

PARK BLOOMINGDALE CONDOMINIUM ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS' MEETING
December 13, 2017

The Board of Directors meeting of the Park Bloomingdale Condominium Association was held on Wednesday, December 13, 2017 at the Park Bloomingdale Condominium Clubhouse. S. Elmore called the meeting to order at 7:16 P.M.

Attendance: Present:

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

Absent:

Approval of Minutes –

Motion – Motion by C. Leon to approve the October 11, 2017 minutes. Seconded by G. Damore. J. Butera abstained. Motion carried.

Guests – No Guests were scheduled.

Treasurer's Report –

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

Current Assets –	
Checking Account	\$107,485.11
Accounts Receivable -	\$ 32,271.93
Other Assets -	\$ -494.49
Total Current Assets -	\$ 139,235.55
Other Assets -	\$ 99,985.08
Total All Assets -	\$239,220.63
Current Liabilities -	
Accounts Payable -	\$ 18,201.83
Other Liabilities -	\$ 2,049.02
Total Current Liabilities	\$ 20,250.85
Equity –	
Replacement Reserve	\$-301,705.25
Net Income -	\$ 94,841.20
Total Equity	\$ 218,969.78
Total Liabilities & Equity	\$ 239,202.63

	<u>Total</u>	<u>Budget</u>	
Gross profit	\$622,602.61	\$598,135.80	over \$24,466.81
Administrative Expenses	\$ 3,488.90	\$ 2,083.40	over \$1,405.50
Professional Services	\$ 31,520.00	\$ 35,699.20	under \$4,179.20
Taxes and Insurance	\$ 37,772.98	\$ 40,006.70	under \$2,233.72
Utilities	\$184,541.12	\$188,715.00	under \$4,173.88
Contracts	\$ 92,476.09	\$103,199.10	under \$10,723.01
Repair and Maintenance	\$165,978.14	\$137,516.60	over \$28,425.33
Recreation Expenses	\$ 12,038.10	\$ 8,391.70	over \$3,646.40
Net Income	\$ 94,841.20	\$ -5,244.307	over \$100,085.50

- Owner stated that the approved work for the grading behind their garage was never done and wanted to know what happened to the money that was allotted for that. S. Elmore stated that the grading was completed but they are waiting for after a couple of good rains to make sure the water is draining properly. Once this is confirmed the stones will be added. The bill has not been paid it is in accounts payable until all the work is completed.
- Owner had a question about the funding of the Reserves and wanted to know why it wasn't funded. C. Leon stated they don't typically fund the reserves throughout the entire year due to funding but the money is in the net income. It is to maintain cash flow so you do not have to keep pulling in and out of the reserves.
- Owner had a question about administrator expenses and wanted to know what the reason was they were over budget by 70%. C. Leon stated it is the overage that keeps it up there. S. Elmore stated on the ledger report there is no line that is over \$200 and the biggest expenses was postage in the amount of \$198.02, mass meeting mailings was \$147.00, preparation of the minutes was \$100, Mass mailing of the budget and dates was \$147.07. The majority of the expenses comes from the postage and bank charges. S. Elmore stated that they could bring those costs down by sending out emails to reduce the postage cost and they would like owners to fill out the census cards and put their emails in order to do this.

Motion- Motion made by C. Leon to approve Treasure Report as of October 31, 2017. Seconded by G. Damore. Unanimously approved. Motion Carried.

Committee Reports:

- There were no Committee Reports.

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

- **2018 Proposed Budget-** S. Elmore stated the 2018 Budge was mailed out to all members but has not been formally approved. S. Elmore requested any questions about the budget and to approve the final budget.
 1. Owner suggested the Board to consider using the Clubhouse more and adding a budget to have a pool opening party to bring the community together or a holiday party.
 2. Owner wanted to know why there was so much money budgeted for snow plowing when this year there was barely any snow. G. Jenkins stated that the Board decided to take a blanket number contract which was \$30,000 and then they do not get charged for the amount of times the plow guys have to come out. It was an unusually mild winter however with the typical snow we get this is a savings.

Motion- Motion made by J. Ciaffara to approve the 2018 budget as presented. Seconded by C. Leon. Unanimously approved. Motion carried.

- **Census Reminder-** S. Elmore stated they are emailing reminder notices to fill out census cards which are due January 1, 2018.
- **Asphalt Settlement Status** - S. Elmore stated they have not settled with Black Diamond and have not released those funds and will not release those funds until the Board approves it. There are some areas that the asphalt was laid even with the garage pad and when it freezes it causes heaving and then causes a dam between the asphalt and the garage. The contract specifications call for one half inch below the concrete pad.
- **Fitness Room-** S. Elmore stated a lot of the equipment in the fitness room is not working properly. C. Leon stated he went and took pictures and checked out the fitness equipment and will email his suggestions to S. Elmore and then S. Elmore can seek out bids.
- **Beary Landscaping-** S. Elmore attached for the Boards review a proposal from Beary Landscaping to replace the sand in the volleyball court. S. Elmore recommended using their day labor and bowrow a skidsteer to remove and replace the sand to complete this work in order to save money.
- **Poolside-** S. Elmore presented to the Board with a copy of Poolside's 2018 pool opening/closing proposal. Management recommended staying with same contract as the price is the same as 2017 at a cost of \$600 to open and \$400 to close.

