

Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, August 11, 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 and Beth Zigrossi. Board member absent: Pavel Snopok. Paula Gleason was Recording Secretary. A quorum was available.

Open Forum – None

Minutes of the Prior Meeting

Minutes of the July meeting were presented for review.

Board Motion: Les Lavin motioned to approve the July meeting minutes, Pat Coughlin-Schillo seconded. Motion was passed by a unanimous voice vote.

Treasurer's Report

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

Board Motion: Liz Sullivan motioned to approve the check register expenditures of \$51,849.57 for August, Alden Snyder seconded. Motion was passed by a unanimous voice vote.

Transition Committee Report

Peter Bakas and Marg Hough reported that a one-year management contract was signed with ACM on July 22nd, to be effective as of September 1, 2020 (as modified). Documentation and information are in the process of being transferred to ACM in accordance with their transition process. Upon Board approval of the monthly check register, two Board members will authorize payments for each invoice so that ACM may transmit payments.

Board Motion: Alden Snyder motioned to authorize the GTIA signatories of Peter Bakas and Joe Broda to approve the monthly release of funds for ACM to issue checks for each contractual invoice, Pat Coughlin-Schillo seconded. Motion was passed by a unanimous voice vote.

Telephone log line items were included in the Board packet. A list of July newcomers was provided. Board Directors are encouraged to call on newcomers in their respective areas.

Finance Committee

For the month of July, there were thirteen paid assessment letter requests and three refinances. Five full payments and four partial payments were received for past due accounts. Twenty-eight accounts remain unpaid. Twenty liens were filed on July 15th with the DuPage County Recorder; eight releases of lien will be filed tomorrow.

Sixty-seven new welcome letters were sent in July to residents who moved in from 1/1/2020 to 7/31/2020.

GTIA opened a new checking account with Seacoast Commerce Bank, San Diego, California as ACM's bank where GTIA assessment payments will be deposited.

Joe presented copies of correspondence from the law firm of Keough & Moody pertaining to recommendations for collection of delinquent accounts. After much discussion, Joe recommended that attorney demand letters be sent on accounts for which collection action could

be currently taken that are past due in the amount of \$1,000.00 or more.

Board Motion: Alden Snyder motioned to authorize retention of Keough & Moody to issue demand letters to identified GTIA accounts in past due amounts over \$1,000.00 with the \$250 legal fee included, Les Lavin seconded. Motion was passed by a majority voice vote of ten affirmative and two negative votes.

Finance Committee met on August 6th to prepare the first draft of the 2021 budget, which will be presented for review at the September Board meeting.

Maintenance Committee

R&D completed July work scope on August 4.

T& M completed infested spruce tree removals and stump removals on August 4; and removal of a dying willow on the common area behind Scarlet Oaks on August 5.

Commercial Asphalt completed sealcoat and crackfill contract on July 30.

Balanced Environment extended periods between mowing to 10 – 14 days due to high temperature, excessive rain and threats to the health of the common area turf. Board members are requested to monitor their areas to ensure they have been properly mowed.

BE's arborist inspected tree infestations along College Road and recommended the infested Austrian and Scotch pines need needles and branches removed from under the trees; second and third opinions were solicited and the Arboretum was consulted to determine the best course of action. Consensus was to request R&D to remove 14 infested trees beginning August 7, at a cost of \$5,690.

BE is maintaining thirteen accent areas and has been responsive to requests for attention to cited issues. The time to order daffodil bulbs is fast-approaching. Les agreed to ask BE if it would be plausible to decrease the number of bulbs ordered and plant them in clumps rather than in full beds. A suggestion was provided to consider less expensive perennial native flowers as opposed to higher maintenance annuals for next spring.

Discussion took place regarding winter décor and holiday lighting for specific accent areas. Liz Sullivan volunteered to investigate options for holiday lighting.

A GTIA resident requested restoration of two areas near Woodglenn Park and removal of a leaning tree. Upon inspection, it was determined this was on a Lisle Park District area. Les Lavin and Peter Bakas will meet with Lisle Park District Superintendent, Dan Garvey, to discuss ownership of several areas and maintenance responsibilities for the same.

Two residents requested removal of branches from common area trees which are overhanging their properties. An article relevant to branch removal will be published in the next Pathfinder.

Board Motion: Alden Snyder motioned to submit a response that GTIA follows state law and has no responsibility to trim branches overhanging onto private property, but the residents are free to do so, Joe Broda seconded. Motion was passed by a unanimous voice vote.

A GTIA resident reported signage, plantings and yard waste have been placed against his fence and in the common area by another resident. Les Lavin sent a GTIA education letter to the offending resident regarding removal of items placed within the common area.

Les provided a copy of an R&D proposal for identified August work including trimming, brush removal and turf restoration projects in the amount of \$2,475. Maintenance recommended

approval to increase the contract amount not to exceed \$3,500 for inclusion of additional work scope items that may be needed.

Board Motion: Marg Hough motioned to approve the R&D August proposal as submitted and amended, in an amount not to exceed \$3,500, Liz Sullivan seconded. The motion was passed by a unanimous voice vote.

There will be seven conifers ready for transplant from the nursery in the fall and six deciduous varieties will be ready for transplant in the spring. John Warrington volunteered to research and identify appropriate seedlings available to purchase for the nursery.

The Village of Lisle Public Works provided the Storm Water Engineer reports for two common area drainage issues; the impacted residents will be advised of their recommendations.

Les Lavin and Mark Munoz inspected GTIA following the severe rain and wind storm last evening; fortunately, damage to branches and trees in the GTIA area was minimal. R&D has been contacted to remove two large branches that had fallen on the common area.

Communication Committee

Several Board members provided Marg Hough with various address and grammatical corrections to the new member documents as submitted from ACM. When presenting these amended changes to ACM, Marg will inquire if the management company intends to include the GTIA logo on the new owner documents they send out.

Parks Committee – Pat Coughlin-Schillo reminded Board members to complete their assigned Green Trails park evaluation forms and return them to her by August 31st. Mark Munoz provided his comments of the June Park District Board meeting. George O’Hare will attend the July Park District Board meeting.

Board Member Area Reports - None

Adjournment

Board Motion: There being no further business, Pat Coughlin-Schillo motioned to adjourn the meeting, George O’Hare seconded. The motion was passed by a unanimous voice vote, the meeting was adjourned at 10:00pm.

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