

# **Minutes of the Green Trails Improvement Association, As Amended, Board of Directors Meeting Tuesday, September 14, 2021**

Peter Bakas called the meeting to order at 7:30pm at Trinity Grounds for Hope, including virtual access. Board members present: Greg Athas, Peter Bakas, Joe Broda, Pat Coughlin-Schillo, Jevon Knowles, Les Lavin, Gary Ledvora, Alden Snyder, Liz Sullivan and John Warrington. Board members participating via teleconference: George O'Hare and Pavel Snopok. Board member excused: Michael Olson. Board member absent: Bob Klaeren. Board member retired: Mark Munoz. Administrative: Brenda Pung. Paula Gleason was Recording Secretary. A quorum was available.

**Welcome** – Peter Bakas welcomed new Administrative Assistant, Brenda Pung, who has been working for three weeks with Peter Bakas, Les Lavin and Joe Broda.

**Open Forum** – None

## **Minutes of the Prior Meeting**

Minutes of the August meeting were presented for review.

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

## **Treasurer's Report**

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

**Board Motion:** Gary Ledvora motioned to approve the amended check register expenditures of \$68,999.31 for September, Jevon Knowles seconded. Motion was passed by a unanimous voice vote.

## **Management Report**

The financial reports for August July 31, 2021 were included. A list of August newcomers was provided. Directors are encouraged to call on new owners in their respective areas.

## **Phone/Email Log**

Brenda Pung provided the daily call logs to the Board.

## **Finance Committee**

Joe Broda provided a copy of the 2021 audit proposal from Robert J. Ripp & Associates; Joe recommended approval.

**Board Motion:** Jevon Knowles motioned to approve the 2021 Audit Report proposal as submitted in the amount of \$3,350, Gary Ledvora seconded. Motion was passed by a unanimous voice vote.

For the month of August, two partial payments were received for past due accounts, which brings the delinquent account amount to \$32,099.28 representing 46 accounts. Violations for two accounts of \$425 each increased the delinquent account amount to \$32,949.28 representing 47 accounts. Twenty-six of these accounts were submitted to our collection attorney to begin the lien filing process; demand notices were sent 8/31/21.

The Maintenance and Finance Committees met on September 2nd to prepare the first draft of the 2022 budget presented at the Board meeting.

Joe Broda requested approval to waive ACM fees shown on several past due accounts due to posting issues.

**Board Motion:** Alden Snyder motioned to approve waiving the ACM fees on accounts as presented by Joe Broda in the combined amount of \$721.30, Gary Ledvora seconded. Motion was passed by a unanimous voice vote.

Joe recommended GTIA waive an additional fee in exchange of the past due payment in full.

**Board Motion:** George O'Hare motioned to approve to waive the fee on the designated past due account, Greg Athas seconded. Motion was passed by a unanimous voice vote.

Joe recommended GTIA waive an additional fee placed on a past due account which had been paid but not properly recorded.

**Board Motion:** George O'Hare motioned to approve waiver of fee on the designated account, Pat Coughlin-Schillo seconded. Motion was passed by a unanimous voice vote.

### **Maintenance Committee**

Maintenance is considering alternative offers for contract mowing/fertilization-weed control/accident area planting and maintenance. Maintenance will also explore watering options such as installation of water retention materials/distribution systems to reduce cost.

BE has been advised that tulips will not be planted in the 4 signage areas this year.

R&D completed the pathway trimming, restoration and one tree removal. Also, under "emergency" authorizations, they removed 3 infested trees plus 4 fallen branches. They will continue to refrain from transplanting nursery stock until conditions are more favorable.

R&D was asked to submit a proposal to trim dead branches from several College Road spruce trees infested with Needlecast.

Several Hawthorne trees at the corner of Green Trails and College will need to be removed.

T&M removed the large dead tree behind a Timbertrails property and the cost was shared with the homeowner. T&M also removed two other Board- "emergency" removals.

