

Westlake Townhome Owners Association

Board of Directors Meeting

March 15, 2023

Minutes

1. CALL TO ORDER

Carla Kurtz called the meeting to order at 7:00 PM.

Present: Carla Kurtz, Tim Cherwin, Edward Dosz, Steve Hochberg, John Pappanduros, Carol Lemke

Association Manager: Paul Henderson

Absent: Jim Lennon

Financial Consultant: Mike Grilli (Present)

Pledge of Allegiance

2. APPROVAL OF MINUTES –

Tim Cherwin made a motion to approve the Minutes from the January 18, 2023 Board of Directors Meeting. John Pappanduros seconded the Motion. Discussion: None

Vote:

Hochberg	Aye
Cherwin	Aye
Kurtz	Aye
Lennon	Absent
Dosz	Aye
Lemke	Aye
Pappanduros	Aye

The Minutes from the January 18, 2023, Board Meeting are approved.

Report from the Bloomingdale Police Department

The Bloomingdale Police were not in attendance.

3. **FLOOR INQUIRES**

A. General Comments

None

B. Violations

Mr. Merchant from 189 Acorn Lane received a violation for trash cans being out after pickup day. He stated that he was out of town and that is why the cans were left out.

Edward Dosz made a motion to waive the trash violation at 189 Acorn Lane. Steve Hochberg seconded the motion. Discussion: None Vote:

Hochberg Aye
Cherwin Aye
Kurtz Aye
Lennon Absent
Dosz Aye
Lemke Aye
Pappanduros Aye
The motion is passed.

Mr. Dicesare from 232 Driftwood Lane received a violation for trash cans being out after pickup day. He stated that he confused the holiday pick up schedule.

Tim Cherwin made a motion to waive the trash violation at 232 Driftwood Lane. Edward Dosz seconded the motion. Discussion: None Vote:

Hochberg Aye
Cherwin Aye
Kurtz Aye
Lennon Absent
Dosz Aye
Lemke Aye
Pappanduros Aye
The motion is passed.

4. **COMMITTEE REPORTS**

a. Exterior Maintenance

Tim Cherwin reported that no spending took place in February. The 2023 projects will be spread out throughout the spring and summer to help with cash flow. Tim noted that all of the address for the upcoming roofing, painting, woodwork and garage doors are in this months packet.

b. Landscape Maintenance

Jim Lennon was not in attendance. Paul Henderson reported that we have had four snow removal events this year. Spring clean up is starting on March 15, 2023.

c. Rules Committee

No Report

d. **Social & Recreation Committee**

The garage sale will take place on June 23 and 24 this year. Food options for the Annual Corn Roast are being looked into.

e. **Finance and Treasurer's Report**

Mike Grilli reported for the month of February. Expenses were \$64,500.00. That left a surplus for the month of \$40,000.00. The current year to date deficit is \$338,000.00. Cash and investments were up \$36,500.00. Receivables were up \$4,000.00. Assets were up \$40,200.00. Total equity was up \$40,000.00. There was no change in delinquencies. Seven certified letters have been sent out.

f. **Nominating Committee**

No Report

g. **Clubhouse Decorating Committee**

No Report

h. **Garden Committee**

No Report

5. **OLD BUSINESS**

A. Tabled Violation

No members were in attendance for tabled violations.

B. Clubhouse Hours Discussion

A brief discussion took place regarding shortening the clubhouse hours. Tim Cherwin stated he would like to review the sign-in sheets and report back to the Board at the April Board Meeting.

6. **NEW BUSINESS**

A. Written Violation Notices

Jamie Elms received a warning for holiday decorations being up a month after the holiday. She stated that the lights were seasonal decorations. See attached letter. It was noted that this was only a warning. The lights have since been removed.

Tetyana Maheramova from 345 Colony Green Drive submitted a request to waive the fine for parking in the clubhouse lot with an expired permit. Letter attached to the minutes. She stated her husband was out of town and could not renew the permit. Tim Cherwin made a motion to waive the fine for 345 Colony Green Drive for a parking violation. Carol Lemke seconded the motion. Discussion: None Vote:

Hochberg	Aye
Cherwin	Aye
Kurtz	Aye
Lennon	Absent
Dosz	Aye
Lemke	Aye
Pappanduros	Aye

The motion is approved.

