

Minutes of the Green Trails Improvement Association, As Amended Board of Directors Meeting Tuesday, July 13, 2021

In compliance with Covid-19 pandemic guidelines, Peter Bakas called the meeting to order at 7:35pm via teleconference. Board members participating: 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 members excused: Greg Athas, and Bob Klaeren. Management: Terry Jones. Paula Gleason was Recording Secretary. A quorum was available.

Open Forum – Two Green Trails residents were in attendance; one resident to address matters concerning a violation letter of non-compliance received and the second resident to observe.

Minutes of the Prior Meeting

Minutes of the June meeting were presented for review.

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

Treasurer's Report

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

Board Motion: Liz Sullivan motioned to approve the check register expenditures of \$60,241.03 for July, George O'Hare seconded. Motion was passed by a majority voice vote with one abstention.

Management Report

Management received proposals from two vendors for GTIA insurance, which were submitted to the Board for approval. The consensus of the Board was to renew with Nationwide Insurance. The financial reports for June 30, 2021 were included with a July 2021-to-date list of closings.

New information on the Telluride project will be addressed in the Maintenance Committee report.

ACM sent violation letters to various non-compliant homeowners in May concerning encroachment issues.

Commercial Asphalt reported completion of their contracted project, however, ACM noted that some issues were not addressed.

Terry and Tyler have completed inspections together and continue to work on: establishing a plan regarding which five light poles need replacement, and, working on a strategy to address the Breckenridge/Vail drainage issue through cooperation with affected owners. ACM submitted to the Maintenance Committee for their review, a draft letter to be sent to affected residents; which will be addressed in the Maintenance Committee report.

ACM created and sent out four RFPs to landscaping vendors for bids on lawncare, turf maintenance and accent area plantings. This matter will be addressed in the Maintenance Committee report.

Phone/Email Log

Management continues to provide weekly call logs to the Board.

Maintenance Committee - Les advised that a report was filed with the Lisle Police Department pertaining to the theft (3rd this year) of flowers from GTIA signage areas.

Maintenance Committee meeting was held on July 8, 2021 to discuss outstanding items.

ACM prepared and submitted an RFP to four landscaping vendors for mowing, turf treatment and routine accent area maintenance, two vendors declined to bid and a third failed to submit a bid. Les Lavin advised that this bid package needs to be revised and reinitiated. Les asked for and received Board approval to discuss the matter with contractors not included on the first bidders list.

BE completed application of fungal spray to the spruce trees to control Needlecast. Les will ask R&D to trim damage from the Needlecast on some of the spruce trees

BE's subcontractor completed the second application of turf herbicide and fertilizer; the final application will occur in September. ACM will also request application at Timbertrails and Ridgewood.

BE has been maintaining the accent areas and watering as needed. Maintenance is considering an alternative approach to watering. ACM will follow up.

BE completed mulch installation and clean-up in select accent areas. The dead Hawthorne tree in the northeast side of College and Green Trails accent area still needs to be removed; ACM will follow up with BE at quoted price of \$175.

Commercial Asphalt completed the sealcoat application. It appears that due to miscommunication between ACM and Commercial certain issues were not addressed. ACM will follow up to ensure these issues are included in next year's contract.

Maintenance is considering the use of native species within GTIA accent areas. Proposals have been received from both R&D and BE for installation of perennials/native species in the Tyrnburly island as well as for other areas, but neither bid conforms to the original concept. Consensus of Board is to defer a decision on this matter until the fall and in the interim Maintenance will conduct further investigation into the benefits and feasibility of the options.

As previously reported, R&D completed their May contract work, but will continue to hold off on transplanting until conditions are more favorable

ACM is still waiting for an estimate from Inside Out on moderate crack repair in several light poles. Terry Jones will follow-up with Inside Out. ACM will also follow-up with Volt to expedite scheduling of light pole replacements at the 5 locations which have been identified and the installation of one timer-sensor..

The survey for the Telluride area property project has been completed, however, Joe and Les believe it may be possible to regrade and install landscape stabilization material rather than replace the deteriorating retaining wall. Maintenance recommends this alternative be further explored. In the interim, permanent markers will be installed adjacent to surveyor stakes.

ACM issued a report on the status of violations. One violation has been remedied and is closed. Cooperation has been evident with two more serious issues and in both cases, Maintenance recommends Board approval of Architectural Request Applications. Maintenance also recommends approval of an R&D proposal included in the Board packet to perform work as assigned on areas behind those residences.

Board Motion: Gary Ledvora motioned to approve the R&D proposal as submitted in the amount of \$2,400, Joe Broda seconded. The motion was passed by a unanimous voice vote.

Management has not received any response to the fourth violation letter. The consensus of the Board was to send the resident a ten-day demand letter.

ACM met with some of the residents in the Breckenridge/Vail drainage problem area but without conclusion. ACM prepared a draft letter, for Maintenance to review, to be sent to affected homeowners in this area. Les suggested an education letter be sent to certain homeowners to identify specific issues from their properties which contribute to the overall drainage issue. In the interim, Les has reviewed the draft letter and will edit the ACM draft.

ACM was requested to identify areas that need trimming, specifically along heavily wooded and peripheral trails. Joe, Mark and Les developed a list of areas needing trimming. Two proposals, were submitted on a time and material basis and were included in the Board packet. Maintenance recommends Board award contract to R&D.

Board Motion: Alden Snyder motioned to approve the R&D proposal as submitted and amended, in an amount not to exceed \$5,000, George O'Hare seconded. The motion was passed by a unanimous voice vote.

ACM is requested to prepare a preliminary 2022 budget draft for review by Maintenance and Finance Committees to begin budget development process.

Finance Committee

The Finance Committee reviewed the two insurance proposals and recommended approval of the Nationwide Insurance proposal as submitted in the amount of \$5,779.00 and included in the July check register approval list.

At least 28 delinquent properties will be turned over to Keough & Moody to file liens.

The Finance Committee and Maintenance Committee will meet next month to review 2022 budget proposals so that the Finance Committee may submit a draft proposed budget to the Board in September.

Communication Committee – Liz Sullivan confirmed that an election article has been submitted for publication in the August Pathfinder.

Parks Committee – Pat Coughlin-Schillo reviewed the Board member park evaluation process and asked for verbal confirmation of proposed park evaluation assignments. Pat noted she will distribute park evaluation request forms via email; which need to be completed and returned to her by August 31st. Mark Munoz gave a brief synopsis of the June Park District Board Meeting he attended. Les Lavin will attend the in-person July Park District Board meeting.

Board Member Area Reports – None.

New/Old Business

Peter Bakas stated that in-person meetings are now an option. The consensus of the Board was to schedule future Board meetings in person. Joe Broda offered to research meeting space availability at Trinity, the Lisle Police Department or the Lisle Park District.

Joe Broda just received a notice of insufficient funds to cover payment of current invoices. Joe requested Terry Jones to facilitate an \$80,000 transfer of funds to cover these payments.

In response to Joe Broda inquiry, Terry Jones responded that the contract quoted price for mailing election ballots was \$1.25 each.

Executive Session to Discuss Management

Board Motion: Joe Broda motioned to move to Executive Session, Gary Ledvora seconded. The motion was passed by a unanimous voice vote at 9:34pm. At 10:33pm Alden Snyder motioned to exit the Executive Session, Pat Coughlin-Schillo seconded, the motion was passed by a unanimous voice vote; the regular Board meeting re-convened.

Adjournment

Board Motion: There being no further business, Michael Olson motioned to adjourn the meeting, Alden Snyder seconded. The motion was passed by a unanimous voice vote, the meeting was adjourned at 10:35pm.

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