

# **Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, May 11, 2021**

In compliance with Covid-19 pandemic guidelines, Peter Bakas called the meeting to order at 7:45pm 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 and Liz Sullivan. Board members excused: Bob Klaeren and John Warrington. Management: Terry Jones and Tom Skweres. Paula Gleason was Recording Secretary. A quorum was available.

## **Introduction of Property Manager**

Peter Bakas welcomed Terry Jones, the new ACM Property Manager for GTIA. Terry provided a brief synopsis of his property management background.

**Open Forum** – Two Green Trails residents were in attendance to observe.

## **Minutes of the Prior Meeting**

Minutes of the April meeting were presented for review.

**Board Motion:** Alden Snyder motioned to approve the April meeting minutes, Liz Sullivan seconded. Motion was passed by a unanimous voice vote.

## **Treasurer's Report**

Total income for the month of April was \$3,681.

The total delinquent amount as of April 1<sup>st</sup> was \$33,021 consisting of 18 accounts. We received two full payments and one partial payment for a total of \$1,430 and wrote off an uncollectable amount of \$2,357. When thirty-nine 2021 delinquent accounts in the amount of \$5,124 and other are added in, the total delinquent amount is \$34,358, representing 55 accounts.

Joe Broda reviewed the April Balance Sheet and Income and Expense Statement.

**Board Motion:** Liz Sullivan motioned to approve the check register expenditures of \$29,015.90 for May, George O'Hare seconded. Motion was passed by a unanimous voice vote.

## **Management Report**

Management will bid insurance in June as the GTIA insurance renews August 2, 2021. The financial reports for April 30, 2021 were included with a May 2021-to-date list of closings. Peter requested that the sales price be removed from such data as not relevant to the Board's functions and only include the name, address and area for each closing since the prior report, the Board concurred.

ACM received the amended survey proposal for the area on Telluride, which will be addressed in the Maintenance Committee Report.

ACM received the Commercial Asphalt revised proposal for sealcoat and crackfill, which will be addressed in the Maintenance Committee Report.

## **Phone/Email Log**

Management continues to provide weekly call logs to the Board.

**Maintenance Committee** - Les reported that Balanced Environment (BE) completed clean-up of the turf areas prior to the mowing activities in late April. Board members inspected mowed areas and identified performance deficiencies to ACM; ACM will follow up on these issues. ACM may

pursue new bids for turf maintenance and has been requested to begin development of the bid specifications for review by GTIA. The “mowing map” will need to be revised by ACM under guidance by GTIA for inclusion in the bid document.

In the next two weeks, weather permitting, BE will prepare accent area beds for annual planting. Tulip bulbs will be placed behind the signs. Once we are notified the bulbs have been removed, an on-line notice should be posted to invite residents to take them. Maintenance Committee members are working on plans to install native species in other accent areas; once planting is complete, BE will begin watering. ACM needs to provide a deposit to the Village of Lisle (VOL) and arrange to pick up the water meter from the VOL to get it to BE; ACM should then monitor how much they water. ACM will follow up with BE for a proposal to plant the perennials in some accent areas once the plan is complete and approved by the Board. BE submitted their \$7,800 proposal to provide and install 130 cubic yards of mulch for area plantings, however, Les requested BE to reduce the amount of mulch consistent with the plan to use more native plants and ground cover in the accent areas.

After consulting with the Morton Arboretum, the Maintenance Committee recommends accepting only a portion of the April 15<sup>th</sup> BE Integrated Pest Management and Plant Health Care proposal.

**Board Motion:** Liz Sullivan motioned to approve two items of the BE Integrated Pest Management and Plant Health Care proposal, as recommended by the Maintenance Committee, in the amount of \$4,200, Pat Coughlin-Schillo seconded. Motion was passed by a unanimous voice vote.

R&D partially completed their April contract work and submitted a proposal for removal of dead and/or diseased trees on College Road.

**Board Motion:** Liz Sullivan motioned to approve the R&D proposal as submitted in the amount of \$1,400 plus an additional \$500 for incidental work, Alden Snyder seconded. Motion was passed by a unanimous voice vote.

T&M submitted a proposal to remove four dead trees near Woodglen Village.

**Board Motion:** Liz Sullivan motioned to approve the T&M Proposal for removal of dead trees near Woodglen Village, in the amount of \$2,000, George O’Hare seconded. The motion was passed by a unanimous voice vote.

Volt completed installation of three replacement light poles, repaired five lights and should return by the end of May for continued light pole replacements once ACM has identified specific poles.

The sensor-timer recently installed by Volt failed. Subsequently, a recommended sensor-timer replacement has been located and ordered. Once received, Volt will do the light pole installation when they are next on-site.

Polena Engineering LLC Companies submitted their amended survey proposal for the Telluride area property project; Maintenance Committee recommends approval.

**Board Motion:** Liz Sullivan motioned to approve the Polena Engineering LLC Companies survey proposal as submitted, in the amount of \$950, George O’Hare seconded. The motion was passed by a unanimous voice vote.

Commercial Asphalt submitted the revised proposal for trail work, details have been finalized; Maintenance Committee recommends approval.

**Board Motion:** Mark Munoz motioned to approve the Commercial Asphalt Proposal for crackfill, sealcoat which includes Tar Max R100 additive, in the amount of \$18,616.88, Joe Broda seconded. The motion was passed by a unanimous voice vote.

ACM is in the process of preparing three violation letters and seven education letters to residents

as a follow-up to old and new violations.

### **Finance Committee**

Joe Broda noted that the GTIA auditor filed for a tax extension. Mark, Les and Joe walked the trail areas and found the trails in much better condition than expected. These findings will be reflected in a trail replacement update to the auditor.

Collection attorney, Keogh and Moody, reviewed the GTIA proposed delinquent collection policy and have submitted their suggestion for an amended collection policy for review. The Finance Committee will discuss this collection policy document and present it to the Board next month with recommendations.

The Finance Committee will update reserve investment options for Board review.

Keogh and Moody presented a number of suggestions regarding the wording of GTIA admin fee notices, for both email and letter. The Finance Committee will take these suggestions under advisement and review with the Board next month.

Joe Broda suggested that future Board meetings be held in person at the Lisle Police Department first floor meeting room, at a cost of \$25 per meeting. The consensus of the Board was for the time being to continue Board meetings in the teleconference method currently in use until further guidance came out from the State.

**Communication Committee** – Liz Sullivan stated the committee members are continuing with their assignments.

**Parks Committee** – Pat Coughlin-Schillo reminded Board members that she will distribute park evaluation request forms earlier than usual to be completed in July. George O’Hare was unable to attend the April Park District Board Meeting, however, Michael Olson noted there was nothing on the agenda relative to GTIA. Pavel Snopok will attend the May Park District Board meeting.

**Board Member Area Reports** – None.

### **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 9:50pm.

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