

Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, January 12, 2021

In compliance with Covid-19 pandemic guidelines, Peter Bakas called the meeting to order at 7:31 p.m. via teleconference. Board members participating: Greg Athas, Peter Bakas, Joe Broda, Pat Coughlin-Schillo, Jevon Knowles, Les Lavin, Gary Ledvora, Mark Munoz, George O'Hare, Michael Olson, Pavel Snopok, Alden Snyder, Liz Sullivan and John Warrington. Board member absent: Bob Klaeren, Management: Laurie Barker. Paula Gleason was Recording Secretary. A quorum was available.

Open Forum – Two Green Trails residents were in attendance to share information and observe.

Minutes of the Prior Meeting

Minutes of the December meeting were presented for review. A correction was offered to amend the spelling of the last name of the recently appointed Area M director from Abbott to Athas.

Board Motion: Alden Snyder motioned to approve the December meeting minutes as amended, Pat Coughlin-Schillo seconded. Motion was passed by a unanimous voice vote.

Welcome to Board Members

Peter extended congratulations to newly elected director Jevon Knowles Area J and appointed directors Greg Athas Area M and Michael Olson Area O.

Treasurer's Report

Joe Broda reviewed the December Balance Sheet and Income and Expense Statement. Joe also requested inclusion of the ACM Management fee in the monthly check register and the ComEd automatic payments.

Board Motion: Liz Sullivan motioned to approve the amended check register expenditures presented of \$7,995.36 for January, George O'Hare seconded. Motion was passed by a unanimous voice vote.

Management Report

Financial reports for December 31, 2020 included residential delinquent accounts, general ledger investment report, balance sheet, budget comparison report, accounts payable cash disbursement, accounts payable vendor history report, residential receipts report and monthly general ledger.

Joe Broda will continue to prepare the monthly financial summary report. A January 2021-to-date list of closings was included. ACM property inspections ended at the end of November but will resume in March along with 15% of the trails and a portion of the other common areas.

ACM will forward a copy of their collection procedures form to the Finance Committee for their review of the proposed automated process to utilize a collection attorney for collection of 2021 delinquent assessments. Laurie Barker is working with the County to determine if management would be able to use a screen shot from the County Tax Assessor to verify ownership and add a 2nd owner to an existing account. Laurie provided a copy of the 2021 ACM Management Plan.

Phone/Email Log

Alden Snyder commented on several residents' calls regarding ice on the trails resulting from illegal sump pump discharges. Management will continue to follow up on these calls, take photos of the problem areas and forward to Les Lavin to review and advise how to handle. Residents

need to be continually warned that sump pump discharge into any common area is a violation of GTIA documents and may result in a fine. Further, Village ordinance requires that the sump pump discharge be a minimum of 3 feet inside a homeowner's property line.

Maintenance Committee

ACM will negotiate a reduced contract price with Balanced Environment (BE) relative to the reduced acreage necessary for BE to maintain.

Balanced Environment (BE) submitted a proposal to ACM of recommendations for spring planting for the signage and accent areas. Les Lavin requested that ACM negotiate with BE to amend the proposal with more perennial stock for the accent areas and use of annuals that do not require excessive watering and reduce the mulch requirements.

Board Motion: Alden Snyder motioned to approve the amended proposal in an amount not to exceed \$5,300, Mark Munoz seconded. The motion was passed by a unanimous voice vote.

Maintenance will make recommendations regarding the Tyrnbury entrance island. In the interim, ACM will request R&D to cut back the Bayberry bushes to eliminate their dead growth while dormant.

Three more small dead trees were observed. ACM will request a proposal from T&M to take advantage of lower cost "winter removals".

ACM is following up for payment of the invoice submitted to Village of Lisle (VOL) for mowing/fertilization/weed control completed by GTIA.

Light poles ordered through Volt Electric were re-scheduled for late January delivery, however, installation will not be possible until spring due to conditions. Volt will store the poles at their facility. Installation costs are included in the 2021 budget.

Les Lavin noted there are now five light fixtures which are not working and ACM will ask Volt to inspect and repair them as soon as possible. Board members as always are encouraged to look for any issues with light poles while walking their areas.

ACM gave a work order to Cattaneo Electric to upgrade electric service at four signage areas.

Board members provided suggestions to a GTIA resident who requested removal of a light pole in close proximity to his residence that shines light into a bedroom of the home. Board members consensus is that this light pole provides the necessary safety light on the adjacent trail and could not be moved, but will investigate means to address this issue.

Several issues in an area behind Telluride Court include replacement of a long retaining wall, removal of four Osage Orange trees overhanging the trail and resolution of an ongoing drainage problem. Les and Joe Broda met with the VOL Public Works to discuss drainage concerns. ACM obtained one survey bid to determine exact GTIA boundaries; several more competitive bids are being pursued. Budgetary quotes for a treated timber or a poured concrete replacement wall have been received. Maintenance recommends ACM simultaneously pursue a quote for a Unilock-type replacement wall.

Board Motion: Joe Broda motioned to approve the pursuit of the Unilock-type bid to complete the comparison as needed, Alden Snyder seconded. The motion was passed by a unanimous voice vote.

Les Lavin and Joe Broda met with VOL Public Works (PW) about regrading an ~150' section along Ridgewood Drive. PW agreed to regrade as soon as possible, GTIA will subsequently have a seed blanket installed, then keep the area mowed to reduce the line-of-sight safety issue.

Les Lavin and Marg Hough reviewed open maintenance items during their January 7th teleconference meeting with ACM.

Six items were removed from the Action List.

ACM will review recommendations during Board meeting Executive Session relative to one resident issue.

ACM will submit violation letters to five residents pertaining to encroachment issues.

ACM will maintain a list of identified trail issues to be addressed by our trail paving contractor.

ACM will contact ComEd to request relocation of one light supply pedestal due to interference with a large tree.

No regular inspections by ACM personnel are scheduled for the winter period. Board members are encouraged to report any observed maintenance issues to the Maintenance Committee. Note: Joe Broda sent an 8-1/2 x 11 GTIA map to Board Directors for their information.

Finance Committee

Joe Broda reported that of the 2,075 annual assessment invoices sent out in December, \$276,000 annual assessments from 1,538 units has been received as of today. ACM will send out letters on February 1st notifying respective residents as notification of their account past due status and subsequent administrative penalty fee.

Revised collection policies and processes will be reviewed by the Finance Committee prior to the next Board meeting.

Parks Committee – Pat Coughlin-Schillo noted she sent a current roster to Board members of scheduled Board member attendance at 2021 Lisle Park District Board meetings. In Bob Klaeren's absence, there was no synopsis of the December Park District Board meeting. Alden Snyder will attend the January Park District Board meeting.

Communication Committee - Liz Sullivan has agreed to chair the Communications Committee. Peter Bakas requested Committee Chairs to send their 2020 committee member rosters to him along with recommendations for 2021 revisions/additions to committee membership prior to the next Board meeting. Peter also asked Jevon Knowles, Greg Athas and Michael Olson to send their two committee member preferences to him for consideration. ACM management will prepare and distribute to the Board a revised 2021 Board of Directors roster.

Board Member Area Reports – None

Executive Session to Discuss Encroachment

Board Motion: Les Lavin motioned to move to Executive Session, Pat Coughlin-Schillo seconded. The motion was passed by a unanimous voice vote at 9:30pm. The Board meeting was reconvened at 9:48pm.

Adjournment

Board Motion: There being no further business, Michael Olson motioned to adjourn the meeting, Gary Ledvora seconded. The motion was passed by a unanimous voice vote, the meeting was adjourned at 9:49 p.m.

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