

# **Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, February 8, 2022**

Peter Bakas called the meeting to order at 7:05 p.m. at Trinity Grounds For Hope including virtual access. Board members participating: Peter Bakas, Joe Broda, Pat Coughlin-Schillo, Bob Klaeren, Jevon Knowles, Les Lavin, Gary Ledvora, George O'Hare, Michael Olson, Pavel Snopok, Liz Sullivan, Karen Svarek and John Warrington. Board members excused: Greg Athas and Alden Snyder. Administrative Assistant: Brenda Pung. Paula Gleason was Recording Secretary. A quorum was available.

**Open Forum** – None

## **Minutes of the Prior Meeting**

Minutes of the January meeting were presented for review.

**Board Motion:** Bob Klaeren motioned to approve the January meeting minutes, George O'Hare seconded. Motion was passed by a unanimous voice vote.

## **Treasurer's Report**

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

As of January 1<sup>st</sup> the delinquent amount was \$31,031.06 consisting of 19 accounts. One payment in full and two partial payments were received for a total of \$1,465.10. After adding the 2022 assessment of \$180 to each past due account, our delinquent amount balance is \$32,950.36 representing 18 accounts.

**Board Motion:** Gary Ledvora motioned to approve the amended check register expenditures presented of \$9,899.76 for February, Jevon Knowles seconded. Motion was passed by a unanimous voice vote.

## **Administrative Report**

Financial reports for January 31, 2022 were included. During the period of 1/08-2/04, there were seven assessment letter requests and three refinance requests. A January list of six closings was included. Welcome letters are being sent to new owners relevant to annual assessments and general GTIA information. Lien release is in process of being recorded and removed from one past due account; property sold in January and balance paid in full.

In accordance with Board direction, the Architectural Control Improvement Application (ACIA) was modified. After review of the updated ACIA request form, the consensus of the Board was to proceed with posting this new version on the GTIA website.

Sixteen 1099's were issued and mailed on 1/25 to all independent contractors who did work for GTIA in 2021 (those who made \$600 or more).

Administrative is working with the auditor to collect the files needed for the 2021 audit.

As of February 3rd, \$354,798 assessment payments were collected for 1,849 accounts. Demand notices will be sent on 3/1/22 to non-payers.

Daily call logs were provided to the Board. A revised Committee Member list was included.

### **Finance Committee**

In 2021, we collected 99.8% of our budget. We finished the year \$73,527 under budget, which was added to our reserves; total transferred to the reserve fund were \$124,076.09 which included a catch-up of \$50,549 from the prior year.

### **Maintenance Committee**

T&M's proposal for work in three areas was approved in late January. T&M is prepared to initiate that work as soon as weather permits. We negotiated cost-sharing with one resident and have received their payment in advance of the work.

GTIA received notice from the City of Naperville regarding a storm water issue on Naperville private property. Management is addressing the issue.

Development of a formal agreement for future mowing of Village of Lisle(VOL) ROW by GTIA is under internal consideration. Continuing issues concern reimbursement costs based on defined acreage mowed. Maintenance will make recommendations to the Board regarding open issues within the next 60 days.

Maintenance and Admin will continue to follow up on the "open" violations as weather permits. Current log indicates 3 closed in 2022, 13 open (8 with notifications, 5 pending notification), 3 on hold per Board-approved extra time to remedy and 2 require further investigation.

Lisle Park District (LPD) contacted GTIA as to collaboration on our respective approaches to encroachments and drainage problems. Maintenance and Admin will meet with LPD personnel later this month to develop a joint article for publication in the Pathfinder.

A copy of the Balanced Environment proposal on signage and accent area planting selections for 2022 was submitted for review. Certain details of the proposal need further clarification however the price is in line with past years. BE has also made a preliminary investigation for installation of a cost-saving irrigation system which is under review by Maintenance.

**Board Motion:** Bob Klaeren motioned to approve the Balanced Environment proposal, plus \$500 to initiate watering, in the amount of \$2,950, Pavel Snopok seconded. Motion was passed by a unanimous voice vote.

GTIA and Forest Preserve District personnel held productive discussions on-site regarding the creation of a buffer area along the Egermann Woods pathway to deter dumping, access the area for weekly mowing and manage overgrowth onto the trail. Similar discussions will occur later for the pathway along Hickory Grove.

Les Lavin requested approval to renew the annual Adobe Acrobat subscription of \$179 due in March; the consensus of the Board was affirmative.

### **Communication/Technology Committee**

Liz Sullivan stated that Pavel Snopok would present a video displaying a demo version of the proposed website; Pavel provided details and answered Board member questions. Pavel noted the website as developed is quite similar to the existing website in content but all items will be much easier to locate. Overall, Board members expressed affirmative comments on the fresh, modern aspect of this prototype website,

The university student working on the website estimated 35 hours of research and development and another potential 10 hours of turnover at an hourly cost of \$30 per hour.. Consensus of the

Board was to bump up the projection slightly for a total payment of \$1,500 for a developed website.

**Board Motion:** George O'Hare motioned to approve the payment not to exceed \$1,500 to website consultant Nick Malmberg, Michael Olson seconded. Motion was passed by a unanimous voice vote.

Liz Sullivan submitted a copy of a proposed article in the Pathfinder detailing important GTIA guidelines when ice and snow are present on Green Trails paths and common areas. Consensus of the Board was to amend a few grammatical phrases prior to printing in the newsletter.

**Parks Committee** – Pat Coughlin-Schillo – nothing new. Gary Ledvora gave a synopsis of the January Park District Board meeting. Michael Olson will attend the February Park District Board meeting.

**Board Member Area Reports** – None

**Executive Session** - None

### **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 8:50 p.m.

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