

PARK BLOOMINGDALE CONDOMINIUM ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS' MEETING
April 12, 2017

The Board of Directors meeting of the Park Bloomingdale Condominium Association was held on Wednesday, April 12, 2017 at the Park Bloomingdale Condominium Clubhouse. S. Elmore called the meeting to order at 7:04 p.m.

Attendance: Present:

Jim Ciaffara
Chris Leon
Gale Jenkins
Joe Butera
Steve Elmore (EPI)

Absent: Gwen Ford

Approval of Minutes –

Motion – Motion by J. Butera to approve the December 14, 2016 minutes as presented. Seconded by C. Leon Unanimously approved.

Guests – No Guests are scheduled.

Treasurer's Report –

- C. Leon presented the Treasurer's Report as of March 31, 2017:

Current Assets –	
Checking Account	\$ 98,875.72
Accounts Receivable -	\$ 56,642.31
Other Assets -	\$ -494.49
Total Current Assets -	\$155,023.54
Other Assets -	\$ 99,985.08
Total All Assets -	\$ 255,008.62
Current Liabilities -	
Accounts Payable -	\$ 49,632.00
Other Liabilities -	\$ 37,970.47
Total Current Liabilities	\$ 87,602.47
Equity –	
Replacement Reserve	\$ -85,983.41
Net Income -	\$ 23,553.19
Total Equity	\$167,406.15
Total Liabilities & Equity	\$255,008.62

Motion – Motion by C. Leon to approve the March 31, 2017 financial reports as presented. Seconded by J. Ciaffara Unanimously approved.

Committee Reports:

- There were no Committee Reports.

Finance Committee –

- There was no Finance Committee meeting or report.

Building & Grounds Committee –

- There was no report from the Building & Grounds Committee.

Communications Committee –

- There was no report from the Communications Committee.

Rule Appeals –

- **Unit 104204-** Owner stated he received a fine of \$150 for not sending in his census card in January 2017. Owner filled it out in December 2016, but did not actually send it out like he thought he did. S. Elmore informed him that anything sent in has to have a date and time on them to show proof of delivery.
- **Unit 102103-** Owner stated he did not send his census card out in January, 2017 because he did not have a renter yet. Last Saturday, he just signed a new renter and filled out and handed in the new census card.
- Owner stated he sent census in at the end of March 2017. He had filled a form out in April 2016 when he moved in for May 2016 and didn't realize he would have to fill another census form out. Owner stated that he didn't receive the email blast.
- **Unit 125103-** Owner stated he has been the owner since 2008 and that he received a certified letter which was not picked up and was returned to EPI. Owner has \$1600 in fines for the census card violations. Owner believes there was an error and he never received any information that the census card was due. S. Elmore informed him that a census card was not filled out for 2016 and that there was no email on file and that all notices were being saved in the units "data file".
- **Unit 213309-** Owner received a fine for not sending in census card but stated she emailed S. Elmore because she felt there was something wrong with the Park Bloomingdale website and she could not fill the card out.
- The Board reminded everyone that the rule states as of April 15th 2016 Census card must be completed on an annual basis and due by Jan 1st each year whether or not any changes have occurred since the last census card. It is the unit owner's responsibility to keep census current during each calendar year. Units without a current completed census card on file will be fined \$150/month until the Association has a current census card. S. Elmore informed everyone that notices went out to remind everyone: annual meeting notice by mail had a census form attached, copy of budget notice sent by mail had a census form and an email blast (sent as a reminder). The Board also stated that the due date had been extended thirty (30) days to allow additional time for the forms to be sent in. S. Elmore took the forms handed to him at the Board Meeting. The Board will discuss all of the rule violations in executive session with the individual members. S. Elmore will send out an email by Friday morning letting everyone know the Board's decision on this topic. The Board informed everyone that the goal for the Board is not to raise

money from fines but do need the data that included on the census forms. The Board stated that when a purchaser buys a property within the Association, they sign an acknowledgement that they have read the Rules/Covenants and agree to abide by them (this form is also required to be notarized so that it stands out in all of the documents that have to be signed at a closing.

Management Report – S. Elmore (EPI Management Co.) reported on the following items

- **HUD Application-** the HUD application not been received back from HUD. S. Elmore will email the Board once the information relative to the certification status is received.
- **The Pool Operations-** Pool contract to open and close the pool would remain the same as in 2015/2016 with Poolside who has opened/winterized the pool for the last several years.

Motion- Motion made by C. Leon to approve \$1,000 for opening and closing the pool site. Seconded by J. Butera. Unanimously approved.

