

Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, September 13, 2016

Peter Bakas called the meeting to order at 7:35 PM at Kennedy Junior High School. Board Members present: Peter Bakas, Pat Coughlin-Schillo, Tony Dolinar, Bob Klaeren, Les Lavin, Betty Long, Chris Lotysz, Michael Monroe, Mark Munoz, Michael Olson, Susan Quasney, Alden Snyder, Bill Swiderski. Board Members excused: Linda Gilbert, Margaret Hough. Management: Julie and Tom Maschmeier. In Paula Gleason's absence, Bill Swiderski was recording secretary. A quorum was present.

Open Forum – None

Minutes of the Prior Meeting:

Minutes of the August meeting were reviewed.

Board Motion: Bob Klaeren motioned to approve the August minutes, Michael Olson seconded. Motion was passed by a unanimous voice vote.

Minutes of July Meeting

Betty Long noted a correction required for the July meeting minutes regarding a statement about cost to inspect light poles and cables that was attributed to her. She requests the July minutes to reflect that ComEd personnel have offered no opinion on the GTIA cables and it was her personal opinion that the cables be replaced on an as needed basis.

Treasurer's Report

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

Board Motion: Mark Munoz motioned to accept the check register expenditures of \$32,472.41 for September, Bob Klaeren seconded. Motion was passed by a unanimous voice vote.

Management Report

Telephone log line items were included in the Board packet.

Balanced Environment completed trail prep work ahead of Murphy Paving by pruning and cutting back obstructions along the designated trails. Balanced Environment will also prune other areas in need as identified per the trail evaluation process.

Murphy Paving commenced the paving program as planned. Overlay work commenced on 8/30/16 and they are currently approximately 85% completed. Seal coating is expected to be completed by the end of this week and trip hazard work will continue through mid-September. In addition, turf restoration will be needed in some areas that Management will address with Balanced Environment at the completion of the paving program.

Balanced Environment applied fertilizer and broadleaf weed control the week of August 22nd.

Approximately 350 tree rings were treated with RoundUp along Green Trails Drive, East Abbeywood Drive and the Pine Grove.

Les Lavin and management met on site with Marilyn Sucoe of the Village of Lisle and resident to review the resident's request regarding the common area north of Account #HF5060 property.

The Village of Lisle will be working with Balanced Environment to install a drainage pipe to the storm sewer to address the problem. Design and cost analysis is ongoing.

Management is currently reviewing an easement agreement with a resident concerning the path and a fence in the rear of Account #CWD070.

Acct#LW1004 had contacted management to address a standing water issue in the southwest corner of their property. Management submitted an email and pictures to Marilyn Sucoe at the Village of Lisle, who reviewed and determined that it is a resident issue.

A "For Sale" sign was placed in the common area near Account #HF5006. The realtor was informed of the encroachment and the sign was removed in a timely manner.

Management completed seven paid assessment letters and one refinance letter in August.

Management will send out six welcome packages for sales completed in August.

CNA Fidelity Bond was renewed for one year effective 9/15/16.

JCMP filed the 2015 tax return effective 8/15/16.

Management submitted the updated election article and candidate ballot for reprint in the September 2016 Pathfinder.

Management released two liens.

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

Finance Committee - Michael Olson distributed copies of the proposed 2017 budget for review. Michael highlighted that the Board will not be raising assessments in 2017. On the expense side, notable budget items include approximately \$21k to remove the gazebo, which has reached the end of its life, and replace it with a stone/paver landscaping concept to be approved by the Board in 2017. In addition, a \$12k placeholder was added to the budget for GPS mapping software and hardware to be used by the Board to determine boundary lines without having to order surveys. Michael also noted that the Finance Committee discussed that most of the GTIA light poles are beyond their expected life and will be in need of replacement in the coming years. Management and Susan Quasney will be reviewing replacement options in 2017 with the plan to start a replacement program as early as 2018.

Betty Long inquired why the Follow-Up Billing budget amount was much higher than prior year budget. Management explained that the line item in question covers paper and other supplies related to billing which need to be re-ordered in bulk when they run out so the expenditures are not expected to be consistent year over year.

Peter Bakas asked management to increase the budget for tree planting by \$1,000 to account for additional trees to be moved from the nursery in the spring, which was not accounted for in the original budget.

