

# **Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, March 10, 2020**

Peter Bakas called the meeting to order at 7:35 PM at Trinity Grounds for Hope. Board members present: Peter Bakas, Joe Broda, Marg Hough, Bob Klaeren, Les Lavin, Mark Munoz, George O'Hare, Pavel Snopok, Alden Snyder, Liz Sullivan and Beth Zigrossi. Board member excused: Board members absent: Pat Coughlin-Schillo, Chris Lotysz, Michael Olson, and John Warrington. 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 February meeting were reviewed.

**Board Motion:** Marg Hough moved to approve the February meeting minutes, Liz Sullivan seconded. Motion was passed by a unanimous voice vote.

## **Treasurer's Report**

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

**Board Motion:** Bob Klaeren motioned to approve the check register expenditures of \$10,183.77 for March, Alden Snyder seconded. Motion was passed by a unanimous voice vote.

## **Transition Committee Report**

Marg Hough reported that a Solicitation of Interest letter was sent to nine potential interested management companies with a requested response date of March 2nd; two companies did not respond. A formal Request for Proposal draft and cover letter were submitted to the Board for review and approval. Following discussion and consensus, four grammatical and/or wordsmith adjustments to the Request for Proposal and one adjustment to the cover letter were agreed upon.

**Board Motion:** Joe Broda moved to approve the Cover Letter and Request for Proposal, as amended, be sent to the potential management bidders no later than March 12, 2020, with a requested response date of April 2<sup>nd</sup>, George O'Hare seconded. Motion was passed by a unanimous voice vote.

Marge provided a tentative three-month schedule to complete the transition process.

In addition, Marge noted that emails, phone calls and paid assessment letters are being processed in a timely manner. Two areas have been identified as needing attention prior to turnover to a new management company; billing and banking.

Telephone log line items were included in the Board packet.

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

## **Finance Committee**

Joe Broda noted that assessment payments are coming in at a normal pace.

On March 2<sup>nd</sup>, 88 demand letters were sent by U.S. Postal Service. Twenty release of liens will be processed at DuPage County Courthouse soon in a timely manner. Joe requested approval to write off an uncollectible amount of a past due account sold at Sheriff's sale on 12/23/19.

**Board Motion:** Liz Sullivan motioned to approve the write off of account AWC726 in the amount of \$412.60 as uncollectible, Bob Klaeren seconded. The motion was passed by a unanimous voice vote.

Account HPT212 is a three-year past due account in Highpoint that was taken to court by the Highpoint Board to take over the unit to recover the past due assessment. Joe suggested he would like to speak with the Highpoint attorney to inquire if GTIA could recoup some of their past due assessment after the entire Highpoint past due assessment amount is recouped. Consensus of the Board was it would be worth trying.

In looking to collect on another past due account, Liz Sullivan suggested to Joe the use of a credit collection agency that the Village of Lisle Library utilizes to collect outstanding accounts. Joe will look into that business.

Joe requested approval to waive admin fees on 5 payment plan accounts each with a balance under \$200.

**Board Motion:** Liz Sullivan motioned to approve to waive the \$20.00 admin fee on WV1074, HPT203, LW2029, HPT203 and OK2011, George O'Hare seconded. The motion was passed by a unanimous voice vote.

Per Joe Broda's efforts to correct mailing addresses, all non-resident GTIA owners are now receiving the Pathfinder newsletter.

**Maintenance Committee** - Les reports that GTIA does not meet state requirements for a sales tax exemption certificate so tax paid for the lighting fixtures will not be refunded. Received replacement fixtures from Cree under warranty. Continue to pursue Cree for original order discrepancies. Volt repaired light #199. ComEd still working to determine new billing reductions for non-metered usage cost and now requesting correlation of their pedestals and our lights. Multiple light repair issues and costs being addressed.

T&M has removed all trees from contract; still has stump grinding to complete. Balanced Environment was authorized to purchase annuals for spring planting. Balanced Environment removed dead pine behind south College Road sign.

Maintenance Committee will inspect trails as weather improves.

Les sent a Letter of Education to resident account #BLM015 regarding drainage piping within the GTIA common area, but no response from the resident.

**Communication Committee** – Marg Hough stated that the delivery of the current issue of the Pathfinder newsletter was on time.

**Parks Committee** – Beth Zigrossi gave a synopsis of the February Park District Board meeting. Pavel Snopok will attend the March Park District Board meeting.

### **Board Member Area Reports**

**Area D** – Liz Sullivan shared a resident's inquiry related to the GTIA Paid Assessment Letter fee. Consensus of the Board was to share a copy of the established GTIA fee policy for this process with the resident, and note that the policy remains unchanged.

### **Adjournment**

**Board Motion:** There being no further business, George O'Hare motioned to adjourn the meeting, Bob Klaeren seconded. The motion was passed by a unanimous voice vote; the meeting was adjourned at 9:00pm.

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