- **Pool Attendant-** S. Elmore recommended that the pool attendant contract of \$11.25 per hour for 25 hours per week as an independent contractor with Vicki Lamczyk be approved.

Motion- Motion made by G. Jenkins to approve the pool attendant contract at the dollar amount not to exceed \$2,587 for the 2017 pool. Seconded by C. Leon. Unanimously approved.

- **Landscaping-** S. Elmore presented to the Board landscaping bids and recommended Beary Landscaping due to prior experience with them on other properties and that their quote was close to the 2017 budget.

Motion- Motion made by C. Leon to approve Beary Landscaping bid and dollar amount not to exceed \$23,800.00 for the 2017 landscaping budget. Seconded by G. Jenkins. Three Board Members voted in favor and one Board Member was opposed.

- **Carpet Cleaning-** S. Elmore presented to the Board with three carpet cleaning bids for 2017: Illinois Building Services \$1,978/cleaning, Anthony Steam Cleaning \$2,186/Cleaning (current), and Home Pride \$8,010/ cleaning. The Board would like the cleaning to occur May and Nov.

Motion- Motion made by G. Jenkins to continue to hire Anthony Steam Cleaning dollar amount not to exceed dollar amount of \$2,186/cleaning. Seconded by J. Ciaffara. Unanimously approved.

- **Summer Help-** Management recommended to the Board that the same summer help be used for this summer 2017 as was used in 2016 for the same rate and hours. Mr. Elmore stated that he would also hire another helper who would replace the dead plant material and then work on the rear entries to the majority of the buildings where the entries were a mud pit.

Motion- Motion made by C. Leon to retain Brian Nelson as a day labor for summer work as an independent contractor at a dollar amount not to exceed \$18/hr. with a total cost not to exceed \$11,000 for the season. Seconded by G. Jenkins. Unanimously approved

- **Fox Valley Annual Sprinkler Test-** S. Elmore presented to the Board a Fox Valley proposal of \$135.00 per building for testing sprinklers which was required by the Village of Bloomingdale. The budget provides for an expense of \$1,500.

Motion- Motion made by J. Butera to approve Fox Valley Fire for the annual sprinkle testing at the rate of \$135/building and not to exceed dollar amount of \$1,500. Seconded by C. Leon. Unanimously approved

- **Fire Doors-** S. Elmore presented to the Board a copy of a Suburban Door proposal. S. Elmore advised the Board that the city of Bloomingdale is requiring that the club house has to have two means of ingress and egress. The door in the hallway adjacent to the Exercise Room (leading to the Pool) has hardware that must be hooked up to an alarm and that the pool exterior wrought iron gate must also have special hardware to allow emergency access from the Exercise Room. The Board stated that they would review these requirements later in the meeting.
- **Railing Failure-** S. Elmore advised the Board that the rotted out wrought iron fence on the north-East side of the property was replaced with a wolmanized wood fence and he recommends that they leave the wood fence as is as the wood has a warranty period of 15 years. The fence will be re-stained once the wood has weathered for about 60 days..
- **Census Fines-** The Census fine report will be discussed in executive session with the owners that have rule appeals.
- **Garage Flooding-** S. Elmore presented to the Board with three proposals to cut a deeper swale behind the garage to flow to the south sewer. This would help prevent water from entering the garages during heavy rains. Mr. Elmore also stated that the area would have to dry out prior to any work beginning. The quotes were - Bela \$4,500, ADR \$4,050, and SMS \$4110.

Motion- Motion made by C. Leon to hire SMS not to exceed \$4,050 for the swale plus the cost of material to extend the downspout to the storm drain. Seconded by G. Jenkins. Unanimously approved.

Motion- Motion made by G. Jenkins to approve a day labor to fix the rear entries of 22 Buildings at a dollar amount not to exceed \$11,000 which includes material and labor. Seconded by J. Butera. Unanimously approved.

Miscellaneous Correspondence – No Miscellaneous Correspondence was discussed.

Inspection Report – S. Elmore reviewed the inspection report with the Board.

Unfinished Business – There was no Unfinished Business.

New Business – There was no New Business.

Motion – Motion by G. Jenkins to approve adjournment of the regular meeting to executive session at 8:45 p.m. Seconded by J. Butera. Unanimously approved. Motion carried.

The Meeting was re-opened from Executive Session at 9:25 PM

*Motion from G. Jenkins to sustain the fines as issued in the Management Report. Seconded by J. Ciaffara.
Unanimously approved.*

*Respectfully Submitted –
EPI Management Company, LLC*