Michele Slaughter from 234 Willow Lane submitted a request to waive the fine for ruts in the front of her unit. Letter attached to the minutes. She stated they were unloading materials as they have been remodeling the house. It was also stated the area would be repaired as soon as the weather allows.

Edward Dosz made a motion to waive the fine for 234 Willow Lane for ruts in the front lawn. John Pappanduros seconded the motion. Discussion: None Vote:

Hochberg Aye
Cherwin Aye
Kurtz Aye
Lennon Absent
Dosz Aye
Lemke Aye
Pappanduros Aye

The motion is approved.

Mrs. Jacksi from 238 Willow Lane had called about a violation she received for the pile of metal stored on the side of her unit. She stated that they were for flowers. It was noted that they are parts of an old sunshade that was blown down in the back yard. The fine stays and a second notice for removal will be sent.

B. Late Fee Increase from \$25 to \$35

The finance committee recommend increasing the late fee on an assessment received after the 15th of the month from \$25.00 to \$35.00. It was noted that the late fee amount has not changed in over twenty years.

Edward Dosz made a motion to increase the late fee from \$25.00 to \$35.00 per month. Carol Lemke seconded the motion. Discussion: None Vote:

Hochberg Aye
Cherwin Aye
Kurtz Aye
Lennon Absent
Dosz Aye
Lemke Aye
Pappanduros Aye

The motion is passed.

C. PBG Audit Engagement Letter

The finance committee recommends accepting the proposal from PBG to perform the annual audit for the period of April 1, 2022 to March 31, 2023. The total cost of the audit will be \$10,600.00. Tim Cherwin made a motion to accept the proposal from PBG for the audit work. Steve Hochberg seconded the motion. Discussion: None Vote:

Hochberg Aye
Cherwin Aye
Kurtz Aye
Lennon Absent
Dosz Aye
Lemke Aye
Pappanduros Aye

The motion is passed.

D. Clubhouse Rental Fee Increase from \$75.00 to \$100.00

The finance committee recommends increasing the afternoon rental fee for the clubhouse from \$75.00 to \$100.00. The afternoon rental time is from 1pm-5pm. It was noted that this increase will also raise the all-day rental fee from \$275.00 to \$300.00.

Edward Dosz made a motion to increase the afternoon rental fee to \$100.00. John

Pappanduros seconded the motion. Discussion: None Vote:

- Hochberg Aye
- Cherwin Aye
- Kurtz Aye
- Lennon Absent
- Dosz Aye
- Lemke Aye
- Pappanduros Aye

The motion is passed.

E. 2023 Roofing Project Approval

The exterior maintenance committee recommends accepting the proposal for the 2023 roofing project submitted by All in 1 Roofing. This year's project covers nine buildings and 57 units. The total cost for the project is \$370,841.00. It is noted that if any decking needs to be replaced, that is an additional charge. Tim Cherwin made a motion to accept the proposal as stated by All in 1 Roofing. Edward Dosz seconded the motion.

Discussion: None Vote:

- Hochberg Aye
- Cherwin Aye
- Kurtz Aye
- Lennon Absent
- Dosz Aye
- Lemke Aye
- Pappanduros Aye

The motion is passed.

F. 2023 Garage Door Project Approval

The exterior maintenance committee recommends accepting the proposal for the 2023 Garge Door Project submitted by DC Garage Door. This year's project covers 98 units. The total cost for the project is \$162,312.00. It is noted this project will start later in the summer by the doors need to be ordered. Tim Cherwin made a motion to accept the proposal as stated by DC Garage Door. Edward Dosz seconded the motion. Discussion:

None Vote:

- Hochberg Aye
- Cherwin Aye
- Kurtz Aye
- Lennon Absent
- Dosz Aye
- Lemke Aye
- Pappanduros Aye

The motion is passed.

7. ADJOURNMENT

The Meeting was adjourned at 8:24PM. The next Board Meeting is scheduled for Wednesday April 19, 2023, at 7:00 PM.

Minutes Recorded by Paul W. Henderson