

# **Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, May 13, 2014**

Peter Bakas called the meeting to order at 7:35 PM at Kennedy Junior High. Board members present: Peter Bakas, Pat Coughlin-Schillo, Tony Dolinar, Linda Gilbert, Marg Hough, Les Lavin, Betty Long, Christy McGovern, Michael Olson, Roger Sassen, William Swiderski. Excused: Lou Beccavin, Bob Klaeren. Absent: Vern Goering. Resigned: Roxanne Nagel. Management: Julie Maschmeier. Recording Secretary: Paula Gleason. A quorum was present.

**Open Forum:** A new Heritage Farms resident, HF5012, was in attendance for information purpose only.

## **Minutes of the Prior Meeting:**

The minutes of the April meeting were reviewed.

**Board Motion:** Marg Hough moved to approve the April minutes, Pat Coughlin-Schillo seconded. The motion was passed by a unanimous voice vote.

## **Treasurer's Report**

Michael Olson reviewed the April Balance Sheet and Income and Expense Statement. Peter Bakas questioned the totals shown for the 2014 budget, \$521,336; Management remedied the \$30,500 discrepancy by deleting what was determined to be a "sub-total" line item thereby duplicating the actual total. Betty Long asked Michael Olson about the collection process of past due assessments and the advisability of charging higher fees or penalties for delinquent accounts.

**Board Motion:** William Swiderski motioned to accept the check register expenditures of \$47,362.07 for May, Roger Sassen seconded. Motion was passed by a unanimous voice vote.

## **Management Report**

Telephone log line items were reviewed.

Management sent out 8 assessment letters in April.

Management will send out 4 welcome packages for sales completed in April.

Thirty-nine property liens will be filed this month; 16 of these are current year delinquencies.

Assessment income received in April was \$2,230.

Management received a resident inquiry questioning the purpose of a Resident Information List as noted in the April minutes; topic to be discussed under Old Business.

Roxanne Nagel sent a letter of resignation to the Board of Directors effective 5/4/14.

The damaged fence along Heritage Farm was repaired by the Abby.

Parvin-Clauss was awarded the contract for GTIA signage replacement. Management is working with the Village of Lisle to procure permitting; and is working with a designer to make final finishes and color selection for the new exterior signage.

DuPont issue remains in their queue.

Spring clean-up and edging was completed in all accent areas. It was noted that due to the severity of our winter this year we have a larger inventory of damaged plant material in our accent areas. A list will be submitted to Maintenance Committee for their review and consideration. Landscape designs and proposals will be submitted next month.

On April 28<sup>th</sup> 50 seedlings were planted in the Nursery. Betty Long commented that the Nursery looks good and the seedlings were all well placed.

Management met with a Landscape Architect to update accent areas after new signs are installed. Drawings will be submitted for committee review upon request.

Mowing of the common areas commenced April 28<sup>th</sup>; fertilization scheduled for next week.

Management detailed the current expenses of delinquent mailing procedures. After discussion, the consensus of the Board was to continue with the existing process.

Management provided a list of April newcomers. Board members are encouraged to call on newcomers in their respective areas.

**Finance Committee** – Michael Olson commented that the Finance Committee may want to discuss assessing harsher penalties on delinquent assessment accounts.

**Maintenance Committee** – Les Lavin mentioned that Heritage Farms residents have expressed approval that the fence has been repaired and have encouraged installation of landscaping as quickly as possible to deter trespassers. Les and members will plant four bushes that Management will procure within the next couple of weeks.

Les suggested that the Board consider installing new signage in more appropriate locations. It has been suggested that the sign at the Surry Ridge entrance be moved to a higher elevation. The sign located at Benedictine Parkway appears sub optimal and we might consider changing this location if agreed to by all affected parties. Discussion took place regarding placement of a Green Trails sign near the entrance into Green Trails from Seven Bridges. Suggestions were made that signage be installed near the intersection of Green Trails and College Road. Peter Bakas suggested that Management obtain the history of when and where signs were initially installed as well as any signage obligations prior to making any decisions. Minutes of the December 2012 Sign Committee meeting containing Joe Broda's history of the signs will be forwarded to Management who will investigate the matter further and prepare a summary for distribution to the Board for their review.

Les Lavin stated that he and Betty Long had trimmed as much of the Imprelis-damaged tree branches as could be reached with their equipment. Management was requested to obtain a quote to professionally trim the higher elevations of three remaining damaged trees. Board consensus was that if the quote was under \$1,000, the bid should be circulated by email to Board members for quicker approval.

As noted by Management 50 seedlings had been recently planted in the nursery. Les stated that there is space available in the nursery for additional seedlings as offered by the Park District. Management will contact the Park District and coordinate planting with the Maintenance Committee.

Les commented that both Management and Maintenance Committee have received complaints from residents regarding damage to common areas by the mowing contractor. Management has advised the contractor that care must be taken when mowing if the ground is wet and has explicitly advised that if ruts are made in the process, it is the responsibility of the contractor to fill these in. Upon inspection or after receiving a complaint from a resident, Management advises the contractor of problems and instructs them to take corrective action immediately.

Les reported a special request had been sent to Management regarding GTIA's stump grinding practices. In the past, once a tree stump is ground up, the chips are left on top for about a year; once the ground has settled, the chips are spread over the area as mulch and fill is added as needed. After discussion, the Board consensus was to continue to generally follow this policy, but if restoration can be done in a cost-effective manner sooner because of having a number of areas to fix, then to proceed accordingly.

#### **Communications Committee – No Report**

**Parks Committee** – Pat Coughlin-Schillo requested Board members to forward to her their completed Park Evaluation Forms as soon as possible. Lou Beccavin attended the April Lisle Park District Board meeting; Vern Goering will attend the May meeting. Marg Hough noted that the Park District will open their SEASPAR area at the Community Center on May 31<sup>st</sup>, 1:00 – 3:00PM and encouraged all to attend. Pat Coughlin-Schillo has received detailed information from a Green Trails resident about the use of organic products for lawn care as opposed to the less “environmentally friendly” fertilization products currently applied. This information will be sent to Management for distribution to Board members for their review.

**Nominating Committee** – Peter Bakas invited Board members to send in nominations for the open Board Member position.

#### **Old Business/New Business -**

In response to the request of a couple Board members for a list of residents in their area, Board President, Peter Bakas, distributed copies of a proposed Policy, for Board review, to cover limited distribution of this corporate asset for Board related business only and further requiring the signature of a confidentiality agreement by the requesting Board member..

**Board Motion:** Betty Long moved to approve the Policy Statement as presented, Michael Olson seconded. After much discussion, and a request to correct a typing error, the motion as amended was passed by a unanimous voice vote.

#### **Adjournment**

**Board Motion:** .There being no further business, Michael Olson motioned to adjourn the meeting, Roger Sassen seconded. The motion was passed by a unanimous voice vote; the meeting was adjourned at 8:55 p.m.

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