

**CCHA Regular Board of Directors Meeting  
Order of Business Tuesday August 3, 2021, at 7:00 p.m.**

**Board of Directors:**

President	Jay Patel
Vice President	Brian Smith
Secretary	Shirley Brown
Director	Brandy Hunter

Absent: Treasurer Troy Yocum

Community Assoc. Manager: Lea Minalga

**Jay Patel      President's Report & Updates**

The Agenda and May 4, 2021, BOD Meeting Minutes to be read and approved.

- A. Homeowner Hearings (2) were held on Thursday, July 29, 2021, regarding violation and changing Declaration request. Outcome: Decisions pending after more research. (1) Hearing being held August 3<sup>rd</sup> at 6:30PM regarding Violation.
- B. Covid-19 Update. Masks will be required in the Clubhouse due to recent Delta variant Cases.
- C. Three Bids for Association Insurance regarding quotes to insure the exterior of the Units and not having the homeowner do so except from Walls In (Condo Insurance). Country Financial, Farmers, and Corkill Insurance Agency will provide quotes. Declarations would have to be changed and 170 members would need to approve this. Discussions, committees, insurance agents presenting the Benefits to this switch. Lots to go over.
- D. Door Frames, Doors and Trim around door. Doors are a homeowner responsibility as it the Door Frame that holds the doors on. Trim around doors is considered part of the Door Unit as well so who is responsible? Discuss. Vote.
- E. Swings: Time for a discussion about swings for Fall. Vote.
- F. Scott with Pointe Electric inspected both Salem and Alexandria Garages for electrical issues. It was determined that the sensors need replacement and we decided to put Timers on them from now on. It should solve the problem.
- G. Reserve Study: It is recommended to conduct a Reserve Study every 3-5 years. Perhaps we should budget for one for 2022? Vote.
- H. Garage Inspection: Saturday, October 2, 2021, and Make Up Date will be Saturday, October 9, 2021. We ask all resident to have their Garage Doors open by 9:00 AM. To pass a Garage Inspection, the garage needs to be clean enough to fit a car inside.
- I. Alexandria Court will not participate in the October Garage Inspection since they already had a surprise Inspection on Saturday, July 31<sup>st</sup> and every unit passed with Flying Colors!
- J. Complaints: All complaints must be in writing and emailed at [ccha1490@sbcglobal.net](mailto:ccha1490@sbcglobal.net) or mailed. No phone calls or anonymous messages will be accepted. The complainant must have "Who, What, When & Where" on it and agreeable to being used as a witness if needed (while confidentiality will be honored, and name will not be revealed unless necessary for court). Pictures are good evidence but *do not take pictures of kids.*

- K. Assessments are due on the 1<sup>st</sup> of every month. They are late on the 10<sup>th</sup> day of the month and a \$25.00 fine will be given automatically. If any member is over 60 days late on assessments, they will be turned over to the attorney for Collection automatically.
- L. Koster Garage hit by concrete company and damaged a corner of aluminum siding. As of Wednesday, August 4, 2021, at 11:30 AM, West Suburban, RWB Construction and Manager will meet at the site to work out repair or replacement plan.

**Troy Yocum**

**Financial Report:**

- ❖ Balance Sheet & Profit & Loss Report – 06/30/2021
- ❖ Checking Account – \$69,957.23
- ❖ Reserves – \$114,717.37
- ❖ Receivables

**Brian Smith**

**Grounds Manager Report**

- ❖ TSI mows on Thursdays. Please put Garbage Bins on Asphalt.
- ❖ TSI's Contract is up as of October 2022.
- ❖ New young trees must be watered regularly. All new trees got Gator Bags to help remind residents to water them.
- ❖ Several areas got dirt and grass seed laid by Jesus and retaining walls repaired after West Suburban Concrete work was finished. Residents must water grass seed daily.... light spray of water, keeping seeds moist.
- ❖ Skyline Tree Service removing 1558 Salem, dying Pine, 1533 Delaware dead Crabapple, 2 Dead Austrian Pines behind 1204/1206 Lencioni, and Trimming 1562 Salem Maple in front and Honey Locust at 1558 Salem. Stump Grinding and haul away debris - \$2760.00.
- ❖ Jesus and crew and PJ Cairo have been doing landscaping jobs here like trimming and laying dirt etc.
- ❖ Residents MAY NOT put yard waste debris out in piles for TSI to remove. They will not remove or dispose of without charging. Residents doing their own yard work must put waste in appropriate yard refuse bags and in the garbage.

