

Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, November 10, 2015

Peter Bakas called the meeting to order at 7:30 PM at Trinity Grounds for Hope. Board members present: Peter Bakas, Pat Coughlin-Schillo, David Derbyshire, Tony Dolinar, Linda Gilbert, Marg Hough, Bob Klaeren, Les Lavin, Betty Long, Chris Lotysz, Michael Olson, Alden Snyder. Board members excused: Mark Munoz and William Swiderski. Board member absent: Roger Sassen. Management: Julie and Tom Maschmeier. Paula Gleason was Recording Secretary. A quorum was present.

Open Forum – A couple of Green Trails residents were in attendance to submit ballots and hear the election results.

Minutes of the Prior Meeting:

Minutes of the October meeting were reviewed. It was noted that an identifying lot number be used in the minutes when referencing a GTIA resident, as per existing practice instead of listing legal name.

Board Motion: Bob Klaeren moved to approve the October minutes as amended, Linda Gilbert seconded. Motion was passed by a unanimous voice vote

Treasurer's Report

Michael Olson reviewed the October Balance Sheet and Income and Expense Statement.

Board Motion: Alden Snyder motioned to accept the check register expenditures of \$22,514.54 for November, Bob Klaeren seconded. Motion was passed by a unanimous voice vote.

Election Results

Marg Hough reported the following election results:

Area F – Alden Snyder	Area K – No Candidate
Area G – Mark Munoz	Area M – No Candidate
Area I – Susan Quasney	Area O – No Candidate
Area J - Mike Monroe	

On behalf of the Board, Peter Bakas extended congratulations to the newly elected Board members.

President's Report on State of Green Trails

In 2015, the annual assessment remained \$180; total to be collected \$397,008. To date, we have collected \$390,788, leaving us with an amount of \$6,220 uncollected for the current year. Adding in the uncollected balance from past years, which also includes administrative late fees and associated costs for filing liens, the total uncollected is \$37,400 which is up from last year by \$9,538.

As part of the annual billing assessment, Management successfully launched a new online payment option for residents who prefer to pay via a credit card or ACH. The service will be activated again on November 30, 2015 through BluePay. A convenience charge of \$5.00 will be

assessed at the time of payment which covers the cost of the transaction. A link can be found on the Green Trails Website.

The primary expenses for 2015 included the seasonal trail maintenance program, general common area upkeep and a continuation of the 2014 campaign to upgrade all five (5) entry sign locations throughout the Green Trails Subdivision, in conjunction with the eight (8) primary accent areas. To compliment the new Green Trails signage, more than 22 tons of decorative stone were added and the planting beds completely revamped to incorporate a fresh and inviting new look to the community. Based upon comments received from the residents and visitors alike, the program was well received.

The effects of the Emerald Ash Borer disease and the overall maturation of trees throughout Green Trails have mandated a substantial increase to the 2015 budget for tree removal, pruning and storm damage repair. It is worth noting the Board's decision to solicit competitive bids last year for turf and landscape maintenance provided a saving of approximately \$40,000 which was allocated to offset the increasing maintenance demands. Approximately 65 trees will be removed this year alone. In a concerted effort to maximize dollars spent, the tree removal was staged for the off season and the trees batched by quadrants resulting in significant savings. Furthermore, 50 plus trees have been identified for removal in the upcoming years and the inventory will continue to rise. Subsequently, additional funding will be allocated to this budgetary item for the continued removal of ash trees and other maturing species as we move forward into 2016. Additionally during the year, the Maintenance Committee transplanted 17 conifers and several Swamp Oaks from the Pine Grove nursery to designated areas within the Green Trails common area.

Green Trails owns approximately 77,411 ft. (or 14.66 miles) of asphalt trails and 7,596 ft. (or 1.43 miles) of concrete sidewalks. In 2015, we expended \$87,000 for the seasonal trail maintenance initiative which includes the following services: crackfill, sealcoating, overlay, trip hazard repair and trail restoration. In the spring of 2015, the Board solicited competitive bids for trail work. As a result, there was a significant savings of more than 25% (+\$30,000) versus original budget. Said savings were achieved by implementing several new procedures and reducing the need for costly turf restoration.

From an administrative standpoint, several new programs were introduced during the course of the year. On January 13, 2015 the GTIA Board of Directors adopted the "Violation of Rules & Regulations" Policy which is designed to address the misuse and/or encroachments upon the Green Trails common areas as set forth in the Declarations of Covenants, Conditions and Restrictions. The new policy was published in the March, 2015 issue of the Pathfinder newsletter and a copy can be found on the Green Trails website. The Green Trails website was moved to a new host site to enhance reliability and control of the website itself. Currently, Management is updating the GTIA Billing System which will make it more compatible with QuickBooks, providing greater flexibility for financial reporting.

