

# **Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, March 8, 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, Linda Gilbert, Bob Klaeren, Les Lavin, Betty Long, Chris Lotysz, Michael Monroe, Mark Munoz, Michael Olson, Susan Quasney, Alden Snyder and William Swiderski. Board member excused: Marg Hough. Management: Julie and Tom Maschmeier. Paula Gleason was Recording Secretary. A quorum was present.

**Open Forum** – None

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

Minutes of the February meeting were reviewed.

**Board Motion:** Mark Munoz moved to approve the February minutes, Pat Coughlin-Schillo seconded. Motion was passed by a majority voice vote, with one abstention.

## **Treasurer's Report**

Michael Olson reviewed the February Balance Sheet and Income and Expense Statement, noting that the two TCF Bank CDs would be due to mature on 4/24/16 and 4/29/16 respectively. The MB financial CD was deposited into the Lisle Savings Bank account; \$81,000 was transferred from Lisle Savings Bank to West Suburban Bank; \$245,000 from West Suburban Bank was deposited into a 13-month CD for 1.15% interest, at Republic Bank of Chicago; \$158,000 was transferred from Lisle Savings Bank to Hammi Bank.

**Board Motion:** William Swiderski motioned to accept the check register expenditures of \$7,879.62 for March, Alden Snyder seconded. Motion was passed by a unanimous voice vote.

## **Management Report**

Telephone log line items were included in the Board packet.

Balanced Environment has placed their order for the sign/accent areas' summer flowers and will target installation of the annuals for Mothers' Day.

Management sent 95 certified and 1<sup>st</sup> class letters on 3/1/16 to respective residents as notification of the "Statutory Thirty (30) Day Demand Prior to Filing Lien" for payment of past due amounts.

Management distributed copies of the one quote received from JCMP & Associates in response to the Independent Auditor RFP. Two other accounting firms that were asked to bid did not respond affirmatively or timely. If its proposal is approved, JCMP agreed to commence their audit in May and complete it by early June. JCMP would subsequently file an extension for tax returns on our behalf.

**Board Motion:** Betty Long motioned to accept the JCMP & Associates, P.C. two-year proposed contract as submitted, Michael Olson seconded. Motion was passed by a unanimous voice vote.

February 2016 annual assessments of \$32,870 were received.

Management completed five paid assessment letter in February.

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

Management filed one Release and Cancellation of Lien form.

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

**Finance Committee** – Michael Olson had no new report.

**Maintenance Committee** - Les Lavin, Peter Bakas, Management and Susan Quasney met on March 1<sup>st</sup> to review several issues including; determination of responsibility for debris removal within culverts on drainage easement, estimate the level of effort necessary to review and update long-term costs associated with maintenance and upgrades of facilities within the common area, and development of more comprehensive GTIA property maps and property descriptions. During the course of the discussions, current software products and hardware technologies which hold potential for addressing the mapping tasks were discussed. Linda Gilbert offered to check into the feasibility of enlisting assistance from Elmhurst College students in this regard.

Les also noted that the Maintenance Committee and Management will need to evaluate the condition and life expectancy of over 200 GTIA light poles. An increasing number of the lighting fixtures and poles have been determined to require replacement and it is time to begin looking into alternative replacement products and strategies for our aging trail lighting fixtures. We will be considering technologies which are environmentally friendly as well as cost effective.

**Communication Committee** – In Marg Hough’s absence, there was no new report.

**Parks Committee** – Susan Quasney gave a synopsis of the February Park District Board meeting. Chris Lotysz will attend the March Park District Board meeting.

**Old Business/New Business** – Peter Bakas asked for comments on the revised proposed Communications Policy and the proposed Collections Policy. The consensus of the Board was to ask Management to email copies of both policies to Board members for their review prior to the next meeting, and to also include hard copies of subject policies in the next Board member packets.

### **Board Member Area Reports**

**Area F** – Alden Snyder reported a standing water issue, near a resident’s home, in the common area on the north side of Tanglewood Drive, bordering College Road near the nursery. This area had been addressed several years ago but will be reviewed by the Maintenance Committee. Susan Quasney offered to assist with investigation of current conditions within the area of concern.

### **Adjournment**

**Board Motion:** There being no further business, Michael Olson motioned to adjourn the meeting, Alden Snyder seconded. The motion was passed by a unanimous voice vote; the meeting was adjourned at 8:25 p.m.

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