

Oak Brook Colony Condominium Association

Oak Brook, Illinois

Minutes of the July 29, 2019 Board of Managers Meeting
Oak Brook Colony Condominium Association (OBCCA)

1. Call to Order

The meeting was called to order at 7:15 pm. Those in attendance:

Gabriela Chawla -	President
Lorna Brasseaux -	Vice President - Landscaping
Brian DalCorobbo -	Treasurer
Greg Zbasnik -	Secretary
Jessica Towle -	LMS Vice President
Alicia Smith -	LMS Property Manager

2. Approval of Minutes

The minutes from the June 24, 2019 Board of Managers Meeting were reviewed. Brian DalCorobbo moved that the minutes be approved as written. Second. Board vote = 3 yea, 0 no.

3. Board Appointment

Three unit-owners had submitted applications for the Board. Greg Zbasnik moved that Mary Mufti of 2s715 Williamsburg Court be appointed to the Board. Second. Board vote = 4 yea, 0 no.

4. Treasurer's Report

Brian DalCorobbo presented the Treasurer's Report. As of June 30, 2019, assets were \$508,989 including \$271,759 in checking, \$154,631 in money market accounts, \$76,000.00 in CD's, and \$1,942 in Accrued Interest. A/R was \$7,381. Liabilities including accounts payable, deferred revenue from Comcast and unit owner prepayments totaled \$25,056. As of July 29, 2019, delinquencies were \$10,195.97 from 18 unitowners. Brian DalCorobbo also announced that per the Declaration, work on the 2020 Budget had started. Greg Zbasnik moved that the Treasurer's report be accepted. Second. Board vote = 4 yea, 0 no.

5. Management Report

- Fire Alarm System – LMS reported that there had been 1 activation for June 2019, and reported for the third time that there had been no activations in March 2019. The April 2019 Report was never attached to any Management Reports. LMS stated they will obtain this tomorrow.
- Sales – 19w286 Governors Trail (Mt Vernon model)– July 31, 2019 for \$325,000.
- Electronic Notices – 80 to date. [No report]
- Rental Unit Summary - As of November 28, 2018, there were 20 units rented and 2 were empty. Two have yet to provide the required information on their leases. [On hold pending Rule change]
- Work Orders – The status of Work Orders for June were reviewed.

6. Old Business

- Newport Lane Streetlight – The hand-dug trench was completed per specifications by Home Pride and the wires were pulled and connected by Pro Electric.
- Website Update – Brian DalCorobbo had distributed pdf's of the website he proposes be used for OBCCA. The Board provided comments and Brian will start finalization.
- Tree Warranty Work – The deceased tress will be replaced in the fall, in conjunction with the new 2019 plantings. Lorna Brasseaux will address 2 dead and 3 possibly dying trees that are under warranty from The Fields of Caton Farm. An additional 7 trees that are under warranty will be watched for replacement.
- Spring (now Fall) Tree Planting – – The Fields of Caton Farm was awarded a contract to plant 11 out of the quoted 12 trees based on Graf's Reforestation Report. They were also awarded an addendum to have them water the trees for \$475/trip each time there is a 2-week period without rain. The cool season for planting in spring has passed. Caton advised that they could plant as late as December 1st, or would move the planting to 2020. Lorna Brasseaux will address an appropriate planting schedule.

