

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

In compliance with Covid-19 pandemic guidelines, Peter Bakas called the meeting to order at 7:37 p.m. via teleconference. Board members participating: Peter Bakas, Joe Broda, Pat Coughlin-Schillo, Bob Klaeren, Les Lavin, Gary Ledvora, Mark Munoz, George O'Hare, Michael Olson, Pavel Snopok, Alden Snyder, Liz Sullivan and John Warrington. Management: Laurie Barker. Paula Gleason was Recording Secretary. A quorum was available.

Open Forum – A Green Trails resident was in attendance to observe; Marg Hough was in attendance to share committee information.

Minutes of the Prior Meeting

Minutes of the November meeting were presented for review.

Board Motion: Liz Sullivan motioned to approve the November meeting minutes, George O'Hare seconded. Motion was passed by a unanimous voice vote.

Appointment of Board Members

Congratulations were again extended to elected director Gary Ledvora Area C and re-elected directors Liz Sullivan Area D, Pat Coughlin-Schillo Area H and John Warrington Area K.

Nominating Committee Chair Alden Snyder announced Jevon Knowles the winner of the tie vote for Area J and recommended appointments of Greg Athas to Area M and Michael Olson to Area O. **Board Motion:** Liz Sullivan motioned to approve Jevon Knowles for Area J, Pat Coughlin-Schillo seconded; motion passed by a unanimous voice vote. Congratulations were extended.

Board Motion: Bob Klaeren motioned to appoint Greg Athas Area M and Michael Olson Area O, Joe Broda seconded; motion passed by a unanimous voice vote. Congratulations were extended to appointees.

Election of Officers

Board Motion: Bob Klaeren motioned to nominate Liz Sullivan as Board Secretary, Joe Broda seconded; Mark Munoz motioned to nominate Joe Broda as Board Treasurer, Bob Klaeren seconded; Peter Bakas motioned to nominate Les Lavin as Vice President, Liz Sullivan seconded; Les Lavin motioned to nominate Peter Bakas as Board President, Liz Sullivan seconded; all motions were passed by a unanimous voice vote.

Management Report

Financial reports for November 30, 2020 were being sent under separate cover. A September, October, November and December-to-date list of closings was included. ACM Maintenance will remove trail graffiti at an approximate cost of \$120.

Transition Committee Report

Marg Hough reported that Peter Bakas, Les Lavin and she met with Laurie Barker on 12/3 to cover more than seventeen maintenance issues, light pole problems and emergency tree repairs.

The committee requested Laurie to submit an article for publication in the Pathfinder on the procedure for adding another authorized person on the ACM account (e.g., the spouse) besides the person currently listed.

Treasurer's Report

Joe Broda reviewed the November Balance Sheet and Income and Expense Statement. Joe also requested inclusion of the ACM Management fee in the check register and that ACM add payment of two recent T&M invoices in the amount of \$2,522.50 and \$2,910 to the invoice list. Laurie located the two invoices and confirmed that ACM will pay the T&M invoices this month.

Board Motion: Liz Sullivan motioned to indicate that the \$5,902.85 payment to McFarlane Douglass in the check register had been approved last month; this entry is only to approve issuing the check, Alden Snyder seconded. Motion was passed by a unanimous voice vote.

Board Motion: Liz Sullivan motioned to approve the amended check register expenditures presented of \$19,206.71 for December, Pat Coughlin-Schillo seconded. Motion was passed by a unanimous voice vote.

Finance Committee

Joe distributed a revised printout of the GTIA budget as aligned with the ACM accounting system, which does not include some sub-account line items.

2,075 annual assessment invoices were mailed for receipt by December 1st.

Collection update was tabled until the next Board meeting.

Maintenance Committee

Balanced Environment (BE) completed fall clean-up including mowing and mulching of leaves and tulip planting. BE's 3-year turf contract through 2021 includes mowing, fertilization, weed control and accent area routine maintenance. BE will submit recommendations for spring planting to ACM over the winter.