Motion-Motion made by C. Leon to approve the 2018 pool opening/closing contract with Poolside and for the dollar amount not to exceed \$600 to open and \$400 to close. G. Jenkins seconded. Unanimously approved. Motion carried.

- **Clubhouse East Door Replacement-** S. Elmore stated to the Board that management found five steel doors with glass panels which are the same as the existing doors at a cost lower than the cost from the proposal from Construction Concepts. Construction Concepts has agreed to use these doors. The cost differential is from \$6,690.00 down to \$5,250.00 for an average saving of \$1,440.00 and the only thing that they would have to do is paint the doors. The Board agreed with using these doors.
- **Pool Cover-** S. Elmore presented to the Board with a copy of Bloomingdale pool codes. S. Elmore stated to the pool cover requires a four foot clearance from the equipment and it will limit some deck space by eight feet. S. Elmore will get bids and pictures for the Boards review.
- **Carpet Cleaning-** S. Elmore state dot the Board that the carpet cleaning for 2017 has been completed.
- **Light Post-** S. Elmore presented to the Board with a copy of the light post proposal for the light post that will go in where the old gazebo was removed. Management is seeking approval of the design of the light post which will be a LED light therefore it will be brighter. The Board agreed with the light post design and S. Elmore will get bids for installation.
- **Annual Sprinkler Report-** S. Elmore present to the Board with a copy of the annual sprinkler report for the Boards review.
- **FHA Certification-** S. Elmore informed the Board that the Association has been FHA Certified.

- **2018 Projects-** S. Elmore presented to the Board with the list of 2018 projects.
 1. Complete Stone beds along Butterfield Road
 2. Repair/Replacement of concrete entry sidewalk
 3. Finish exterior painting
 4. Re-Painting of garbage gondolas
 5. Replacement of exercise equipment
 6. Replacement of entry coach lights
 7. Re-landscaping of front entry
 8. Plant material replacement at entries to all buildings.
 9. Installation of scratch plates at all front entry building doors
 10. Painting of all high lamp posts

Rule Violations Appeals- Appeals will be addressed in Executive Session.

Miscellaneous Correspondence- none

Sales-

<u>Unit Address</u>	<u>Sale Price</u>
204-303	\$130,000
209-301	\$149,000

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

- **Rear Entry Door-** S. Elmore stated that the seals are broken on the glass. The Board would like S. Elmore to get bids for replacing the doors. Elmore will get samples of replacement doors for the Board to approve and he will inspect each door to determine which are bad.
- **Replacement concrete-** S. Elmore stated this is a spring project and they will get bids for it.

Open Forum-

- **Owner Building 214 unit 303-** Owner stated his tenant completed Bloomingdale Citizen Police Academy and they asked her to be a Block Captain for a neighborhood watch. Tenant wanted to know if there was a current neighborhood watch committee. S. Elmore stated he thinks it is a good idea for enhanced security and there is nothing that prohibits a tenant from being involved in a neighborhood watch. S. Elmore stated he would work with her directly and they can send out email blasts. The Board agreed to let the tenant contact S. Elmore and coordinate this.
- **Owner building 204 unit 101 & 201-** Owner wanted to know how Work Orders were determined to allocate to homeowner versus the Association. S. Elmore stated it is based on the Declaration and Bylaws and anything that exclusively serves your unit is your issue (water lines, faucets, toilets etc...) anything outside the unit that serves more than one unit is a common expense. Owner stated that they have been dealing with an issue since 2014 in their 201 unit that was from ice damage from the roof that leaked and

came into their unit and they received a bill for \$490 to repair the ceiling. S. Elmore stated that is incorrect and they should not have been billed for that and he will look further into this matter. Owner also stated they have a lack of water pressure in their building and it is affecting their dishwasher and faucet and they wanted to know if the Association was doing anything to help prevent sediment in the water lines. S. Elmore stated that once a year they drain the hot water tanks to get sediment out of the tanks. He will contact Chris from Aqua to see if they need to drain the tanks more often and to see what he thinks is causing this issue in their unit. Owner stated they received an \$800 bill from Volt Electric for replacing the main breaker and outside leader bank. S. Elmore stated that per the Declaration that work would be the owner's responsibility due to it exclusively only serving purpose for their unit.

- **Nancy-** Owner stated she reported to Nicor that for the past three nights she was having a loud noise outside by the north side near master bedroom and thinks it is coming from the gas meter. She stated Nicor is sending someone out.

Adjournment-

Motion – Motion by G Jenkins to approve adjournment of the regular meeting to executive session at 8:35 p.m. Seconded by G. Damore. Unanimously approved. Motion carried.