

Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, September 8, 2020

In compliance with Covid-19 pandemic guidelines, Peter Bakas called the meeting to order at 7:32pm via teleconference. Board members participating: Peter Bakas, Joe Broda, Marg Hough, Bob Klaeren, Les Lavin, Chris Lotysz, Mark Munoz, Michael Olson, Pavel Snopok, Liz Sullivan, John Warrington and Beth Zigrossi. Board member excused: Pat Coughlin-Schillo. Board members absent: George O'Hare and Alden Snyder. Paula Gleason was Recording Secretary. A quorum was available.

Peter Bakas prefaced the business meeting to introduce and welcome Laurie Barker, Regional Manager of the new GTIA property management company, ACM Management. Laurie provided a brief synopsis of her property management experience.

Open Forum – Several Green Trails residents were in attendance to learn information about Board operations.

Minutes of the Prior Meeting

Minutes of the August meeting were presented for review.

Board Motion: Joe Broda motioned to approve the August meeting minutes, Liz Sullivan seconded. Motion was passed by a unanimous voice vote.

Treasurer's Report

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

Board Motion: Liz Sullivan motioned to approve the check register expenditures of \$22,821.53 for September, Beth Zigrossi seconded. Motion was passed by a unanimous voice vote.

Transition Committee Report

Peter Bakas and Marg Hough reported that documentation and information in the process of being transferred to ACM is a large undertaking and is taking longer than originally anticipated. Laurie Barker noted that going forward, as of next month, she will prepare the Finance Report packet which will include the same information currently being supplied by Joe Broda. There will be a Manager's Report on the agenda which will also include a monthly phone log and a monthly recap of new residents.

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

Finance Committee

For the month of August, there were fifteen paid assessment letter requests and one refinance. Eight releases of lien were filed on August 12th with the DuPage County Recorder.

Keough & Moody sent nine demand letters to the identified GTIA accounts past due over \$1,000.00 or more. One payment in full has been received, however, it did not include the legal fee. The attorney recommended we wait until the demand timeframe has expired to consider further action.

Joe presented a copy of the proposal from GTIA auditor, Ripp & Associates, in the amount of \$2,990 to prepare the 2020 annual audit next year and recommended approval of same.

Board Motion: Marg Hough motioned to accept the Robert J. Ripp audit proposal as submitted in the amount of \$2,990, Les Lavin seconded. Motion was passed by a unanimous voice vote.

Joe informed Laurie Barker of the scheduled timeline for the annual budget preparation, review, publication and final approval. On behalf of the Finance and Maintenance Committees, Joe presented the first draft of the 2021 budget for Board review. The handout included the 2019 budget with year-to-date actuals, the 2020 approved budget with year-to-date actuals and a 2021 proposed budget and description. Proposed work items and specific line item changes were highlighted and discussed; with Joe responding to Finance Committee issues and Les Lavin responding to Maintenance Committee matters. Board members are encouraged to thoroughly review line items and bring any recommendations to the attention of Peter, Joe and/or Les for resolution prior to the October Board meeting.

Maintenance Committee

One encroachment issue has been resolved. Sgt. Licko of the Lisle Police Department was very supportive in bringing this to a satisfactory conclusion.

Discussion of island maintenance responsibilities with Village of Lisle are ongoing.

R&D partially completed August work scope; due to hot weather conditions, it was decided to delay restoration work until later in the season.

John Warrington has been researching fall nursery replacements and spring replenishment plans.

Commercial Asphalt completed restoration of ruts on Old College. Commercial Asphalt submitted a preliminary proposal for 2021 sealcoat and crackfill trail maintenance.

Balanced Environment mowing was intermittent due to hot/dry conditions. Maintenance is investigating overall mowing operations and may review/revise the 2021 contract once performance and other issues have been discussed by Board/Management.

BE needs to order bulbs and evergreen boughs for installation in the fall. Means of reducing costs were explored. It was determined to limit tulips to four signage areas and to eliminate the boughs. A suggestion to consider planting more native perennial foliage as opposed to higher maintenance annuals in the accent areas for next spring will be reviewed by the Maintenance Committee.

Board Motion: Liz Sullivan motioned to accept BE's proposal in the amount of \$2,000 to plant tulip bulbs in the four signage areas, Beth Zigrossi seconded. Motion was passed by a unanimous voice vote.

A work order was issued to Volt Electric for the ongoing repair of nine light poles. The Maintenance Committee recommends ordering five replacement poles for installation this year. Maintenance will investigate repairing minor cracks on several poles to extend their useful life.

Board Motion: Bob Klaeren motioned to approve Volt Electric to purchase and install five light poles, in an amount not to exceed \$13,000 (\$7,000 to purchase poles and approximately \$5,000 for installation), Liz Sullivan seconded. The motion was passed by a majority voice vote of eleven affirmative and one negative vote.

Les provided a copy of an R&D proposal for identified September work including trimming and turf restoration projects plus removal of one large willow tree. Maintenance recommended approval

Board Motion: Liz Sullivan motioned to approve the R&D September proposal for work as submitted, including removal of one large willow tree and other work as may be identified during

the month, in the amount of \$5,000, Marg Hough seconded. The motion was passed by a unanimous voice vote.

Les submitted a copy of a T&M proposal for the removal of nine trees and stumps in the amount of \$2,910. Maintenance recommends approval.

Board Motion: Liz Sullivan motioned to approve the T&M proposal as submitted, in the amount of \$2,910, Beth Zigrossi seconded. The motion was passed by a unanimous voice vote.

Board members reviewed photos of three holiday decorations as submitted by Liz Sullivan. Laurie Barker offered to obtain a commercial proposal of comparable decorations. Consensus of the Board was that an approximate expense of \$1,000 for each of the four signage areas would be acceptable.

Communication Committee

Marg Hough is working with Allegra to post new management company information in the Pathfinder. Election votes need to be tabulated and published.

Parks Committee – In Pat Coughlin-Schillo’s absence, Pat sent in a reminder that one Board member’s Green Trails park evaluation form needs to be submitted so that she may schedule a meeting with Aaron Cerutti.

Board Member Area Reports - None

Adjournment

Board Motion: There being no further business, Bob Klaeren motioned to adjourn the meeting, Liz Sullivan seconded. The motion was passed by a unanimous voice vote, the meeting was adjourned at 9:32pm.

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