

CCHA Board of Directors Regular Meeting MINUTES
Tuesday May 3, 2022, at 7:00 p.m.
Clubhouse, 1490 Geneva Drive, Geneva

Board of Directors:

President	Jay Patel
Treasurer	Troy Yocum
Director	Brandy Hunter
Quorum	YES

Absent:	Vice President	Brian Smith
	Secretary	Shirley Brown

Community Assoc. Manager:	Lea Minalga
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The following are the Minutes of the Board of Directors of Chesapeake Commons Homeowners Regular Meeting held on Tuesday, May 3, 2022, at 1490 Geneva Drive, Geneva, IL 60134. The meeting was called to order at 7:00 PM by President Jay Patel. The Minutes of the February 1, 2022, BOD's Meeting and the May 3, 2022, Agenda were read and approved.

Jay Patel President's Report & Updates

- Executive Sessions:
 - Board Meeting w/RWB Construction on April 7, 2022, to discuss Siding & Roofing Project doing all at once or as we have been doing by emergency considering the rising price of materials and labor.
 - Hearing held on April 21, 2022. Matter Resolved.
 - Special Meeting April 28, 2022, regarding Association Loan w/RWB Construction for funding Roof/Gutter project this year.
- Motion by Mrs. Hunter and seconded by Mr. Yocum to raise the CCHA Closing Letter Fee to \$250.00 was made. This fee can be raised at any time depending on new IL Statutes requiring more extensive and time-consuming Disclosure Statements. PASSED.
- Mr. Yocum made a motion to make new Skylights mandatory at the time a new roof is replaced if the Skylight needs replacement at that time. Mrs. Hunter seconded the motion. PASSED.
- Skylight expenses would be paid upfront and in full by the homeowner before the work has commenced or the homeowner can finance the Skylights through their own lending agency or finance the cost of the skylights through the Vendor. PASSED.
- Insulation in Attics is highly recommended at the time of Roof Replacements but will be the decision of the owner. APPROVED.
- Doors, Door Frames and Decorative Trim are the homeowner's responsibility to replace.
- The few small facade porches above front doors that we have will be removed at the time of Siding Replacement. These old porches are ornamental and serve no purpose, are expensive to replace, prone to wood rot and woodpecker damage and costly to maintain. If a homeowner insists on keeping these, it will be up to them to pay for all repairs, replacements, and painting. Or shall they be automatically removed without that option? TABLED.

- Common Grounds in front yards will be inspected **Saturday, May 14**, and back yards on **Saturday, May 21st** by the Board beginning around 9:00 A.M. Tidy up the yards, no storage under decks, decks in need of staining will be identified, patios and decks must be neat and orderly with (1) Patio Set and 1 Grill. Front stoops must be free of items but Flowerpots and Plants. Decorative Flags in flower beds are allowed.
 - Swings are not allowed.
 - Pick up Dog Poop. Several people have seen dogs doing their duty on the Grounds and Clubhouse lawn and owners not picking up. If we see violators, a fine of \$130.00 will be issued.
 - **If dogs destroy the grass either in front or behind units from urine, it is up to the resident to pay for the damages and/or repair the lawn.** Please pick up after your pet each time they go.
 - Dryer Vents should be cleaned inside and out of lint. There are several vendors who do this in the area.
 - The Association will replace broken dryer vent covers for \$25.00. Keep this price but TABLED to discuss next year to increase fee to \$50.00 due to labor costs increasing.
 - The Association does not pay for Pest Abatement. Ants, wasps, mice, skunks, racoons or any other creatures inside the house or under the decks, patios and stoops will be the owner's responsibility to hire a professional service.
 - Bees are a protected species and not to be disturbed. It is also a federal offense to disrupt, move or disturb birds, eggs, babies, or nests.
 - Power washing of Siding is not in the budget this year due to the high costs of doing Roofs, Siding, and other expensive projects. If a resident wants this service done, they can hire someone on their own or use our crew. It is \$100.00 a wall if you use Bert, Jesus, or RWB Construction.
- APPROVED
- Assessments are due on the first of every month. They are late on the 10th 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. **No payment plans, no exceptions.**
Assessments are \$235.00 this year.
 - **Please pay your monthly assessments on time** as it impacts the Association **negatively** when people are routinely late or not paying at all. The well-being of the entire Association is adversely affected. Thank you.
 - All work order requests, concerns and complaints should be emailed to ccha1490@sbcglobal.net. Or you can text to 630-327-9937 if something is pressing or urgent. We prefer everything put into writing to avoid any miscommunication.
 - Visitor Parking: Rules state that residents and their guests may use the guest parking spaces for no longer than 72 hours. This is not for regular use by any resident. **Visitors and our Vendors have priority over the Guest parking.**
 - People who want to report offenders must have evidence with photos of violators going over the time limit of 72 Hours and or repeatedly abusing the parking privileges. Provide pictures, hourly time-stamped evidence or the Association cannot violate anyone. APPROVED
 - Office is by appointment only. Email to schedule at ccha1490@sbcglobal.net or text Lea at 630-327-9937.
 - The Association will not be handing out Ice Melt, Grass Seed, Soil, or other items because we have been informed too much Salt has been put down, harming our concrete, storm drains and asphalt. Grass Seed is also a high commodity due to its scarcity this year. APPROVED
 - The Association does not reimburse residents for mulch, grass seed, sod, soil, trees, bushes, plants, or flowers that they do on their own. APPROVED.

