

# **Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, April 13, 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, 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 absent: Pat Coughlin-Schillo. 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 observe.

## **Minutes of the Prior Meeting**

Minutes of the March meeting were presented for review.

**Board Motion:** Alden Snyder motioned to approve the March meeting minutes, Greg Athas seconded. Motion was passed by a unanimous voice vote.

## **Treasurer's Report**

Joe Broda reported that total income for the month of March was \$11,912.

The total delinquent amount beginning March 1<sup>st</sup>, consisting of 19 accounts, was \$34,395. As of 3/31/21, two payments in full and two partial payments were received for a total of \$1,714, plus the added admin fee for 18 accounts, for a total delinquent amount of \$33,021 for the 18 accounts.

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

**Board Motion:** George O'Hare motioned to approve the check register expenditures presented of \$25,238.88 for April, Liz Sullivan seconded. Motion was passed by an affirmative voice vote of twelve with one negative voice vote.

## **Management Report**

Financial reports for March 31, 2021 included residential delinquent report, general ledger investment report, balance sheet, budget comparison report, accounts payable cash disbursement, monthly general ledger. April 2021-to-date list of closings was also included.

ACM is waiting for an update from the association's accountant to verify the tax return filing and an update on the annual audit.

ACM contacted Elevations again to schedule an appointment with Les to provide pricing for a retaining wall for the Telluride project, to be addressed in the Maintenance Committee Report.

R&D submitted a proposal for spring transplants and another proposal for grass restoration, which will be addressed in the Maintenance Committee Report.

Inspections of the common areas in 15% increments were initiated and will alternate between the ACM inspectors. Violations observed will be sent to Les to verify and violation letters will also be sent to Les to review prior to mailing to respective homeowners. ACM inspectors will

subsequently create a schedule of when and where inspections will be completed in compliance with their contract, plus any additional inspections Les Lavin may request.

Balanced Environment (BE) submitted their cost adjustment to the maintenance contract reflecting the reduced maintenance areas, along with a copy of the map showing the landscape maintenance areas.

Management is waiting for Commercial Asphalt to provide a proposal for sealcoating and crackfill per the maps provided by Les Lavin.

### **Phone/Email Log**

Management continues to provide weekly call logs to the Board. Following discussion, it was agreed that ACM will send the weekly report at the end of the day on Thursdays to Peter Bakas for his review. Peter may edit when necessary; on Fridays, ACM will then forward the log as reviewed and/or amended to the Board.

### **Maintenance Committee**

Les reported that he held a meeting on March 28<sup>th</sup> with Maintenance Committee members to review work items scheduled for the upcoming season.

BE submitted their adjustment to the Landscape Maintenance contract relative to the reduced acreage no longer necessary for BE to maintain. Mowing and clean-up has been initiated. Les will meet with ACM inspectors tomorrow to review ACM follow-up on BE turf maintenance performance.

Tulips in signage areas will be taken out in May; BE will place tulips behind signs so that residents may take them. Annuals will be planted in the signage areas by Mother's Day, weather permitting. Several Maintenance Committee members are working on plans for native species in other accent areas. ACM will follow up with BE for a proposal to plant perennials in accent areas by Mother's Day.

R&D provided their proposal for transplanting six trees from the nursery, in the amount of \$570; and a proposal for grass restoration at three designated locations, in the amount of \$2,640.

**Board Motion:** Bob Klaeren motioned to approve both R&D proposals as submitted in the amounts of \$570 and \$2,640, Liz Sullivan seconded. The motion was passed by a unanimous voice vote.

Volt will begin pole replacement and fixture repairs within this week. One of the scheduled repairs has been eliminated since the light pole is now scheduled for removal. There is some concern regarding water seepage into four fixtures. Les notified the manufacturer, Cree, of the situation and is investigating cost recovery consistent with warranty provisions.

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. Board members are encouraged to look for any issues with lights/light poles while walking their areas and report them to Maintenance.

The Telluride Court survey is still pending as the contract was missing one clause. ACM is following up with the surveyor.

The Maintenance Committee members (Les, Mark and Joe) inspected the trails during March and found them to be in better condition than expected. The RFP for this year has been modified accordingly and Joe has adjusted the 5-Year Plan to reflect the positive impacts of the observed

trail conditions. The Maintenance Committee recommends negotiation of a crackfill and sealcoat contract with Commercial Asphalt. ACM will follow up for a proposal.

The Village of Lisle (VOL) Public Works (PW) did an excellent job of clearing and re-grading the common area on the Ridgewood/Timber Trails curve. GTIA will proceed to seed and mow the area.

Maintenance Committee members inspected a persistent water collection problem on the common area between Breckenridge and Vail. Discussions were held with VOL PW personnel and a report submitted to the full committee and to ACM. ACM will follow up with notifications to residents.

There is an increasing number of old and new violations which need follow up. ACM has been advised of the issues and is requested to follow-up with property owners.

Les Lavin received a recent BE proposal for insecticide spraying of trees in an effort to control Diplodia tip blight and Zimmerman Pine Moth. Les will consult with a Morton Arboretum arborist as to the necessity for anti-desiccants and other items listed in the proposal.

#### **Finance Committee**

Nothing new to report.

**Communication Committee** - Liz Sullivan stated that the Communications Committee members are working on their assignments to update the Board of Directors book and provide digital access to the same for Board members. Liz estimated a three-month timeframe to complete the Board of Directors book task. The Committee is also working on the next phases of the Document Management System development.

**Parks Committee** - In Pat Coughlin-Schillo's absence, Mark Munoz noted that recognition was given to Les Lavin at the March Park District Board meeting for his hard work to resolve various erroneously recorded Park District/Green Trails ownership of certain adjoining parcels including the Abbeywood Park property, with a certain portion of that to be deeded by the Park District to GTIA per the original plans.

**Board Member Area Reports** - None

#### **Adjournment**

**Board Motion:** There being no further business, Michael Olson motioned to adjourn the meeting, George O'Hare seconded. The motion was passed by a unanimous voice vote, the meeting was adjourned at 9:08 p.m.

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