another water issue. Consensus of Board is for Maintenance to meet with Village of Lisle Storm Water engineer next week to review problem in an effort to determine the cause as well as to explore potential remedial actions and responsibilities.

Area F – Alden Snyder noted a resident's complaint of absence of the Porta Potty in Woodglenn. Mike Olson will mention to the Lisle Park District Board staff the resident's request for a potential year-round Porta Potty in the Woodglenn area.

Area H – Pat Coughlin-Schillo reported light 238 is out. Maintenance Committee responded that maintenance of existing lights has been suspended pending replacement of all fixtures. Pat also noted a resident on Telluride reported concrete pillars in a GTIA area are deteriorating.

### **Transition Subcommittee Report**

Marg Hough and John Warrington reviewed critical tasks and need to be undertaken by the Committee during the ensuing interim period, including the following:

Board approval for an expedient process to handle emergency or urgent authorization was requested. The consensus of the Board is that the subcommittee has the necessary authorization to handle such situations including expanding funds for supplies and other transition related items.

For current billing period, no credit card payment option with Blue Pay will be offered to residents.

Board authorized the subcommittee to extend storage unit rental contract for one year and prepay full amount.

John Warrington will work with Management to re-route communications such as phone lines, emails, U.S. mail and publish new contact information as needed.

Joe Broda will send out assessment invoices after the 27<sup>th</sup> when invoices are due for mailing. Joe Broda will send out the next Board packet.

**Board Motion:** Alden Snyder motioned to allow the contractor to invoice for full amount of the Lighting installation contract prior to the next Board meeting, but the check will not be submitted until work has been confirmed by GTIA; in addition, Les Lavin is authorized to accept change orders to this contract in order to ensure the work proceeds uninterrupted, Michael Olson seconded. The motion was passed by a unanimous voice vote.

**Board Motion:** Liz Sullivan motioned to award three tree removal contracts as negotiated by Les Lavin to Balanced Environment, Family Landscaping & Tree Care and T&M Tree Service, Michael Olson seconded. The motion was passed by a unanimous voice vote.

Consensus of the Board is to request Maintenance Committee select local contractors to pick up and remove piles of branches in GTIA common areas.

Board agreed to submit invoices to Lisle Park District and Trails of Abbeywood to reimburse GTIA for costs associated with the transplants installed on non-GTIA common areas.

**Board Motion:** Liz Sullivan motioned to approve the “winter décor” contract and the “Holiday Lighting” contract with Balanced Environment for the 4 signage areas, Alden Snyder seconded. The motion was passed by a majority voice vote of nine, two nay and one abstention.

Mark Munoz presented three quotes to address the issue of an overgrown area in Timber Trails.

**Board Motion:** Joe Broda motioned to approve the \$685 proposal to brush cut an area 8x110’ along the curb, Pat Coughlin-Schillo seconded. The motion was passed by a unanimous voice vote.

### **Adjournment**

**Board Motion:** There being no further business, Michael Olson motioned to adjourn the meeting, Liz Sullivan seconded. The motion was passed by a unanimous voice vote; the meeting was adjourned at 8:50pm.

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