

Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, February 9, 2021

In compliance with Covid-19 pandemic guidelines, Peter Bakas called the meeting to order at 7:36 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 and Tom Skweres. Paula Gleason was Recording Secretary. A quorum was available.

Open Forum – A Green Trails resident was in attendance to share information and observe.

Minutes of the Prior Meeting

Minutes of the January meeting were presented for review.

Board Motion: Alden Snyder motioned to approve the January meeting minutes, George O'Hare seconded. Motion was passed by a unanimous voice vote.

Treasurer's Report

Joe Broda reviewed the January Balance Sheet and Income and Expense Statement. Joe requested inclusion in the monthly check register of all payments requiring Board approval including the pre-approved automatic payments and in-process invoices that have been pre-approved. Joe provided an amended check register and discussed details.

Board Motion: Gary Ledvora motioned to approve the amended check register expenditures presented of \$25,291.17 for February, George O'Hare seconded. Motion was passed by an affirmative voice vote of twelve with two abstentions..

Management Report

Financial reports for January 31, 2021 included residential delinquent report, balance sheet, budget comparison report, accounts payable cash disbursement and monthly general ledger. As requested by the Board, ACM will now export the monthly full invoice packet and full financial packet to the Board-only website in an effort to condense the monthly Board packet. January 2021-to-date list of closings was included.

ACM is waiting to hear how the Board would like ACM to address the collection of 2021 delinquent assessments. Laurie Barker confirmed that ACM will be able to use a screen shot of a county tax record from the County Tax Assessor to verify ownership and add a 2nd owner to an existing account.

ACM issued a work order to Volt to repair six lights and order a sensor-timer. A copy of the Volt invoice for the parts on order was shared with Board members present and will be discussed by Les Lavin during the Maintenance Committee Report.

Management received the Village of Lisle reimbursement check for the annual right of way areas that GTIA mows.

ACM requested Balanced Environment (BE) reduce the balance on their mowing contract to reflect elimination of ~1.3 acres of Park District property that will no longer be their responsibility to mow.

ACM requested Board guidance for what items should be removed and what alternate materials

would be approved as modifications to the BE proposal for annuals for spring planting.

Schwartz Nursery has been advised that Management anticipates the need to transplant six trees this spring from the GTIA nursery.

In response to the Board's request, ACM sent a work order to R&D to cut back the Tyrnburly entrance barberry bushes. This item will be further addressed in the Maintenance Committee Report.

Phone/Email Log

Several Board members commented on the number of residents' calls regarding problems accessing the Quick Pay application; Management is researching application fixes. Also noted were numerous inquiries concerning snow removal triggered by a general ACM e-mail e-blast that did not apply to GT. Management will investigate how to remove GT from its mass snow removal blasts that apply to their other clients.

Maintenance Committee

ACM advised they did address a reduction in contract price with Balanced Environment (BE) relative to the reduced acreage no longer necessary for BE to maintain. Details of the price change were requested to be transmitted to the Maintenance Committee.

BE submitted a revised proposal to ACM including recommendations for spring planting for the signage and accent areas. Maintenance reviewed/accepted the proposal and Les Lavin will sign a modified contract to be returned to BE; and requested that ACM pursue a second proposal for perennial stock for the accent areas.

R&D was confused when ACM issued a work order to cut back the Barberry bushes rather than accept the total proposal as previously submitted. ACM was requested to confirm verbally with R&D the exact limited extent of the scope of the work and advise that only that scope is Board-approved.

The Volt Electric invoice recently submitted to ACM does not include replacement parts on order for repairs or the sensor-timer for one light. Les Lavin advised the Board about a potential light fixture warranty claim which is being investigated by the fixture supplier and installation contractor.

ACM is waiting for an estimate from Inside Out for repair of moderate cracks in several light poles. One additional light requires ComEd action, which ACM will pursue. Board members as always are encouraged to look for any issues with light poles while walking their areas and report them to Maintenance.

Cattaneo Electric completed upgrades to the electric service at four signage areas. The installation will be inspected by Maintenance once the snow clears.

Several issues in an area behind Telluride Court that include replacement of a long retaining wall, removal of four Osage Orange trees overhanging the trail and resolution of an ongoing drainage problem are being addressed. ACM obtained survey proposals ranging from \$750 to \$1800 to determine exact GTIA boundaries within the area of concern. Pat Coughlin-Schillo offered to provide the name of an additional vendor if more competitive bids are required.

Board Motion: Liz Sullivan motioned to authorize Les Lavin to select the vendor for this project in an amount not to exceed \$1,500, Alden Snyder seconded. The motion was passed by a unanimous voice vote.

Communication Committee - Liz Sullivan provided Board members with descriptions of each committee. Liz requested every Board member to confirm their choice of the two committees they will join. The Communications Committee will handle the conversion of the Board of Directors book to digital format.

Parks Committee – Pat Coughlin-Schillo noted that Alden Snyder was unable to pre-register for the January Park District Board meeting, however Michael Olson stated that there was nothing specific mentioned during that meeting relating to GTIA. John Warrington will attend the February Park District Board meeting.

Finance Committee

Joe Broda reported that 83% of the 2021 annual assessments have been received as of today. ACM sent out 257 letters on February 1st notifying respective residents of their account past due status and subsequent administrative penalty fee.

Joe requested approval to purchase and establish a ZOOM account for committee and/or Board meetings. The consensus of the members was in the affirmative to proceed.

Joe recommended that GTIA's registered agent be changed to our management company, ACM. ACM mentioned that it does not act in this capacity for liability reasons and suggested that the registered agent should be GTIA's attorney.

Joe will schedule a Finance Committee meeting soon to review revised collection policies and processes.

Copies of the current 30-day demand notice were available for Board review. Peter Bakas suggested that our collection attorney, Keough & Moody, review the letter before mailing due to potential changes to it on account of the pandemic.

Assessment payments continue to erroneously be addressed by some residents to the GTIA post office box instead of the new address shown on the invoices. Joe and Laurie will send reminders to these residents to update their records with the proper payment address to ACM; the GTIA post office box will be closed in the near future.

Board Member Area Reports – None

Adjournment

Board Motion: There being no further business, Michael Olson motioned to adjourn the meeting, Joe Broda seconded. The motion was passed by a unanimous voice vote, the meeting was adjourned at 9:14 p.m.

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