

## **Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, February 9, 2016**

Peter Bakas called the meeting to order at 7:30 PM at Kennedy Jr. High School. Board members present: Peter Bakas, Pat Coughlin-Schillo, Tony Dolinar, Marg Hough, Les Lavin, Betty Long, Chris Lotysz, Michael Monroe, Mark Munoz, Susan Quasney, Alden Snyder, William Swiderski. Board members excused: Linda Gilbert and Michael Olson. Absent: Bob Klaeren. Management: Julie and Tom Maschmeier. Paula Gleason was Recording Secretary. A quorum was present.

**Open Forum** – Balanced Environment Account Manager, Mike Teiber, was in attendance to respond to any questions relative to the proposed Balanced Environment landscape maintenance multiple year contract with GTIA and their contract for annuals. Also discussed were the merits of using moisture retention granules in an effort to reduce dependence on the amount of watering necessary to maintain the health and appearance of accent area foliage.

**Board Motion:** Marg Hough motioned to accept the Balanced Environment 3-year landscape maintenance contract as presented, Pat Coughlin-Schillo seconded. Motion was passed by a unanimous voice vote.

**Board Motion:** Alden Snyder motioned to accept the Balanced Environment annual contract as presented in the amount of \$3,597.00, William Swiderski seconded. Motion was passed by a unanimous voice vote.

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

Minutes of the January meeting were reviewed. Betty Long indicated the last sentence under Maintenance Committee be revised to read: “There are currently 80 Scotch Pines and 50 Austrian Pines along College Road and 110 trees in the nursery.” Betty also requested a change to the last word in the first sentence under Board Member Area Reports from “south” to “north”.

**Board Motion:** Betty Long moved to approve the January minutes as amended, William Swiderski seconded. Motion was passed by a majority voice vote, with one abstention.

### **Treasurer's Report**

In Michael Olson's absence, Peter Bakas reviewed the January Balance Sheet and Income and Expense Statement, noting that the MB Financial CD would be due to mature on 2/12/16. After Discussion, the consensus of the Board was to leave the funds at MB financial on a short term basis while Management continues to research for higher interest rates.

**Board Motion:** William Swiderski motioned to accept the check register expenditures of \$7,838.60 for February, Alden Snyder seconded. Motion was passed by a unanimous voice vote.

### **Management Report**

Telephone log line items were included in the Board packet.

Management had a follow-up meeting with Village of Lisle Public Works to discuss developing a more equitable share of the mowing costs for the area that GTIA cuts on behalf of the Village that are right of way. Subsequently, Management sent a letter to the Village Manager requesting a meeting to develop a formal agreement.

Management sent 227 letters on 2/1/16 to respective residents as notification of past due status and the attendant admin late fee of \$20.

In response to the Finance Committee recommendation, Management sent additional Independent Auditor RFP's to: JCMP & Associates, P.C.; Dugan and Lopatka Financial Services, and Michael Mahoney, P.C.

January 2016 annual assessments of \$368,000 were collected from 1,910 units.

Management completed one paid assessment letter in January.

Management will send out two welcome packages for sales completed in January.

Management filed two Release and Cancellation of Lien forms.

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

**Finance Committee** – In Michael Olson's absence, Peter Bakas provided a synopsis of the recent Finance Committee meeting:

The Committee recommended that the Board consider FDIC insured internet banks in search of higher rates.

Bill Swiderski, with Betty's assistance, will continue with the draft of the collection policy as to the amount of fees to be assigned on resident delinquent accounts. The Committee will present the draft of the Collection Policy at the next Board meeting.

The Committee would like to meet with the Maintenance Committee and establish a timeline to begin budgeting for next year.

In order to prepare for long range financial planning, the Committee recommended that an independent engineer/consultant be hired to update and analyze the adequacy of the replacement reserve balance.

The Committee discussed implementing changes to the fees to be assessed for paid assessment letters and requests for additional governing GTIA documents.

Betty Long requested that Management and Michael schedule another Finance Committee meeting prior to the next Board meeting.

**Maintenance Committee** - Les Lavin had no new report.

**Communication Committee** – Marg Hough had no new report.

**Parks Committee** – Pat Coughlin-Schillo noted that she had been unable to attend the January Park District Board meeting; therefore she will attend in August; Linda Gilbert will attend in December. Susan Quasney will attend the February Park District Board meeting.

**Old Business/New Business** – Peter Bakas asked for comments on the draft Communications Policy, as distributed to Board members at the last meeting. After some discussion, it was recommended that Bill Swiderski revise and prepare another draft for the Board to consider at the next Board meeting.

### **Board Member Area Reports**

**Area C** – Marge Hough asked for a clean-up project to be commenced in their common areas.

**Area J** – Michael Monroe reported there are a large number of skunks throughout the trail system and inquired if spraying for grubs would ease the situation.

**Adjournment**

**Board Motion:** There being no further business, Alden Snyder motioned to adjourn the meeting, Pat Coughlin-Schillo 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