



# Westlake Townhome Owners Association Board of Directors Meeting Annual Meeting June 7, 2023 Minutes

A. CALL TO ORDER

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

Present: Carla Kurtz, Jim Lennon, Steve Hochberg,  
John Pappanduros, Carol Lemke, Tim Cherwin

Absent: Edward Dosz

Treasurer: Mike Grilli (Present)

Association Manager: Paul Henderson (Present)

B. Introduction of Directors, Officers and Others

The Board introduced themselves to the residents in attendance.

C. Establishment of Annual Meeting Notices to Owners

Carla Kurtz confirmed with the Board and the Manager that proper notice had been given and notices had been mailed for the 2023 Annual Meeting.

D. Establishment of a Quorum

Carla Kurtz confirmed that with the number of residents in attendance and the number of proxies received that a quorum had been established. (52 Proxies and 15 Present.)

Election Procedure

A. Proxy Committee

Carla Kurtz asked if the Proxy Chairperson is present. Wally Krentz of 183 Acorn Lane is the Proxy Chairperson and is present.

B. Appoint two Election Judges

Carla Kurtz stated that we need volunteers to serve as Election Judges, along with Wally Krentz of 183 Acorn. Marty Frattinger of 239 Lakeshore Lane and Patrick Davis of 232 Lakeshore Lane agreed to serve as Election Judges along with Paul Henderson, Manager.

C. Balloting and Proxy Procedure

Carla Kurtz explained that members must sign in to vote. Carla went on to explain that the members must be current in their monthly assessment to vote and that only one vote per unit may be cast.

D. Present of Proxy

Carla Kurtz asked if anyone that had filled out a proxy vote would like to withdraw that vote and vote in person. Nobody pulled their proxy vote.

E. Report from Nominating Committee

Carla Kurtz reported that Tim Cherwin is the Nominating Chairperson.

Tim Cherwin stated that there are four (4) openings for Board Members. Tim further stated that we have 4 candidates that are running: Cherwin, Lennon, Davis, Kalish.

F. Nominations from the Floor

Carla Kurtz asked for nominations from the floor. Marty Frattinger nominated Steve Hochberg. Barb Nextel seconded the nomination.

G. Candidate Speeches

Each of the candidates gave brief speeches about why they would like to serve on the Board of Directors. Resumes attached.

H. Balloting

Carla Kurtz asked for all present to cast their votes.

I. Counting of the Ballots and Proxies

Wally Krentz along with Marty Frattinger, Patrick Davis and Paul Henderson, Manager, then proceeded to count all proxies and ballots.

General

A. State of the Association

Attached to these minutes.

B. Committee Reports

1. Architectural and Exterior Maintenance

TIM CHERWIN, Chairman of the Exterior Maintenance stated that we were over budget last year. Tim explained why the garage door project needed to be started. Tim went on to state the roofing project has needed a tremendous amount of decking replaced before the new 45year shingles are installed. It was also explained that prioritizing projects based on safety, pricing and timing will need to be closely watched over the next few years.

2. Finance

MIKE GRILLI, Treasurer, reported on the financial state of the Association. Mike mentioned that the Financial Reports are available to all members, (COPY ATTACHED) but the final report from the Auditors has not been received as of this date. Mike also spoke about delinquencies over the past few years. It was explained that during Covid we were not allowed to take homeowners to court for not paying assessments. As of now, we are able to proceed with collections when needed. Mike said that the Association Dues are now \$200.00 per month. Reserve accounts may be needed to help fund some of the upcoming projects.

2. Landscape Maintenance

JIM LENNON reported we now use Premier as our landscape contractor. We are meeting with their management on a weekly basis and performing site inspections. The Landscape expenses came in under budget. The lack of heavy snow contributed to landscape expenses being under budget.

3. Rules

STEVE HOCHBERG reported that the Rules Committee did not make any changes to the rules and regulations this year.

4. Social Activities

CAROL LEMKE reported on the Social Activities.

Carol announced that that the following events are planned for this year: Garage Sale, Bunco, Wacky Water Days and the Annual Corn Roast.

C. Treasures Report

Mike Grilli covered all items in the Finance Report. His report is attached.

D. General Question and Answer Period

No questions were asked.

E. Announcement of Election Results

Carla Kurtz reported the tallies results from the proxies and ballots.

Tim Cherwin	61 Votes
Jim Lennon	61 Votes
Becky Davis	45 Votes
Alexis Kalish	45 Votes
Steve Hochberg	22 Votes
Marty Frattinger	01 Vote

The 2023 Board Members Elect are:

Tim Cherwin and Jim Lennon elected for 3 years. Becky Davis and Alexis Kalish to be determine.

F. Adjournment

Carla Kurtz adjourned the meeting at 7:35 P.M.

*Minutes by Paul W. Henderson*

Hello, I am Tim Cherwin and my wife, Stacey and I have been residents of the Westlake Community since 2016 and I have served on your Board of Directors as the Exterior Maintenance Chairperson since 2018. One of the factors that originally attracted us to buy in Westlake was the condition of the properties and the association. Westlake had the best maintenance and upkeep program of the properties I visited which put the HOA in an excellent financial position. I joined the Board to ensure that the responsible spending within the association continued and we would continue to see the value of our properties and our community grow.