R&D completed their contract work. Les provided a copy of an R&D proposal for upgrade of the Tyrnburly entryway island for future consideration and advised that documentation for maintenance of that island is being reviewed.

T&M completed their contract work. Subsequently five more small dead trees were observed on the common area. In addition, there are some large trimming tasks pending. Maintenance may ask T&M and R&D for a contract proposal to take advantage of lower cost "winter removals".

ACM is following up for payment of the invoice submitted to Village of Lisle for mowing/fertilization/weed control completed by GTIA.

Light poles ordered through Volt Electric are scheduled for December delivery. If installation is not possible due to conditions, Volt will store the poles at their facility. Installation costs are included in the 2021 budget.

Board Motion: Liz Sullivan motioned to approve the invoice payment for five light poles at an approximate cost of \$1,300 each, not to exceed \$7,000, Alden Snyder seconded. The motion was passed by a unanimous voice vote.

Les Lavin noted there are four light fixtures which are not working and will ask Volt to inspect and repair them when the new poles are installed. Board members as always are encouraged to look for any issues with light poles while walking their areas.

Holiday decorations were installed prior to Thanksgiving. Our thanks to Mark Munoz for providing projector lights to several decorated sites. However, during the initial installation and follow-up repair of the decorations, several electrical problems were encountered. Les Lavin procured a not-to-exceed quote of \$1,600 through ACM to correct these issues.

Board Motion: Bob Klaeren motioned to approve the quote in an amount not to exceed \$1,600 to complete the repairs as needed, Liz Sullivan seconded. The motion was passed by a unanimous voice vote.

Due to Covid concerns, ACM's maintenance inspector has been conducting GTIA property inspections on his own.

Les Lavin, Peter Bakas, Joe Broda and Marg Hough reviewed open maintenance items and identified action items during their November 19th and December 3rd teleconference meetings with ACM.

Mapping and record issues brought to the attention of the DuPage County Recorder's Office have been addressed and remedial actions are in process.

Several issues in an area behind Telluride Court include replacement of a long retaining wall, removal of four Osage Orange trees overhanging the trail and resolution of an ongoing drainage problem. Les has been in discussion with G&G regarding cost estimates of repairs using railroad ties versus concrete (which is recommended). ACM will obtain preliminary surveying and engineering quotes.

Balanced Environment notified Les Lavin they had received a resident's notice of a large fallen tree limb just off the trail by the nursery and offered to remove it at a cost of \$150; Les approved BE to proceed with the work.

Board Motion: Liz Sullivan motioned to approve the Balanced Environment invoice in the amount of \$150.00, Mark Munoz seconded. The motion was passed by a unanimous voice vote.

Communication Committee

Peter Bakas noted that revisions/additions to committee membership rosters need to be implemented and assignments made at the January Board meeting.

Board meeting minutes will be sent monthly to Laurie Barker.

Several Board members still need to forward their headshots to Beth Haugeburg for publication in the January Pathfinder.

Nominating Committee will schedule a meeting to review learnings from the past election process.

Parks Committee – Pat Coughlin-Schillo reported there were no GTIA issues discussed at the November Park District Board meeting. Bob Klaeren will attend the December Park District Board meeting. Pat then garnered volunteers for the 2021 Park District meetings scheduled on the third Thursday of every month at 7:00 PM and will subsequently submit the printed roster to Board members.

Board Member Area Reports

Area F – Alden Snyder offered to communicate further with Village of Lisle employee Adam Hall concerning the private property use of the GTIA trail system as opposed to a public bike path.

Area G – Mark Munoz requested verification of how Board communications with ACM should be handled. Peter responded that maintenance issues should go through Les, financial issues should go through Joe and administrative/other issues through himself.

Adjournment

Board Motion: There being no further business, Bob Klaeren motioned to adjourn the meeting, Gary Ledvora seconded. The motion was passed by a unanimous voice vote, the meeting was adjourned at 9:37 p.m.

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