



## The Trails Association, Inc.

703 E Nerge Road  
Roselle, IL 60172

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### Board Meeting Minutes

Thursday, January 26, 2023 – 7:00 pm

I. Call to Order

Meeting called to order at 7:01 pm by Manager Diane Esmael

II. Establish a Quorum of Board Members

Board Members in Attendance:

- Sandeep Mannur
- Eddie Bogart
- Frank Jarke
- Sudarshan Nagendran via Google Meets
- Jason Fairchild via Google Meets
- Laura Sikat
- Anthony Rofus
- Jennifer Hamelly

Board Members Absent: Heather Weiser

Property Manager: Diane Esmael

III. Homeowner Forum (Maximum time 15 minutes)

- A homeowner brought up issues with parking availability for overflow parking and the rules for parking in the clubhouse lot.
- The same homeowner made mention of the fact that the increase in clubhouse rental fees is out of her acceptable range and didn't understand why it increased so much.

IV. Approval of Minutes (12-15-2022)

- "I move to approve the Board of Directors Meeting Minutes from DECEMBER 15, 2022, as presented."

Motion by: Frank Jarke

Seconded by: Eddie Bogert

Vote: Yea 8 Nay 0 Abstain 0

V. President's Report (NONE)

## VI. Treasurer's Report

### Summary:

**Itasca Bank Operating Acct (6001)** – Balance of \$72,257.70 as of 01-24-2023

**Itasca Bank Buildium Acct (6002)** – Balance of \$101,828.76 as of 01-24-2023

**Itasca Bank Reserve Savings Acct (3720)** – Balance of \$135,827.33 as of 01-24-2023

- “I move to ratify the Board decision to transfer funds to reserve account in the amount of \$56,000 as indicated by the current reserve study that was processed on 12-29-2022.”

Motion by: Laura Sikat

Seconded by: Frank Jarke

Vote: Yea 8 Nay 0 Abstain 0

## VII. Management Report – given by manager

## VIII. Old Business

- a. Crosstown Electric (Playground light) – Update  
Item still pending and will be addressed later after more proposals can be obtained by manager
- b. Crosstown Electric (Isle Royal Bay light) – Update  
Item still pending and will be addressed later after more proposals can be obtained by manager
- c. TOPS ONE (Management Software) – Update  
Manager has begun the process of compiling data for transition. Issues remain with accurate financial records for 2022.
- d. HomeWise Docs (Resale Docs) – Update  
Manager has provided all the necessary documentation. Next phase is setting packages and pricing and going live on 02-01-2023.
- e. Clubhouse Rentals (Changes) - Update  
Paperwork update is in process and will be released shortly.
- f. Westside Mechanical (HVAC) - Update  
During inspection issues discovered with duct work. Manager in process of obtaining additional information and bids.

## IX. New Business

- a. Landscaping/Snow/Tree/Pond/Paving (BrightView) – Proposal
  - “I move to approve the proposal(s) from BrightView for landscaping / Snow Removal / Tree Servicing & Replacement / Pond Maintenance / Sealcoating & Driveway replacement, as presented.” (See information below).
    - **Landscaping & Pond Proposal** (Option #2 – Pricing \$120,700 for year one with 4% annual escalation includes everything in option 1 plus grub treatment, 2 edging of shrub/evergreen/groundcover beds, installation, and removal of pond aerators. Pond storage additional \$250) – 3-year contract

Motion by: Anthony Rofus

Seconded by: Frank Jarke

Vote: Yea 8 Nay 0 Abstain 0

- **Snow Services** (Pricing \$158,000 for year one with a 3% annual escalation) – 3-year contract

Motion by: Anthony Rofus

Seconded by: Eddie Bogert

Vote: Yea 8 Nay 0 Abstain 0

- **Seal Coat/Asphalt** (Seal coating for 75,000 sf is \$.30 per sf. Asphalt paving/replacement/add-on for 6750 sf is 43.60 per sf. for year one with a 3% annual escalation) – 3-year contract

Motion by: Anthony Rofus

Seconded by: Jenn Hamelly

Vote: Yea 7 Nay 0 Abstain 1 (Eddie Bogert)