These last couple of years have been difficult times to continue to complete these projects due to the increasing cost of materials and changes to the materials available to us. However, continued diligent maintenance and strategic financial management of the association is needed more than ever to ensure we are all able to continue to be proud of our community and confident in our leadership. I would appreciate your vote to allow me to continue to serve the Westlake Townhome Association on the Board of Directors.

Thank you.

My name is Alexis Kalish and I reside at 290 Bayview Court. I am a tax accountant and manage payroll and bookkeeping for multiple small businesses. I wish to protect our residents and property by overseeing and ensuring our neighborhoods common areas are well maintained. Regulating funds to make sure all our community's goals are met. I have lived in Bloomingdale all my life and have always wanted to become more involved with my neighborhood. I hope this can be a progressive move forward for our community and for myself.

My name is Becky Davis and I live at 232 Lakeshore Lane. I am a paralegal at an insurance defense firm in Wheaton. I have my Bachelor's degree in Criminal Justice from Illinois State and a Paralegal Certificate from College of DuPage. I am an active Notary. I'm a Deacon at Yorkfield Presbyterian Church, a volunteer with Milton Township CERT (Community Emergency Response Team) I also participated in the Bloomingdale Police Citizen's Academy. My husband and I have lived in Westlake for 5 years this coming fall. I would like to be involved in our neighborhood and help make decisions that would benefit everyone. I feel like there could be more events to bring people together and take advantage of the clubhouse, such as a chili cook off, bring back men's poker night, CPR training/blood drive and yoga. I enjoy living in Westlake and would love to see it be more active. I feel like I could bring a new mindset to the Board and would love the opportunity to serve.

April 30, 2023

## Board of Directors Resume

I have lived in Westlake for over twenty years at 217 Lakeview Lane and have been on the board for the last five years. Since being on the board, I have been the Chairperson for the Landscape Committee and the last two years I have served as the Vice President of our Association.

I have worked at ETS-Lindgren, a shielding company for thirty-seven years. The last twenty-three years as the Installation Manager overseeing a large staff of technicians who travel the world installing shielding for various customers.

My responsibilities include managing personnel issues and oversee all global construction and installation processes. In addition, I am responsible for the annual budget to manage these resources.

Since moving to the Westlake community, I have learned much about the Westlake Association and felt the need to be a part of the management team. My goals are to help preserve the integrity of our board and to help maintain the wellbeing of our association. Working with the other board members and Paul our Property Manager to facilitate initiatives improving our property and the value of our homes has been a very satisfying process for me.

I would like to thank everyone that has supported me over the past five years and ask you to vote for me to continue and finish the progress we have started.

Sincerely,



James Lennon  
Vice President  
Westlake Home Owners Association



299 EDGEWATER DRIVE • BLOOMINGDALE IL • 60108-1947  
(630) 529-5164 • FAX (630) 529-5166  
Email: [westlaketownhome@sbcglobal.net](mailto:westlaketownhome@sbcglobal.net) Website: [www.westlaketownhomes.net](http://www.westlaketownhomes.net)

**June 7, 2023**

**Good Evening Everyone,**

**I am Carla Kurtz, President of the Association. At this time I want to extend my personal thank you, to all who have taken time to come to our Annual Meeting, especially the new members who have moved into our Community in the past year.**

**Tonight we are not only going to vote for four Board of Directors, but also to bring everyone up to-date on what has happened in the past year and the plans for the future.**

**Tonight you will hear from the various Committee Chairpersons on the Landscaping, Exterior Maintenance, Finance, and Social committees. I will not go into detail on these very important committees as I will leave that up to each Chairperson.**

**Last year we completed roofing replacement, painting projects, wood work projects, garage door panel replacements, concrete work, drainage repairs, the deck of the kitchen was replaced. We are moving forward with all maintenance projects this summer. This years projects include wood work, painting, roofing, concrete, metal garage door complete**



**replacement. With all that we have accomplished and all that we have planned to accomplish it wouldn't be possible without our volunteers on our committees.**

**Please stop by the clubhouse office to find out where you can make a difference with an hour or so of your time.**

**I would like to thank Steve Hochberg for his service on the board and various committees since 2010. I would also like to thank Carol Lemke for filling in on the Board when needed. We wish both of them the best moving forward & hope to see them around.**

**In conclusion on behalf of the Association, I would like thank all who have contributed in serving our community and making it a great place to live.**

