

Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, December 10, 2019

Peter Bakas called the meeting to order at 7:40 PM at Trinity Grounds for Hope. Board members present: Peter Bakas, Joe Broda, Pat Coughlin-Schillo, Marg Hough, Bob Klaeren, Les Lavin, Mark Munoz, George O'Hare, Michael Olson, Pavel Snopok, Liz Sullivan, John Warrington and Beth Zigrossi. Board member excused: Alden Snyder. Paula Gleason was Recording Secretary. A quorum was present.

Appointment of Board Members

Congratulations were again extended to elected director Pavel Snopok, Area A and re-elected directors George O'Hare Area B, Les Lavin Area E, Bob Klaeren, Area L and Peter Bakas, Area N.

Board Motion: Peter Bakas motioned to appoint Chris Lotysz, Area J and Michael Olson, Area O, Marg Hough seconded; motion passed by a unanimous voice vote. Congratulations were extended to appointees.

Election of Officers

Board Motion: Marg Hough motioned to nominate Bob Klaeren as Board Secretary, Michael Olson seconded; Mark Munoz motioned to nominate Joe Broda as Board Treasurer, Liz Sullivan seconded; Liz Sullivan motioned to nominate Les Lavin as Vice President, Pat Coughlin-Schillo seconded; Les Lavin motioned to nominate Peter Bakas as Board President, Liz Sullivan seconded, all motions were passed by a unanimous voice vote

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

Minutes of the Prior Meeting

Minutes of the November meeting were reviewed.

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

Treasurer's Report

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

Board Motion: Marg Hough motioned to approve the check register expenditures of \$98,093.07 for December, Michael Olson seconded. Motion was passed by a unanimous voice vote.

Joe provided an executed copy of the Robert Ripp proposal for the 2019 audit and tax return for GTIA.

Transition Committee Report

Marg Hough and John Warrington reviewed critical tasks assigned to committee members until a permanent management company is retained as follows:

Assessment payments – Joe Broda

QuickBooks update – Liz Sullivan

Paid Assessment Letters - John Warrington, Liz Sullivan, Joe Broda

Phone calls and email – John Warrington

Financial Records – Charles Andrew
Board packet – Joe Broda
Maintenance – Les Lavin
Light fixture acquisition – Les Lavin
Post fixture installation inspection – Les Lavin, Mark Munoz
Electrical – Les Lavin
Tree contracts – Les Lavin
Tree inspections – Les Lavin, George O’Hare, Mark Munoz
Ridgewood Road Overgrowth – Les Lavin, Mark Munoz
Issues that remain to be determined include clerical items, tracking records, request for proposal for management company, non-post office box address for certain mail, list of all passwords and best practices for electronic records.
Telephone log line items were included in the Board packet.
An updated Board Member roster was distributed to all present.
A list of November newcomers was provided. Board Directors are encouraged to call on newcomers in their respective areas

Finance Committee

Joe Broda presented an assessment billing update and requested an article be posted in the next month’s Pathfinder detailing the assessment process for residents.

Joe Broda requested approval of the pre-approved payment for work in process by several vendors for invoices not yet received.

Board Motion: Liz Sullivan motioned to approve the treasurer issue checks to vendors for the estimated amounts discussed, but not to exceed \$42,500, Beth Zigrossi seconded. Motion was passed by a unanimous voice vote.

Joe suggested Board members consider using a money manager in the future to monitor various GTIA bank accounts, CD’s and money market accounts. The Board member consensus was to retain the current bank accounts as established for now. Use of a GTIA debit card by Peter Bakas, Les Lavin and/or Joe Broda for cash payments to non-contracted vendors was discussed and tabled.

Copies of a paid assessment letter form were distributed for Board member review and discussion. Joe shared details with Board members of several past due accounts in their payment process.

Maintenance Committee

Les Lavin reported that the light fixtures installation was completed December 5th and all fixtures are being checked by Maintenance Committee members. All poles are also being inspected for remedial action in 2020; there are nine poles that will need to be replaced. An extensive application process leading to receipt of a “rebate” under the ComEd Efficiency Program is underway. In addition, Les is arranging to meet with ComEd to determine new billing reductions for high efficiency fixtures.

Les noted that the 2019 tree removal and trimming will be completed before year-end. Balanced Environment completed final mowing/mulching. Balanced Environment completed accent area clean-up and planted tulip bulbs. Winter Décor and Holiday Lighting completed week of December 8th. Maintenance committee recommends additional maintenance clean-up be conducted over the winter.

Les requested approval of a resident’s Architectural Application to install a berm on common area along the trail by their residence to divert water into their French drain grate in an effort to alleviate flooding of their property.

Board Motion: Bob Klaeren motioned to approve the Architectural Control Improvement Application as presented for HFS-60, Liz Sullivan seconded. Motion was passed by a unanimous voice vote.

Les will meet with the Village of Lisle Public Works the week of December 8th to discuss 2020-2021 major street work to be performed within in Green Trails. An advisory to residents will be published in the Pathfinder.

Communication Committee – Marg Hough- no report.

Parks Committee – Pat Coughlin-Schillo and Michael Olson gave a synopsis of the November Park District Board meeting. Bob Klaeren will attend the December Park District Board meeting. Pat Coughlin-Schillo distributed a roster and requested Board members sign up to attend 2020 Lisle Park District Board Meetings.

Board Member Area Reports - None

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 9:15pm.

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