- Cable Enforcement Options – Greg Zbasnik recommended that the Board determine a direction for cable and dish wiring for OBCCA. Wiring that is on, over, under or inside of roof components is clearly against the rules and can cause significant damage. Wiring that is run up walls, behind gutter components, across the underside of patio overhangs, and on top of fascias is also against the rules, but may not cause harm. Finally, many cable wires are run for long distances from the provider's box to a hole where they enter the unit. This causes no harm, but may not be aesthetically pleasing. A drone was used to identify units that had wiring across their roofs. Greg Zbasnik reported that of the 31 potential roofs identified with wires, only 6 had some miscellaneous, non-active wires on or near the roof, and 3 had serious violations that could cause damage to the roofs. He recommended that one of our usual contractors be directed to cut and dispose of the wires, and caulk any holes at: 241 GB, 234 GW, 688 WC, 720 WC, 723 WC, and 214 NL. He further recommended that the 3 units with obvious wire violations be sent a letter advising of the violation and directing that they remedy the situation or fines will ensue. [Subsequent to the meeting, Site Maintenance removed the wires at 688 and 720 WC.]
- 2019 Roof Replacement Project – The project on 19w220-244OT was verified complete by the independent engineer, RCL, on July 1, 2019. The amount of rotten wood ended up costing \$2,181.00, bringing the total for the project to \$132,459.42. The entire 5-year cost for the Roof Replacement Project totaled \$1,503,957. Greg Zbasnik moved that the prior decision to approve \$2,181.00 for rotten wood replacement be ratified. Second. Board vote = 4 yea, 0 no.
- 2018 & 2019 Audit – Work by CondoCPA is continuing. LMS stated that the audit will be issued in mid-August.
- Gingerbrook Entrance Road – Gingerbrook is managing the project and may proceed with legal action against the paving contractor. OBCCA will be sent an invoice for its portion of the sewer work which was done correctly. This should be in the amount of half of \$6,700 = \$3,350. OBCCA will receive an invoice for the remainder of the work (\$14,015 – \$3,350 = \$10,665) once the suit is settled or dropped. The final invoice will be for half of the cost of restoring the planting oval in the road at the entrance once it is completed (TBD). [No action]
- 2019 Bay Repair – The last 11 addresses that had been judged by the bay consultant in 2015 to need repair are: 738WC, 201OT, 286GT, 273PR, 182OT, 241GB, 249GB, 218GT, 266GT, 765JT, and 777JT. 738WC, 201OT, and 218GT expressed an interest in having extra insulation added. Greg Zbasnik will follow-up and obtain this price. 777JT might consider replacing windows, so this unit will be scheduled later in the process. Home Pride will be scheduled to start work shortly. Once these 11 bays have been completed, the total amount repaired will = 109.
- 2019 Mulch – This work for spreading mulch on the fronts and sides of buildings, and along the Fairfield entrance was completed. Sandy Wilczak had requested LMS to contact The Highland Landmark Office Park to see if they share in the cost of mulch for the west side of Fairfield, which is their property. LMS advised that the Highland Landmark Board is considering this request. LMS will work with Lorna Brasseaux to address this question.
- 19w201 OT - The unit owner raised several issues requiring Board review. The last remaining issue is replacement of the rear patio that was damaged during mud-jacking operations, the next year that rear patios are replaced. [No action]
- Crab Apple Tree Treatments – The first of 3 treatments have been completed. [No action]
- Bowing Brickwork at 19w236 PHS – Based on the inspection reports and removal of select bricks, it was determined that the bricks in the bowing wall need to be removed and rebuilt. Soumar Masonry completed this work on Monday, July 15, 2019. LMS reported that Soumar will move the boulders back to their original position. Lorna Brasseaux will follow up with landscaping restoration.
- 2019 Tuckpointing – Soumar Masonry was awarded a contract to perform 2019 tuckpointing in the amount of \$3,950. The contract must be assembled and signed.
- 2019 Courtyard Walls – Soumar Masonry was awarded a contract in the amount of \$2,500/wall, to rebuild up to 3 courtyard walls, pending final inspection of those 3 walls, with approval to start as soon as practical.
- Lintel Replacement and Tuckpointing – Soumar was awarded a contract to replace 10 excessively deteriorated lintels for \$12,750 for: 688 + 704 WC; the 2nd floor casement window at 708 WC; the 5-foot 1st floor windows for: 261 WC, 241 GB, 285 PR, 570 PHS, and 201 OT; and the 2nd floor 5-foot window for: 273 PalGL, and 582 PHS. LMS was directed to complete the contract stipulating a start date for the lintel work in September 2019.
- Window Pre-Approval Status – LMS to strike ReVisions as a pre-approved vendor from OBCCA documents.

- Tree Inventory – Graf Tree provided a quote of \$770 to update the OBCCA tree inventory. This will be tabled until fall. [No action]
- Pruning Scope – Due to so many trees having been removed, Graf, the OBCCA tree consultant, does not recommend any pruning until 2020. [No action]
- 2019 Chase/Cap Work – A detailed scope of work necessary to repair/restore the chases, caps and associated items on 13 remaining buildings not revised to date was prepared and quoted by Site Maintenance. The amount was substantial, so the project will have to be funded over several years. Site Maintenance was awarded a contract to repair the chases and associated components on 19w273-285 Paul Revere Lane, 2s667-679 Gloucester Way, 2s765-777 Jamestown Trail, and 2s688-720 Williamsburg Court for the amount of \$33,353. All work is complete. Billing was agreed to be in September 2019.

