

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

In compliance with Covid-19 pandemic guidelines, Peter Bakas called the meeting to order at 7:30 p.m. via teleconference. Board members participating: Greg Athas, Peter Bakas, Joe Broda, Bob Klaeren, Jevon Knowles, Les Lavin, Gary Ledvora, Mark Munoz, George O'Hare, Michael Olson, Pavel Snopok, Alden Snyder, Liz Sullivan and John Warrington. Board member excused: Pat Coughlin-Schillo. Management: Laurie Barker and Tom Skweres. Paula Gleason was Recording Secretary. A quorum was available.

Open Forum – Two Green Trails residents and an elected Lisle Township official were in attendance to share information and observe.

Minutes of the Prior Meeting

Minutes of the February meeting were presented for review.

Board Motion: George O'Hare motioned to approve the February meeting minutes, Liz Sullivan seconded. Motion was passed by a unanimous voice vote.

Treasurer's Report

Joe Broda reported that total income for the month of February was \$51,193.

ACM sent out 109 30-day Demand Notice letters on March 6th.

The total delinquent amount beginning February 1st, consisting of 20 accounts, was \$36,148.60. As of 2/28/21, one payment in full and two partial payments were received for a total of \$1,753.60, decreasing the total delinquent amount to \$34,395 for the 20 accounts.

Joe Broda, Laurie Barker, Tom Skweres and Don Franzese recently met to discuss and reconcile financial accounting.

Joe reviewed the February Balance Sheet and Income and Expense Statement. Joe presented the amended monthly check register of all payments requiring Board approval, including the pre-approved automatic payments and in-process invoices.

Board Motion: Liz Sullivan motioned to approve the amended check register expenditures presented of \$5,957.84 for March, Bob Klaeren seconded. Motion was passed by a unanimous voice vote.

Management Report

Financial reports for February 28, 2021 included residential delinquent report, general ledger investment report, balance sheet, budget comparison report, accounts payable cash disbursement, monthly general ledger and March 2021-to-date list of closings was also included. Peter asked and the Board approved to have ACM eliminate the sales price data on subsequent closing reports.

ACM is waiting for approval of a survey proposal; which will be commented upon by Les Lavin during the Maintenance Committee Report.

Laurie Barker confirmed that ACM contacted Elevations again to come out to provide pricing for a retaining wall for the Telluride project.

ACM sent a work order to R&D for identified winter projects and to cut back the Tyrnbury entrance barberry bushes. This item will be addressed in the Maintenance Committee Report.

Inspections of 15% of the common areas will commence soon under Covid-19 protocols of social distancing and wearing masks.

A homeowner contacted Management about a long-time flooding/water issue in their back yard caused by water coming across the trail. Les Lavin noted that this problem also involves several other residences, has been discussed with the Village of Lisle Public Works and a potential resolution is being addressed by all concerned.

Phone/Email Log

Management continues to provide weekly call logs to the Board.

Finance Committee

A Finance Committee meeting was convened on February 24th to consider revising policies and procedures relative to the GTIA Delinquent Account Policy in place since the 1990s. Discussion is needed whether Management or our attorney would process, file and deliver lien filings and also detail a pre-determined policy for release of liens. An additional item for review is the inclusion of the GTIA collection fee, as attorney fees may now be added in.

Peter Bakas suggested that our collection attorney, Keough & Moody, review the proposed delinquent collection policy as recommended so that it is finalized for the May/June timeframe to file liens.

Maintenance Committee

ACM will follow-up with Balanced Environment (BE) relative to the reduced acreage no longer necessary for BE to maintain. The Maintenance Committee will adjust the map modifications for BE. ACM will follow-up on BE remedial actions regarding mowing performance.

BE received the signed modified contract for spring planting for the signage areas and ordered the same. ACM will pursue a second proposal for perennial stock for the three accent areas. Les and Mark recommend only accepting the BE proposal for two accent areas and award a contract to R&D for the third accent area.

R&D provided their proposal for identified winter work and to cut back the Tyrnbury entrance barberry bushes in the amount of \$2,580.

Board Motion: Liz Sullivan motioned to authorize Les Lavin to include additional minimal work to this R&D proposal in an amount not to exceed \$3,000, John Warrington seconded. The motion was passed by a unanimous voice vote.

Volt was able to repair two of the six trail lights under their work order. One of the remaining lights will require underground wire repair; parts were ordered and received for the other three.

ACM is still waiting for an estimate from Inside Out for repair of moderate cracks in several light poles. ComEd will relocate the pedestal for light 244 in late spring to early summer. Once done, ACM will have Volt run a cable to the light; the cost to dig up the area for cable may be \$1,000 to \$1,500. Board members as always are encouraged to look for any issues with lights/light poles while walking their areas and report them to Maintenance.

Several issues in the common area behind Telluride Court continue to be addressed that include replacement of a long retaining wall, removal of four Osage Orange trees overhanging the trail and resolution of an ongoing drainage problem. Of the three survey quotes ACM obtained to

determine exact GTIA boundaries within the area of concern, Les Lavin chose the Lambert and Associates proposal in the amount of \$950 to complete the survey during March. Award of a contract for this work was approved at the February Board meeting with a not-to-exceed limit which is greater than the Lambert & Assoc. bid.

The Maintenance Committee will inspect the trails during March in preparation for contracting any work.

A violation issue on common area behind Shorewood has been resolved.

Schwartz Nursery will no longer be doing transplants in the nursery, Les recommends that R&D be contacted to transplant six trees this spring from the GTIA nursery. ACM will follow up.

As time permits, Les offered to continue to assist with the digitalization of the Board Book. It is important that a GTIA cloud account be established for storage of the GTIA files that have been scanned to date and that the file system for same be finalized.

Communication Committee - Liz Sullivan re-iterated that the Communications Committee will process the conversion of the Board of Directors book to digital format. Liz will coordinate with Les Lavin on an upload of the Board Book once digitized to a secure cloud website accessible to the Board..

Parks Committee - In Pat Coughlin-Schillo's absence, Michael Olson noted that there were no issues relevant to GTIA discussed at the February Park District Board meeting. Mark Munoz will attend the March Park District Board meeting.

Board Member Area Reports

Area F – Alden Snyder reported a resident complained about receiving a Management Violation letter concerning sump pump water discharge into the common area, which was erroneous and he is requesting the violation citation be rescinded. The resident is to be informed that the violation letter is withdrawn. Peter Bakas advised ACM to send all draft violation letters to Les Lavin for review prior to their issuance.

Area G – Mark Munoz noted that some in-ground anchors for the holiday decorations remain in some of the accent areas for future use. ACM will advise BE to leave the anchors in place when they perform spring clean-up and planting activities.

Adjournment

Board Motion: There being no further business, Michael Olson motioned to adjourn the meeting, Bob Klaeren seconded. The motion was passed by a unanimous voice vote, the meeting was adjourned at 9:13 p.m.

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