**THANK YOU!**

WESTLAKE TOWNHOME OWNERS ASSOCIATION  
COMPARATIVE INCOME STATEMENT & BUDGET  
FOR YEAR ENDED 3-31-23

	3-31-22 ACTUAL	3-31-23 BUDGET	3-31-23 ACTUAL	3-31-24 BUDGET
<b>REVENUE</b>				
Assessments	\$1,136,268	\$1,160,316	\$1,160,316	\$1,202,400
Clubhouse Rentals	9,525	7,000	12,125	10,000
Interest	11,231	1,200	28,991	30,000
Late Charges	13,677	12,000	15,725	12,000
Miscellaneous	14,382	9,000	7,845	9,000
<b>TOTAL REVENUE</b>	<b>1,185,083</b>	<b>1,189,516</b>	<b>1,225,002</b>	<b>1,263,400</b>
<b>OPERATING EXPENSES</b>				
<b>CLUBHOUSE</b>				
Salaries	205,024	209,600	217,724	221,000
Payroll Taxes	15,092	15,200	16,133	15,950
Electricity	9,327	9,400	10,531	15,900
Gas	6,795	6,300	8,161	10,600
Water	314	460	359	400
Telephone	4,746	4,800	4,364	2,600
Supplies	4,866	6,000	5,384	5,500
Cleaning	3,217	2,100	4,126	4,300
Repairs & Maintenance	18,100	70,000	121,369	30,000
Lawn & Snow	4,400	4,800	4,400	4,800
<b>Total Clubhouse</b>	<b>271,881</b>	<b>328,660</b>	<b>392,551</b>	<b>311,050</b>
<b>POOL</b>				
Salaries	20,632	31,000	36,740	36,600
Payroll Taxes	1,786	2,700	3,072	3,070
Electricity	6,218	6,000	7,021	10,600
Gas	10,192	9,000	12,241	15,900
Water	2,827	4,150	3,234	3,530
Supplies	2,998	2,200	2,608	3,000
Repairs & Maintenance	2,916	12,000	3,472	12,000
<b>Total Pool</b>	<b>47,569</b>	<b>67,050</b>	<b>68,388</b>	<b>84,700</b>
<b>TOWNHOMES</b>				
Repairs & Maintenance	564,149	535,000	665,536	741,000
Lawn & Snow	142,020	202,000	151,658	234,000
Landscape Maintenance	73,288	93,000	69,863	82,550
<b>Total Townhomes</b>	<b>779,457</b>	<b>830,000</b>	<b>887,057</b>	<b>1,057,550</b>

	3-31-22 ACTUAL	3-31-23 BUDGET	3-31-22 ACTUAL	3-31-24 BUDGET
<b>ADMINISTRATIVE</b>				
Legal & Audit	9,010	11,000	10,670	11,000
Printing & Postage	1,218	1,600	1,008	1,200
Insurance	44,838	50,000	47,687	52,000
Recreation	1,253	2,200	1,996	2,100
Outside Services	29,608	30,500	31,435	33,000
Bad Debt	6,451	5,000	-4,000	4,000
Miscellaneous	10,878	8,000	13,414	8,500
<b>Total Administrative</b>	<b>103,256</b>	<b>108,300</b>	<b>102,210</b>	<b>111,800</b>
<b>Total Operating Expenses</b>	<b>1,202,163</b>	<b>1,334,010</b>	<b>1,450,206</b>	<b>1,565,100</b>
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Depreciation	1,939	2,100	3,036	3,020
Income Tax	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>1,204,102</b>	<b>1,336,110</b>	<b>1,453,242</b>	<b>1,568,120</b>
<b>CONTRIBUTION TO EQUITY RESERVE</b>	<b>-\$19,019</b>	<b>-\$146,594</b>	<b>-\$228,240</b>	<b>-\$304,720</b>
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#### ASSESSMENT ALLOWED

Consumer Price Index 6-30-22		279.0
CPI Base Year 6-30-93	/	145.6
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Factor by which assessment may exceed base year		1.9162
Base Year Assessment	X	\$130.00
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Maximum Assessment Allowed		\$249.11
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#### ASSESSMENT APPROVED

Total Anticipated Expenditures		\$1,568,120
Less: Other Income	-	61,000
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Revenue Required Before Contribution to Equity Reserve		1,507,120
Add: Contribution to Equity Reserve	+	-304,720
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Assessment Revenue Required		\$1,202,400
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Westlake Townhome Owners Association  
Balance Sheets  
March 31, 2023 and 2022

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	<u>2023</u>	<u>2022</u>
<b><u>ASSETS</u></b>		
Current assets		
Cash and cash equivalents	\$1,495,726	\$1,757,881
Receivables		
Member's assessments	24,515	16,925
Interest receivable	8,042	1,577
Other	45,592	
Prepaid expenses	2,513	16,153
Prepaid insurance	6,337	5,860
	<u>1,582,725</u>	<u>1,798,396</u>
Property and equipment, net	<u>9,204</u>	<u>12,240</u>
	<u>\$ 1,591,929</u>	<u>\$1,810,636</u>
<b><u>Liabilities and Members' Equity</u></b>		
Current liabilities		
Accounts payable	\$ 7,702	\$ 6,764
Accrued Payroll taxes	353	256
Deferred revenue		
Prepaid members' assessments	<u>43,777</u>	<u>35,881</u>
	<u>51,832</u>	<u>42,901</u>
Members' equity		
Contributed by		
Developer	437,667	437,667
Members	90,358	89,755
Equity reserves-unappropriated	<u>1,012,072</u>	<u>1,240,313</u>
	<u>\$1,540,097</u>	<u>\$1,767,735</u>
	<u>\$1,591,929</u>	<u>\$1,810,636</u>