- **Pond Trees** (Pricing \$3264 for year one time proposal

Motion by: Eddie Bogert

Seconded by: Laura Sikat

Vote: Yea 8 Nay 0 Abstain 0

- **Tree Proposal - Pruning** (Pricing \$131,403 for all work to be completed in 2023)

Motion by: Anthony Rofus

Seconded by: Frank Jarke

Vote: Yea 8 Nay 0 Abstain 0

- **Tree Proposal – Dead Tree Removal** (Pricing \$8,024 for all work to be completed in 2023)

Motion by: Jenn Hamelly

Seconded by: Eddie Bogert

Vote: Yea 8 Nay 0 Abstain 0

- b. Quadient Postage System – Proposal

***“I move to approve the proposal for the Quadient Postage System with a 24-month lease at \$31.99 per month”***

Motion by: Frank Jarke

Seconded by: Jenn Hamelly

Vote: Yea 8 Nay 0 Abstain 0

- c. Roselle Electric – Proposal – installation of additional electric outlets and updates to voltage for clubhouse office.

***“I move to approve the proposal from Roselle Electric as presented.”***

Motion by: Laura Sikat

Seconded by: Frank Jarke

Vote: Yea 8 Nay 0 Abstain 0

- d. CondoVoter – Proposal – service to use for Annual Meeting – in-person/electronic/phone voting – guaranteed quorum or reschedule for free. No proxies any longer. (Part 1)

***“I move to approve the proposal from CondoVoter as presented.”***

Motion by: Frank Jarke

Seconded by: Anthony Rofus

Vote: Yea 8 Nay 0 Abstain 0

Rules and Processes prepared by legal counsel (KSN) for implementation and execution of use of CondoVoter (Part 2)

***“I move to approve the implementation of the rules and processes presented by***

***KSN in order to implement the proposal above (CondoVoter)."***

Motion by: Eddie Bogert

Seconded by: Jenn Hamelly

Vote: Yea 8 Nay 0 Abstain 0

- e. Insurance Package (Heil Heil Smart & Golee Insurance) – Proposal – total coverage policies \$28,203 beginning February 1, 2023, to February 1, 2024. Includes Kubota, Golf Cart & Flood Insurance which wasn't part of previous policies.

***"I move to approve the HHS&G as presented."***

Motion by: Frank Jarke

Seconded by: Anthony Rofus

Vote: Yea 8 Nay 0 Abstain 0

- f. 22.1 Disclosure Update – Static Item

**SECTION 22.1 UPDATE FOR APPROVAL – NOT COMPLETED FOR REVIEW**

- X. Executive Session (If needed)

Jenn Hamelly made a motion to enter Executive session. Frank Jarke seconded. 9:01 pm

Meeting reopened to open session at 9:30 pm

Request to open additional bank account at Chase Bank for the purposes of issuing debit cards on a bank account that only requires one signature with limited account balance of \$10,000 to cover expenditures.

***"I move to approve the opening of Chase Bank Account with limit of \$10,000 for the purposes of obtaining debit card(s) to make purchases/expenditures for the association with an account that only requires 1 signature."***

Motion by: Jenn Hamelly

Seconded by: Anthony Rofus

Vote: Yea 8 Nay 0 Abstain 0

Eddie Bogert made a motion to end open session. Laura Sikat seconded. 9:32 pm



## **The Trails Association, Inc.**

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### **Executive Session Meeting Minutes**

Board Members in Attendance:

Present in person:

- Sandeep Mannur
- Eddie Bogart
- Frank Jarke
- Laura Sikat
- Anthony Rofus
- Jennifer Hamelly
- Diane Esmael (Property Manager)

Jason Fairchild via Google Meets

Sudarshan Nagendran via Google Meets

Executive session convened at 9:01 pm

- Discussion related to 401K for employees and opening additional bank account at Chase Bank.

– Motion Eddie Bogert to end meeting. Seconded by Laura Sikat.

Meeting ended at 9:30 pm.

Moved back into open session at 9:30 pm