7. New Business

- Address Markers – LMS started investigation of address markers for the buildings. As a more economical alternate, they were asked to contact our preferred painter, Ziggy's Painting (\$1,300) and determine the price of painting all the existing address ovals. Then the price of number decals can be obtained to estimate the price of this option. Lorna Brasseaux investigated cast plaques. They might cost \$45 each, with \$20/unit Installation. The \$65/unit cost would total slightly under \$10,000. This will be investigated further.
- Erosion Control – Apex Landscaping reviewed sump pump discharges for all 148 units with either Greg Zbasnik (1st Day) or Alicia Smith (2nd Day). They provided quotes that totaled over \$10,000, and did not always specify the scope requested. Lorna Brasseaux and Greg Zbasnik will work with Apex to address the scope proposed. Since some of the work entails blowing out buried pipes, LMS was to get quotes for this work from contractors more suited than Apex to perform this work economically.
- Gutter Guards and Exterior Modification Request – The roofing contractor has offered to install these guards for any interested unitowners (of which there are 5 to date). If the screens prove successful, OBCCA may consider installing these on all units. In that case, the unitowners who installed them in advance at their own cost would be reimbursed. The Board concurred. Greg Zbasnik had previously discussed and exhibited a mock-up of a new gutter screen product that will keep leaves out of the gutters. This will save the cost of 2 general cleanings per year, plus the individual cleanings necessitated by occasional clogs, which can cost \$6,000 - \$9,000 per year. It will also prevent the damage that overflowing gutters can cause when plugged, as well as the rodding out of underground drainage pipes installed to prevent erosion. In the event they need to be removed, no tools are needed. The roofing contractor has offered to install these guards for any interested unitowners. A price will be provided for interested unit owners.
- Road Repairs – Greg Zbasnik reported that he, Reserve Advisors, and CMS had walked the roads during the on-site review portion of the Reserve Study. Reserve Advisors had verbally stated that all the roads were holding up well with the exception of the north portion of the east half of Governors Trail. This may require repairs in 2019. This portion of roadway should be assessed for winter damage in Spring 2019. Quotes were received from 2 pavers. Both were for about \$4/sq ft for 4" deep asphalt. The Board members should review the area and determine whether to do the full width of Governors Trail for ½ the road (approximately the middle) or the north ½ for the full road length from the curb to the east of 19w266 GT and the interface with Gingerbrook. [No action]
- Rotten Loft Window – 19w240 Old Tavern Road - LMS had contacted this owner to replace their deteriorated loft windows. Follow-up will be required. [No action]
- 2019 Painting:
 - Completion of lintels not done in 2018. Ziggy's Painting offered to hold the price the same for 2019: 30 middles at \$150 + 28 ends at \$70. Greg Zbasnik moved that Ziggy's Painting be awarded a contract to complete painting the lintels and entrances white for the amount of \$6,460. Second. Board vote = 4 yea, 0 no.
 - Address marker painting = \$1,300 (must add vinyl letters). Tabled.
 - T-111 siding on 20 buildings (84 units) with completed chase work. Ziggy's Painting provided a quote of \$15,100 (~\$180/unit) to complete the chases, lofts, and end siding. Greg Zbasnik moved that Ziggy's Painting be awarded a contract to complete painting all T-111 chases, siding, and lofts on 84 designated units for the amount of \$15,100. Second. Board vote = 4 yea, 0 no.

- Gate latches – Based on their low bid and excellent work at OBCCA, Brian DalCorobbo moved that Home Pride be awarded a contract to re-install gate latches that have loosened for the amount of \$975. Second. Board vote = 4 yea, 0 no.
- Patio Lights - Based on their low bid and excellent work at OBCCA, Brian DalCorobbo moved that Home Pride be awarded a contract to re-install patio lights that have come loose for the amount of \$575. Second. Board vote = 4 yea, 0 no.
- Mailboxes Replacement - Tabled
- Spring Walk Landscaping – Lorna Brasseaux and Apex are working on issues, including sump pump discharges. She will circulate options as they are identified.
- Sealcoating – LMS was requested to obtain more bids and negotiate pricing with Professional Paving.
- Finance Commission – Brian DalCorobbo reported that the commission started working on the 2020 Budget.
- OBCCA Business E-mail – Brian DalCorobbo discussed the benefits of using a business e-mail account for OBCCA. Brian DalCorobbo moved that a business e-mail account be set up for the Board members at a cost of \$12/user/month = \$750/year. Second. Board vote = 4 yea, 0 no.
- Vendor Referral Program - Gabriela Chawla announced that work is proceeding on a program that will list vendors that want to perform work for OBCCA unit owners. A feedback section will also be included to allow unit owners to assess work they have done by these vendors.
- Exterior Modification Request – Chawla of 679 Patrick Henry Square requested approval to skim coat their apron and the apron at 2s575 Patrick Henry Square in accordance with the submitted proposal and correct Certificate of Insurance from Broadcast Flooring. Lorna Brasseaux moved that the request be approved. Second. Board vote = 4 yea, 0 no.
- Exterior Modification Request – Ackerman of 204 Old Tavern Road requested approval to skim coat their apron, walk and stairs in accordance with the submitted proposal and correct Certificate of Insurance from Broadcast Flooring. Lorna Brasseaux moved that the request be approved. Second. Board vote = 4 yea, 0 no.

8. Adjournment

At 8:48 pm, there being no further business, Greg Zbasnik moved that the meeting be adjourned. Second. Board vote = 4 yea, 0 no.


Gregory Zbasnik, Secretary