Troy Yocum

Financial Report:

- ❖ Balance Sheet & Profit & Loss Report
- ❖ Checking Account – **\$170,132.13** as of March 31, 2022.
- ❖ Reserves – **\$114,725.97** as of March 31, 2022.
- ❖ Receivables
- ❖ Reserve Study recommended to be done every 3-5 years. A motion was made and seconded to use Reserve Advisors at \$4,400.00 with the Study being done in November/December 2022. PASSED
- ❖ A motion was made by Mrs. Hunter and seconded by Mr. Yocum to go with a \$950,000.00 LOAN with Capitol One to fund Roofs and Gutters for all remaining units that need to be replaced. By taking out this loan instead of the 3.5-million-dollar Loan that was also investigated; the Association will save 1.2 million in Interest alone over 5 years. This plan appears our best option to fund this very expensive (*yet necessary*) project and allows us to postpone a potential special assessment. Brian Smith and Shirley Brown gave their proxy vote to approve this to Jay Patel. PASSED Unanimously.
- ❖ **Please remember assessments are \$235.00/Month.**

Brian Smith

Grounds Manager Report

- ❖ TSI comes on Thursday, weather permitting to do landscaping. They will be Edging, Trimming, Mowing and clean-up.
- ❖ We have put out Red Flags for those residents that do not want TSI to touch their beds. This means then that the resident must do **all** the weeding and trimming for the season themselves. If they want Jesus or PJ to trim their bushes, the resident must pay them on their own. Email or text Lea if you want flags and no landscaping done. Ccha1490@sbcglobal.net or 630-327-9937.
- ❖ Jesus Soto will be coming in one or two days a week to put down seed and attend to other landscaping jobs as needed.
- ❖ Skyline Tree Service will be pruning trees that really need work done. One Ash tree will be cut down behind Arlington.

Brandy Hunter

Clubhouse/Pool/Asphalt/Concrete Report

- Clubhouse: The Clubhouse rental contract is still under revision. A special meeting to be held to ratify upon its completion.
- Pool: Pool will open as planned on Memorial Weekend. The pool was painted last fall at the end of the season. The pool rules will be delivered as well as a waiver for pool use that must be signed and returned to the pool attendant or clubhouse prior to your first use at the pool. If you need a pool tag, please contact the office at ccha1490@sbcglobal.net.
- Asphalt: Salem, Charleston, Joshel and Windsor will getting crack fill and sealcoating in 2022. Joshel and Arlington will be having catch basin repairs as sink holes are forming. Motion made and seconded to accept the Bid from Rose at \$6,752.50 for the two Sink Holes on Arlington and Joshel. PASSED.
- With that being said, there were three cones on Joshel that belong to a member of the Board that were put up for the safety of the homeowners that have been moved or displaced. I ask that they be returned to Joshel Court. All contracts are signed, and the work is in the process of being scheduled.
- Concrete: Two concrete walk-throughs were done, and the most imminent stoops and walkways were determined. The work is done based on priority and budget restrictions. If your stoop is not going to be done this summer, it will remain on the list for next year.

Shirley Brown

Roofs/Siding/Gutters/Railings/Garages Report

- Joshel Garage (Siding – Desert Tan) and 1633, 1643, 1653 & 1663 Delaware (Siding – Oxford Blue) Roofs, Siding and Gutters will be done this spring.
- We highly recommend before or at the time of these major Roof/Siding projects that owners consider new windows, sliding doors, insulation, and deck repairs to be done (*if necessary*). It is usually cheaper to do these jobs at the time of the Roofing and Siding.
- It has been determined that Skylights that are original and in need of replacement, be done at the time of roofing. This will be a mandatory because if a skylight is not done at the time of a new roof replacement, the warranty is null and void on the roof. Therefore, as of 5/3/2022 the Board voted those skylights that are old must be replaced at the time of roof replaced. PASSED
- A motion was made by Mr. Yocum and seconded by Mrs. Hunter to accept the Bid to complete all roof replacements, gutters, and downspouts on all the units left to be done this year by RWB Construction. Contract read, reviewed, and signed by all Board Members. PASSED
- Front door painting and matching shutters of newly siding building will be done when job completed.
- Front door frames are homeowners' responsibility and so is the decorative trim 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. Average price per side depending on risers but is between \$530.00 – \$1400.00.
- We only install Railings on the side of the Concrete Stoops now, far better than putting into top of stoop. Approved
- ***During a heavy downpour do not fret for it is natural for a gutter to not hold the onslaught of water and really is NO cause for alarm.*** We have regular scheduled gutter cleaning in the fall. If you call for cleaning gutter and nothing is clogging it, you will be charged for the service to check.
- Building costs keep going up so we must only do work this year that is absolutely a priority. Inflation is a concern and a possible recession, so all projects are carefully considered first.

Homeowner Forum – 0 homeowners attended the meeting.

Adjournment: 8:00 PM

Next Regular Board of Directors Meeting in Clubhouse will be Tuesday, August 2, 2022, at 7:00 p.m.

Submitted by Shirley Brown, Secretary

Signature: _____