The 2016 Budget anticipates spending of \$431,869 in comparison to \$457,189 of 2015 reforecast. The key differences between the two years are that no major projects are planned in 2016 and these savings are offset in part by a new item for special legal fees. Overall, the 2016 budget draws down on GTIA reserves by approximately \$24,000. A key project for the Board in 2016 will be in the area of governance in drafting a communications policy to handle interactions between board, management and 3rd party contractors. The policy on administrative fees will also be reviewed. Additionally given the 2015 reconfiguration of costs for turf and path maintenance, 2016 is a good year for the Board to update the Replacement Fund study. In closing, both the Board and Management worked for the betterment of Green Trails and expect 2016 to be an even more successful year. Thanks to all of the Board members for their volunteerism and passion for Green Trails as a great community to call home.

Management Report

Telephone log line items were included in the Board packet.

Minimal turf restoration was completed by Balanced Environment's post trail/asphalt work.

Balanced Environment has commenced the fall tree removal program. A total of 53 trees will be removed and several large willow trees will be pruned. Stump grinding and seed blanket restoration will begin the week of Thanksgiving and be completed by the end of November. Management will continue to monitor the existing inventory of trees earmarked for future removal.

This year the GTIA holiday decorations will be organic, there will not be any decorative lights.

Management forwarded a GTIA resident's email to Marilyn Sucoe of the Village of Lisle for review. VOL has recognized this area as having a storm water management issue.

In response to a GTIA resident request to remove a corkscrew willow from their backyard, Management confirmed the tree straddles the resident property and GTIA common area; the resident agreed to split the \$1,100 cost of removal.

In response to Management's education letter with an expiration date of compliance to a non-resident address as notice of Rules & Regulations violation for installation of a PVC sump pump going into our storm water system without permission from GTIA or VOL, owner is responsible for damage done to the trail and a second letter of notice has been sent to the owner.

Cutrara & Company recommended using QuickBooks on-line to provide automatic backup in conjunction with the GTIA backup system, but at a bank-level security status. The system offers several different options to include the ability to download certain financial information that will enhance the annual audit examination. Peter Bakas asked that Management obtain the security protocols for the on-line system and to report back to the Board.

2015 annual assessments of \$520 have been received in October.

Management completed nine assessment letters and one refinance letter in October.

Management will send out eight welcome packages for sales completed in October.

Management filed two Release and Cancellation of Lien forms.

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

Finance Committee – Michael Olson noted the need for final approval of the proposed 2016 budget as published in the November Pathfinder.

Board Motion: Michael Olson motioned to approve the proposed 2016 budget as published in the November Pathfinder, Marg Hough seconded. Motion was passed by a unanimous voice vote.

Betty Long requested that a meeting be scheduled for the Finance Committee to review how reserve fund numbers are reported in the monthly financials and the audit report to improve the consistency of printed reports. Michael Olson suggested the meeting will be held in January and noted there are a couple other items that he would like to address.

Maintenance Committee Les Lavin commented on the 2016 maintenance outlook. As a mature subdivision we can expect that many of the facilities and amenities installed during the early development stages, including the gazebo and trail lighting, may need to be replaced and the Maintenance Committee will be considering cost effective yet aesthetically attractive replacement alternatives. In addition to impacts of aging, we have been experiencing other adverse impacts within the common areas; our tree inventory has sustained a series of infestations which have necessitated premature removal of the stock and replacement considerations are more complex than have been experienced previously, changing environmental and safety considerations and standards may impact our long-standing trail maintenance procedures as well as our choice of replacement materials, and an evolving regulatory climate may require that we further modify our maintenance approaches or in some cases the character of our common area. In view of the above, it will be necessary for both Management and the Maintenance Committee to keep abreast of potential impacts proactively as well as to anticipate best practicable means to address future threats, normal life cycle expiration, changing requirements or other challenges. In parallel with the above consideration the Maintenance Committee and Management will be looking for additional means to optimize overall maintenance costs. Cost reduction and performance improvement efforts over the course of the past year were highly successful and other opportunities are now being considered. In summary, there is much to do in the maintenance area moving forward and the challenges that we are beginning to face seem to be far from business-as-usual.

Communication Committee – No Report

Parks Committee – Pat Coughlin-Schillo noted that today she emailed to Management, for distribution to the Board, a detailed report of the results of her meeting with Aaron Cerutti. Linda Gilbert provided a synopsis of the October Park District Board meeting. Betty Long will attend the November Park District Board meeting.

Nominating Committee – None

Old Business/New Business –In reference to an action item in the October minutes, Tony Dolinar inquired if a letter had been sent to Rob Bollendorf by Management; Management replied in the affirmative.

Board Member Area Reports - None

Executive Session

Board Motion: Pat Coughlin-Schillo motioned to adjourn to Executive Session, Alden Snyder seconded. The motion was passed by unanimous voice vote at 8:30 p.m.

Board Motion: Bob Klaeren motioned to adjourn from Executive Session, Marg Hough seconded. The motion was passed by unanimous voice vote at 9:08 p.m.

Board Motion: Bob Klaeren motioned to approve the payment to Management of a one-time incentive for the 2015 calendar year in the amount of \$7,000, Alden Snyder seconded. The motion was passed by a unanimous voice vote.

Adjournment

Board Motion: There being no further business, Michael Olson motioned to adjourn the meeting, Bob Klaeren seconded. The motion was passed by a unanimous voice vote; the meeting was adjourned at 9:10 p.m.

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