

Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, July 14, 2020

In compliance with Covid-19 pandemic guidelines, Peter Bakas called the meeting to order at 7:33pm via teleconference. Board members participating: Peter Bakas, Joe Broda, Pat Coughlin-Schillo, Marg Hough, Les Lavin, Chris Lotysz, Mark Munoz, George O'Hare, Michael Olson, Alden Snyder, Liz Sullivan and John Warrington. Board members excused: Bob Klaeren, Pavel Snopok and Beth Zigrossi. Paula Gleason was Recording Secretary. A quorum was available.

Open Forum – None

Minutes of the Prior Meeting

Minutes of the June meeting were presented for review.

Board Motion: Alden Snyder motioned to approve the June meeting minutes, Liz Sullivan seconded. Motion was passed by a unanimous voice vote.

Treasurer's Report

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

Board Motion: Pat Coughlin-Schillo motioned to approve the check register expenditures of \$33,051.67 for July, Alden Snyder seconded. Motion was passed by a unanimous voice vote.

Transition Committee Report

Peter Bakas reported that their team has had numerous meetings with the proposed management company in order to resolve/clarify contractual issues and fine tune some of the terms used in the contract as submitted. Key issues were discussed with the Board and each member of the negotiating team expressed confidence in the results of the negotiations. Following in-depth discussion of certain issues and addressing questions raised by other Board members, Peter and the transition committee recommended executing the one-year contract as amended.

Board Motion: Alden Snyder motioned to authorize the Transition Committee Team (Peter Bakas, Les Lavin, Joe Broda and Marg Hough) to execute the proposed ACM Community Management one-year contract as amended, with ACM Community Management as the new management company effective August 1, 2020 in the amount of \$2,668 per month in management fee before special charges and a one-time charge of \$3,400 for set-up services, Liz Sullivan seconded. Motion was passed by a majority voice vote of eleven with one abstention.

Telephone log line items were included in the Board packet. Ongoing GTIA phone calls and emails continue to be addressed by the transition team for now.

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

Finance Committee

Joe Broda distributed copies of the draft GTIA 2019 Audit Report and 2019 Form 990 Tax Return as filed by the auditor, Robert Ripp.

Board Motion: Marg Hough motioned to approve the draft GTIA 2019 Audit Report, Pat Coughlin-Schillo seconded. Motion was passed by a unanimous voice vote.

For the month of June, there were thirteen paid assessment letter requests and one refinance.

Several payments were received for past due accounts, one in the amount of \$2,189.50 which was five years in arrears. Thirty-three accounts remain unpaid. Twenty liens will be filed tomorrow with DuPage County.

Per our attorney, his recommendation on undertaking legal action to collect on the GTIA overdue accounts was to speak with Keough & Moody, a Naperville law firm that specializes in collections. Joe requested approval to engage Keough & Moody to begin discussion of a potential process for collections. The consensus of the Board was that Peter Bakas and Joe Broda initiate a conference call with Chuck Keough and come back to the Board with recommendations.

Maintenance Committee

Les reported a second theft of plants, from the south sign on Naper; a police report was filed. Balanced Environment, BE, confirmed that watering operations are in progress to ensure plant survival. A soil moisture meter was purchased to confirm the watering frequency, and it is within reason. The Maintenance Committee will consider alternative plant material selections for 2021 with consideration to lowering watering and plant material costs while retaining the aesthetics of the accent areas. Mowing has been improved as wet areas dried. BE has been responsive to requests for corrective measures, but certain aspects of the mowing operations need to be addressed.

R&D completed installation of grass seed mats in the patio area. The grass is growing well; once the turf is well-established, weed control measures will be initiated. R&D completed items included in their June contract and kept costs below the “not to exceed” amount.

Les provided a copy of an R&D proposal for identified work including trimming, brush removal, turf restoration and toxic weed control projects in the amount of \$4,245. Maintenance requested approval to increase the contract amount not to exceed \$5,000 for inclusion of additional work scope items in adjacent areas.

Board Motion: Liz Sullivan motioned to approve the R&D proposal as submitted and amended, in an amount not to exceed \$5,000, Pat Coughlin-Schillo seconded. The motion was passed by a unanimous voice vote.

T&M completed tree removals and trimming in Surrey Ridge but was unable to complete tree removal on College Road due to other emergency work. T&M also had to abort removal of the Willow in Tall Oaks due to a resident issue but will reschedule for August. Three spruce trees along College Road were found to be infected and an emergency work order was issued in the amount of \$1,045 in order to avoid impacting nearby trees.

Commercial Asphalt has partially completed sealcoat and crackfill with the remainder to be completed within the next week.

Twelve additional light poles have missing cover plates over the grade-level connection boxes; Maintenance is searching for replacements.

Residents at HF5 requested that GTIA allow them to extend their original request for a 20' berm to 60' in length to alleviate the drainage to the storm sewer. The Board rejected the request because the more extensive work would require engineering evaluation and a Village of Lisle permit.

Several encroachments were discussed and will be addressed in accordance with GTIA policies. Letters are being drafted to advise residents of necessary actions.

Les Lavin reported that most of the primary summer work has been completed and the Maintenance Committee will continue to work with contractors to identify and address additional

items. Non-emergency tree work will be suspended until fall/winter when more favorable contractor pricing will be available.

Communication Committee

Marg Hough reported that an Election Article will be published in the August Pathfinder. Marg noted that four legal-size boxes of GTIA records were digitized. Peter Bakas suggested that three of four Board members be introduced each month in the Pathfinder by publishing a short bio, photo and identification of the area that the Board member represents.

Parks Committee – Pat Coughlin-Schillo distributed to Board members a list of Green Trails park evaluation assignments to be completed and returned to her by August 31st. The Lisle Park District has requested that these reviews reflect park conditions only, not potential improvements.

Board Member Area Reports - None

Adjournment

Board Motion: There being no further business, Alden Snyder motioned to adjourn the meeting, Michael Olson seconded. The motion was passed by a unanimous voice vote, the meeting was adjourned at 9:58pm.

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