



The Trails Association, Inc.

703 E Nerge Road
Roselle, IL 60172

Board Meeting Minutes

Thursday, January 25, 2024

- I. Call to Order
Meeting called to order at 7:05 by Laura Sikat
- II. Establish a Quorum of Board Members
Board Members in Attendance:

Laura Sikat – Board President
Frank Jarke – Board Vice-President
Sandeep Mannur – Board Treasurer
Heather Weiser – Member at Large
Anthony Rofus - Member at Large
Eddie Bogert – Member at Large
Barbara Rago – Member at Large

Surdarshan Nagendran – Absent
Pradeep Singh – Absent

Property Manager – Present
- III. Guest Presenters – None
- IV. Homeowner Forum (**Maximum** time 15 minutes)

Homeowner raising issues with truck that is blocking sidewalks.
Homeowner raised concerns with snow plowing issues and general reference to tone people use when speaking to others.
Homeowner expressed concerns with the poor service snow removal supplier provided
- V. Approval of Minutes (10-26-23 & 12-6-23)



. Approval/Adoption of Meeting Minutes

"I move to approve the Board of Directors Meeting Minutes from October 26, 2023, as revised."

Motion by: Sandeep Mannur Seconded by: Frank Jarke Vote: Yea 7 – Absent 2

"I move to approve the Board of Directors Executive Session Meeting Minutes from October 26, 2023, as revised."

Motion by: Frank Jarke Seconded by: Anthony Rofus Vote: Yea 7 – Absent 2

"I move to approve the Board of Directors Meeting Minutes from December 6, 2023, as presented."

Motion by: Frank Jarke Seconded by: Eddie Bogert Vote: Yea 7 – Absent 2

"I move to approve the Board of Directors Executive Session Meeting Minutes from December 6, 2023, as presented."

Motion by: Frank Jarke Seconded by: Laura Sikat Vote: Yea 7 – Absent 2

I. TREASURER'S REPORT

Itasca Bank Operating Account (6001) – Balance of \$58,212.94 as of 12-29-2023

Itasca Bank Buildium Account (6002) – Balance of \$61,790.25 as of 12-29-2023

Itasca Bank Reserve Savings Account (3720) – Balance of \$223,326.33 as of 12-29-2023

Itasca Bank CD Account (6006) – Balance of \$51,141.56 as of 12-02-2023

Vanguard MM Investment Account (0016) - Balance of \$126,407.46 as of 12-31-2023

Vanguard MM Investment Account (0168) - Balance of \$104,284.52 as of 12-31-2023

US Bank CD Account #1 (4753) - Information not provided.

US Bank CD Account #2 (8662) - Information not provided

Delinquency as of 12-29-2023 – Information not provided

Action Items:

- **Audit finalization 2022**
- **2023 Audit, dependency on 2022 Audit for Picker & Associates to have information to begin**

II. MANAGEMENT REPORT

Administrative:

- 1099's in process, must be postmarked no later than 1/31
- Homeowner driveway replacement invoicing reconciliation for 2021 & 2022 underway
- Working on Pool Contracts for 2024 season delayed
- Sump Pump reimbursement checks due December 2023 in process.

Staffing:

- Office Assistant is back to working part-time hours (M/W/F 9-1PM)

Sales/Leasing:

- 19 sales closed in 2023 so far with 1 pending contract and 1 for sale.
- Need to request remaining leases for off-site owners before the pool season starts.

Completed actions/updates since last board meeting:

- **RFPs** for painting, ponds, lawn, snow have been requested as well as for the pool
- Kaplan's revised driveway proposal is also in the works.
- **Our Kubota** is still in the shop as of this writing. The tech who handles the repairs on this type of machinery is still out of the shop. Russo was still able to hand the inspection off to another tech who diagnosed an issue with the electrical system and the ignition. Parts are "on order"
- **Plumbing Issue** (sump pump pit, etc). on 1.14.24 it was discovered that there were pipes that frozen. B&A plumbing was contacted to check and repair what was broken. B&A Plumbing was here again on 1.23.24 and fixed all the issues with the plumbing in the Clubhouse (frozen pipes, water line in the kitchen as well).
- **Furnaces** – Westside Mechanical was in on 1.23.24. All 4 furnaces were serviced. The coils were badly clogged, and they all needed cleanings, etc. we now also have heat in main floor bathroom and the downstairs bathrooms. Supplier recommends that HOA schedule 2x Service calls to clean and check. One Furnace requires a new control panel.

Legal:

- Refer to Executive session.

Additional Information:

- The Social Committee now has a new email address: socialcommittee@thetrailsroselle.com
- Upcoming Social committee events: Super Bowl party, Valentine's craft event and Easter party
- Office was overwhelmed with calls/complaints re: snow removal this year. Attempts to reach snow vendors have been unsuccessful. Suppliers may be using sub-contractors to perform service which is impacting quality.

II. OLD BUSINESS

A. Transfer from reserves – Revised motion

- The Board approved to deposit previous month's decision/implementation of Harris Bank CDs in the reserve (Savings account). The checks deposited were deposited in the both the operating and savings accounts: Operating \$50,000, Savings \$112,735.32
- The board should amend the motion accordingly.

"I move to approve the revised motion as presented ."