Board Motion: Bob Klaeren motioned to publish the proposed 2017 budget in the November Pathfinder subject to the \$1k revision noted above, Pat Coughlin-Schillo seconded. Motion was passed by a unanimous voice vote.

Michael Olson led a discussion concerning the fees that GTIA is currently charging Members for paid assessment letters. Management currently provides the paid assessment letter free of charge

except in the case of a rush request (less than 14 days) when a \$25 fee is assessed. The Finance Committee recommended to the Board that the fee be increased to \$100 for regular requests and \$175 for rush request less than 10 days. The Finance Committee provided rationale for the proposed fee increase including: that even after the increase, GTIA is still well below market for such services compared to neighboring HOA's, a need to fairly compensate GTIA for work required by management to complete these requests, and a desire to collect additional revenue to help offset annual delinquents.

The Board had a discussion about the proposed fee structure with Board Members Michael Monroe and Chris Lotysz requesting an explanation of the effort required by management to prepare the letters. Betty Long queried whether it would be more equitable to charge less for paid assessment letters on refinances as opposed to sales as there is less paperwork required for management to complete in a refinance. Michael Monroe asked how the fees would be collected. Management explained that the level of work varied but it was more complex than just completing a form letter as there are pages of forms to be completed and sometimes Board Documents and Financial Statements to retrieve and send. Management also agreed that refinance letters were generally less involved than sales, but the level of work required was hard to gauge as the requests are not consistent among lenders.

Board Motion: Bob Klaeren motioned to accept the Finance Committee recommendation to increase the fees charged on paid assessment letter to \$100 for regular requests and \$175 for rush requests less than 10 days to be effective December 1st 2016, Michael Olson seconded. The motion passed by a majority vote of 11 affirmative and 2 negative.

Maintenance Committee - Les Lavin reported that 8 trees have been identified to be moved from the nursery to be planted along College Road in the fall. Betty Long negotiated pricing of \$89 per tree planting with the vendor. In addition, one tree currently in the GTIA common area will be relocated to a nearby location. There are 6 large deciduous trees in the nursery that should be ready to be moved in the spring.

Communication Committee – In Marg Hough's absence there was no report.

Parks Committee – Pat Coughlin-Schillo attended the August Park District Board meeting and provided a summary of items relevant to Green Trails. The Park Board discussed a plan to replace the dying shrubs at the back end of Woodglen Park. In addition, the Park Board is planning on replacing all the park signs within 2-3 years, including the signs within Green Trails. Peter Bakas will attend the September Park District Board meeting.

Old Business/New Business

Management reported that we are testing a new eco-friendly seal coating option in one small section of the trail to alleviate resident concerns about possible carcinogens in the traditional seal coating materials. The new material was applied to the test section last week and Management already received positive feedback from one resident. Management will continue to monitor the section to see how it wears over the next couple of years before deciding if we should expand the program further.

Board Member Area Reports:

Area A – A resident reported to Management that the fence along the northwest side of Area A adjacent to Four Lakes was recently cut. Les Lavin noted that the fence in this area has been cut numerous times in the past and the Board is reviewing its options to handle the problem.

Area D – Tony Dolinar inquired about the corrugated, galvanized sewer pipes along the trail that appeared to be damaged. Les Lavin noted that he inspected the pipes with Management and they appeared to be functioning as intended and Les did know of a way to make the support brackets protrude less should it be necessary. Susan Quasney offered to inspect the pipes as well and report back next month.

Area F – Alden Snyder reported to Management a possible landscaping encroachment in Area F; Management to review the area in question with Alden to determine next steps.

Area H – Management informed the Board of a resident request to trim back the bottom portion of an evergreen near College Road that is overgrown. Balanced Environment will review the tree and prune as necessary.

Area J - Michael Monroe noted that there are some recently cut bushes along the trail on Trinity Drive near Scarlett Oak that pose a hazard as there are sharp branches near the edge of the trail. It was noted by Betty Long that the trail in the area in question comes right up to the resident's property line and the bushes likely belonged to the resident. Management will review the area and discuss with resident.

Adjournment

Board Motion: There being no further business, Michael Olson motioned to adjourn the meeting, Pat Coughlin-Schillo seconded. The motion was passed by a unanimous voice vote; the meeting was adjourned at 8:48 p.m.

Respectfully submitted,
Bill Swiderski, GTIA Secretary
Paula Gleason, Recording Secretary
Signatures on File