

# CCHA Regular Board of Directors Meeting MINUTES Tuesday August 3, 2021, at 7:00 p.m. - DRAFT

## Board of Directors:

	President	Jay Patel
	Secretary	Shirley Brown
	Director	Brandy Hunter
Absent:	Vice President	Brian Smith
	Treasurer	Troy Yocum
Quorum	Yes	
Community Assoc. Manager:		Lea Minalga
Homeowner: (1)		Tony Avello

**Chesapeake Commons HOA Board of Directors meeting was held at the Clubhouse, 1490 Geneva Drive, Geneva, IL 60134 on Tuesday, August 3, 2021, at 7:00PM.**

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

The Agenda and May 4, 2021, BOD Meeting Minutes – **Approved.**

- A. Homeowner Hearings (3) were held on Thursday, July 29, 2021, regarding violation and changing Declaration request and August 3, 2021, at 6:30 PM. Outcome: Decisions pending after more research.
- B. Covid-19 Update. Masks will be required in the Clubhouse due to recent Delta variant Cases. We will be following CDC guidelines regarding gatherings at the Clubhouse. We will be requiring residents who rent out the clubhouse to “Covid-Clean” when done. Wiping down all surfaces with an Antiseptic Spray that we will provide. Put up Signs and investigate cleaning during this time.
- 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. Information, Education, Committees and Meetings and Forums to be scheduled, giving homeowners a grasp on switching from homeowner insurance to condo insurance, and why it will benefit all if it is done.
- D. 1. Door Frames and Front Doors. Doors are a homeowner responsibility as the Door Frame is part of the door itself. Homeowner is responsible to pay for all work regarding the Doors and their frames and kick plates caused by improper hanging of doors, or water damage. **Approved.**  
2. Decorative Trim around doors is also part of the door unit and if a new door is installed, this decorative piece must come off and replaced. The Board to inspect a few doors with our engineer and siding contractor to come to a determination on who is responsible to replace at the time of normal wear and tear. **Tabled.**
- E. Swings: 1. Motion was made and seconded to have all swings removed from trees and put away by Labor Day 2021. Swings will no longer be allowed in Chesapeake Commons. **Approved.**

2. Motion was made and seconded that anyone who drives holes, screws or nails into the CCHA trees will be held responsible for the health and well being of those trees. If trees become sick or dying due to the injuries on the tree, the resident will be required to pay for the treatment, value and or removal of a sick or dying tree, to be determined by our Arborist and Attorney.

3. Grass damaged using swings must be repaired by the resident. **All Approved.**
- 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. All 12 Garages will get new Timers on both ends. **Approved.**
- G. Reserve Study: It is recommended to conduct a Reserve Study every 3-5 years. Our last Reserve Study was conducted by Reserve Advisors, Inc. in October of 2014. **Tabled.**
- 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.** **Approved.**
- 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. Engineer submitted a report with Recommendations as to how to repair damage. West Suburban Concrete is responsible for damage.
- M. Camera at Pool; Research costs and contact Lawyer to make sure this is ok to move forward on for next season. Would want solar batteries and audio capabilities. **Pending.**
- N. **Concrete** in future should be done before Sealcoating so trucks do not damage the pavement.
- O. **Timing** of Sealcoating, Asphalt, Concrete jobs etc. should be avoided, if possible, on Thursdays as this is Garbage and Mow Day.

#### **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 pool (pool furniture will be inspected at pool closing to see what needs to be replaced) 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? Further investigation needed. **Tabled.**

**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. Motion made to hire Rose Paving to fill the cracks and price not to exceed \$2000.00. **Approved.**

**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. When making Budget for next year, include the price of lawn and retaining wall repairs from the concrete work done. **Approved.**

**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 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. We will finish counting all windows in back to help us determine accurate cost of shutters put up in the back of townhome units. **Tabled.**
- ❖ 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.
- ❖ All Ranch townhomes and all Garages had their gutters cleaned front and back by RWB.

**Homeowner Forum:** Tony reported that West Suburban Concrete tore up his turf as well during the project so we will repair. Tony also reports that there were more cracks on Joshel Court that need to be filled. It was approved by the Board to have Rose Paving come back and do so. Tony was dismayed that the concrete company ran out of concrete during the middle of the job and had to come back the next day to complete. Mailbox for assessment checks "beat up", another option Lock Box or new Mailbox? Any other questions Mr. Avello had been addressed during the meeting.

Homeowner on Windsor wants to go door to door to get signatures for changing the CCHA Declarations to be able to enlarge Patios and Decks (with parameters and restrictions in place). 170 unit owners would need to approve this to change our Declarations and approve this.

*Adjourn Meeting. 8:45PM*

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