Motion by: Sandeep Mannur Seconded by: Frank Jarke Vote: Yea 7 Absent 2

B. Bright Electric - Proposal – Revised – to be presented

- Item #1-Clubhouse Exterior South Wall Electrical work \$300.00-completed
- Item # 2 – Fitness room electrical work \$1900.00 recessed lighting – Board Tabled
- Item # 3- Clubhouse exterior front wall \$3200.00-completion date not scheduled
- Item #4 – 4 sump locations \$9300.00* completed date not scheduled
- Bright Industries for various electrical issues proposal total \$16700.00**revised to be presented at the meeting.

*Elton has advised that the extra recessed lighting will be another \$1800 – Board Tabled

C. Divergent – Lighting Project – UDPATE

- Divergent Light Project start date to be determined, Starting next week to install new lights, poles are delayed

D. Itasca Bank Signatories – UDPATE

- Manager to confirm if all the paperwork for the Itasca Bank Signatories was completed.
- This pertains to identification paperwork related to the Operating, Reserve Savings CD, etc.

E. Gym Mirror – Update

- Broken Gym Mirror – The Board approved the Creative Mirror replacement proposal.

F. HOA Calendars – Revision

- At December Board meeting, 2024 Calendars were approved however require corrections.

"I move to approve the revised 2024 Board Meeting Calendar as presented."

Motion by: Laura Sikat Seconded by: Heather Weisner Vote: Yea 7 Absent 2

"I move to approve the revised 2024 Office Holiday (Closures) Calendar as presented."

Motion by: Laura Sikat Seconded by: Heather Weisner Vote: Yea 7 Absent 2

G. BrightView ("BV") Snow Contract – Update

- BV's snow contract is being reviewed and assessed by the Manager and Board Officers to address supplier accountability, oversight, and mitigate further issues.
- Discussions with BV, aligned on expectations and set proper communication channels for oversight and escalations.
- Potential need to address contractual provisions.
- BV did not salt roadways during snow event (week of 1/8) – pending T&M Invoice for service per contract terms and conditions.
- BV performed public sidewalk service (HOA's equipment broken)
- On 1/24, BV submitted a \$7K T&M Invoice for two pieces of equipment for the snow events (week of 1/8). Invoice in dispute, equipment was standard equipment and should be included in base fee. **Under dispute.**
- Office Manager on request by Board President exploring alternative snow service companies' capacity to take on our property as part of our exit strategy.
- The contract includes termination provision (30day) with no penalty; however, we are also building the information to support a potential breach of service which might allow recovery of prepaid fees or penalties for non-performance.

M . NEW BUSINESS

A. Insurance Renewal

- Heil & Heil presented the insurance renewal via email.
- Umbrella, D & O, Auto (Kubota), Crime, etc. are in the packet for your review.
- The Hartford (Workmen's Comp)
- *Flood insurance there are 2 options for coverage.
- *Option A \$100,000-premium \$2,292.00
- *Option B \$110,000 -premium \$2,373.00 an \$81.00 difference

POLICY	Erie/Hartford/ K Davis/Great Point	Erie/Hartford/ K Davis/Great Point
	2023-2024	2024-2025
Package	\$6,375	\$6,757
Crime	\$3,949	\$4,264
Directors & Officers		
Workers Compensation	\$8,380	\$8,972
Auto	\$1,595	\$1,947
Umbrella	\$6,637	\$8,148
Flood (3/2/24 Renewal Date)	\$2,292	\$2,292
TOTAL PREMIUM	\$29,228	\$32,380

move to approve the insurance renewal package with Flood Insurance (Option B) as presented.\$32,461.00.”

- Motion by: Laura Sikat Seconded by: Frank Jarke Vote: Yea 7 Absent 2

B.

Turtle Shell Gutter Protection

- Aluminum alloy, gutter protection for the clubhouse.
- Cost for installation on existing gutters with just the aluminum smooth finish \$5,724.00*
- Cost for installation on existing gutters with stone coated: \$6,148.00*
- *Costs on either include cleaning out the gutters and downspouts

“I move to approve the proposal for the gutter guard protection with aluminum smooth finish as presented.\$5,724.00.”

- Motion by: Anthony Rofus Seconded by: Frank Jarke Vote: Yea 7 Absent 2

C. SECTION 22.1 – DISCLOSURE UPDATE FOR APPROVAL – Static Item

- The 22.1/Disclosure Statement did not include the US Bank CD's and was inaccurately presented.
 - Board approved the document on conditions the totals were updated to reflect full balance
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"I move to approve the Section 22.1/Disclosure information update as Amended."

Motion by: Frank Jarke Seconded by: Laura Sikat Vote: Yea 7 Absent 2

Executive Session

- Open Meeting Adjourned at 9:57 PM by Motion from Frank Jarke Seconded by Laura Sikat to move to Closed Executive Session.

XI. Reopen Board Meeting

- Motion to Leave Closed Session at 10:47 PM to reopen Board meeting made by Laura Sikat and Seconded by Frank Jarke.
- *"Motion to approve Homeowner late fee waiver requests due to \$9 Assessment change" Motion by Laura Sikat Seconded by: Frank Jarke Vote: Yea 7 Absent 2*

XII. Adjournment

- Motion to Close Board meeting at PM 10:45 made by Heather Weisner and Seconded by Frank Jarke.