**Brandy Hunter**

**Clubhouse/Pool/Asphalt/Concrete Report**

**Pool:** Great job to the pool company this year. The pool has been well maintained. Communication has been awesome, when necessary, between Clearwater, our manager, guards, and the association. Issues have been limited and handled professionally. Thank you to our community for a great year so far. Remember when you go to the pool, you must sign in which means you must have a pool tag issued by the association. If you do not, please see Lea. You must have a waiver signed by the homeowner. Waivers cannot be signed by your minors or their guest. You must be 16 years or older to go to the pool unaccompanied by an adult.

**Clubhouse:** The clubhouse is back to being rented regularly. We are glad to have this option available to us again. I will be going through the clubhouse and making a wish list for cosmetic renovations, i.e.: paint, carpet cleaning, blinds that need to be replaced, to be looked at during budget conversations. We need to investigate buying pool chaise lounge chairs to replace broken ones. Although we are trying to keep the cost of renting the clubhouse low, we are kindly allowing for many partygoers to set up outside of the time of use, which requires someone on site. We also are not currently having anyone on staff during the party and no check-in and check-out "person" to confirm the length of the party. Questions have been raised about modifying our rental contract to include a flat fee or minimum amount for clubhouse rental. The parties often do not even cover the cost of cleaning the clubhouse before the party, the utilities, or supplies used from the clubhouse for the party. Do we need to discuss options for revamping our clubhouse use contract?

**Sealcoating:** 4 courts done: Washington, Delaware, Joshel, and Windsor totaling \$11,220. After work was completed, we had a post sight inspection, and it was determined that more crack fill could be used namely on Washington and Delaware. It appears this winter was very hard on our asphalt and there were more cracks that developed than were estimated when the quote was given. There is also an area in Washington that is starting to break down and removal and repair are going to be required in the next year or so (\$2444.93). Crack filling helps to prevent these areas from occurring, so the additional crack filling has been recommended. The additional crack filling is quoted at \$1548.24 for 1500 linear feet. The crack filling was quoted at our previous price as prices keep rising. We are going to do an additional inspection next year 30 days or less before starting the job to be sure crack fill is adequate to avoid this issue in the future. Need a motion, discussion, and vote.

**Concrete:** 11 jobs, \$25550 Completed. If your stoop was marked by West Suburban concrete, rest assured the paint is cheap acrylic and will fade and that your stoop is on the list for evaluation next year. If you have filed a proper complaint in writing with Lea regarding your stoop it is added to the list, but FYI, all stoops are evaluated every year to avoid emergent issues. Also, Jesus has started repairing grounds and retaining walls.

**Geneva Farms North Development:** Fyi: The City of Geneva Planning and Zoning Commission has informed residents within 500 feet of Kirk and Geneva Drive of a plan to hold a hearing soon regarding the annexation of the farmland across kirk road and have it labeled light industrial. A holding company is hoping to put in a 278,000 square foot distribution center after extending Division and Geneva drive to Kautz road and adding a stoplight at our corner. I would like to put a task force together to evaluate the information and decide if we should send a community rep to speak at this hearing. I am also hoping to see if we can get someone from the city, maybe an alderman to come speak at the clubhouse or on zoom. The information included online is a traffic impact report and there is no environmental impact report or city services impact report. Please contact Brandy through the [ccha1490@sbcglobal.net](mailto:ccha1490@sbcglobal.net) if you

### **Shirley Brown**

### **Roofs/Siding/Gutters/Railings/Garages Report**

- ❖ 2 Buildings (6 Units) on Lencioni and Delaware to get new siding this month. The roofs and the other two buildings at Arlington and Alexandria are complete.
- ❖ May be emergency roof job on Charleston. Report is being done.
- ❖ We highly recommend before or at the time of these major Roof/Siding projects that owners consider new windows, sliding doors, skylights, insulation, and deck repairs to be done (if necessary). Your home is an investment, and these expenditures will only enhance your property as we do our part to upgrade as well.
- ❖ Shutters: Shutters cost \$100.00 a pair to buy and hang. Discussion ongoing about doing the sides and back of units.
- ❖ Front door painting and matching shutters of newly siding buildings is being done.
- ❖ Front door frames are homeowners' responsibility to repair if the wood gets rotten from water.
- ❖ Meyer Metal company will custom make Railings for any new stoops being done. We are only required to put up one railing if they already had a railing. If resident wants 2 Railings, they will need to purchase one.

**Homeowner Forum:** Only if time allows. Send concerns, work orders and comments to [ccha1490@sbcglobal.net](mailto:ccha1490@sbcglobal.net)

***Adjourn Meeting.***

**Next CCHA Board Meeting: Budget Mtg. Tuesday, November 2, 2021, at 7:00 PM at the Clubhouse**