T&M proposal was submitted in the amount of \$1,495 for removal of another large dead tree beside a Timbertrails residence.

**Board Motion:** Greg Athas motioned to approve the T&M proposal as submitted in the amount of \$1,495, Joe Broda seconded. The motion was passed by a unanimous voice vote.

Les Lavin temporarily repaired one problematic trip hazard.

ACM solicited a bid from Volt for crack repairs in 21 light poles in the amount of \$4,000 versus per pole replacement in the amount of \$3,000. After clarifications, Maintenance will bring the proposal to the Board for approval. The sensor-timer for LP#128 has been installed by Volt. GTIA will provide Volt with spare fixtures, secure replacements from Cree and expedite ComEd on the light pole pedestal relocation.

Maintenance has met with a local civil engineering firm, Engineering Enterprises, Inc and has received their proposal for services regarding permit applications..

Review of the "violations" situation is in progress by Maintenance. After discussion, the consensus of the Board was to create an article for the February 2022 Pathfinder similar to one published in July 2020 reminding residents of potential common area violations.

ACM sent a general letter to homeowners whose properties are impacted by or are contributing to drainage issues within the Breckenridge/Vail GTIA common area. Maintenance will follow up with further actions.

The Board was advised of two issues pertaining to the common area for which Maintenance is working with the homeowners to resolve; one involves an encroachment that the homeowners has agreed to remove, and another which grants the homeowner permission to trim trees which are overhanging the homeowner's property.

Pursuant to discussions among GTIA, VOL PW and City of Naperville regarding the pathway on the north side of Green Trails Drive across from St Margaret Mary church, Maintenance is continuing to investigate options which would best benefit Green Trails residents..

Maintenance has addressed homeowner concerns pertaining to bee and hornet problems on the common area.

Board members reviewed the McFarlane Douglass proposal to rent holiday décor and the BE proposal to purchase holiday décor. **Board Motion:** Pat Coughlin-Schillo motioned to approve the BE proposal as submitted to purchase holiday décor in the amount of \$4,500, George O'Hare seconded. The motion was passed by a unanimous voice vote.

Les received communication from Dan Garvey, Lisle Park District Director of Parks & Recreation, regarding property ownership matters. The matter should be resolved next week.

### **Budget Review**

On behalf of the Finance and Maintenance Committees, Joe presented the first draft of the 2022 budget for Board review. The handout included the 2021 approved budget with year-to-date actuals and a 2022 proposed budget and description. Proposed work items and potential line-item changes were discussed; with Joe responding to Finance Committee issues and Les Lavin responding to Maintenance Committee matters. Several inquiries regarding inclusion of specific expense requests under miscellaneous expenses were addressed. Board members are encouraged to thoroughly review line items and bring any recommendations to the attention of Peter, Joe and/or Les for potential inclusion and discussion during the October Board meeting

During budget discussions, some Board members expressed concern about single source website access. Joe Broda volunteered to query the website director to provide the ID and password to the GTIA website in a sealed envelope to BOD President, Peter Bakas.

### **Communication Committee**

Liz Sullivan requested Board members post any large documents on the GTIA Google account; Greg Athas would be happy to provide a link for the log-in process. Board members were asked to review the recently revised Board member roster and the list of Board committee members for accuracy.

**Parks Committee** – Pat Coughlin-Schillo noted she has received all but one of the assigned Green Trails park evaluation forms. Pat will report back to the Board after her presentation of these evaluations to Aaron Cerutti at the Park District. Pat stated that Park District Board meetings will continue to be held in person. Greg Athas provided a synopsis of the August Park District Board meeting. George O'Hare will attend the September Park District Board meeting.

**Nominating Committee** – Alden Snyder noted the annual notice and ballots will be sent to residents this week for six of the fifteen Board of Director positions that are up for election: F, G, I, J, M and O

**Board Member Area Reports - None**

**Executive Session - None**

**Adjournment**

**Board Motion:** There being no further business, Joe Broda 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