

**Reflections at Hidden Lake**  
**Regular Board of Directors Meeting**  
**Thursday, August 14, 2014 – 7:00 pm**  
*Darien Police Training Room*

**I. CALL TO ORDER/ROLL CALL**

President Karen English called the Regular Meeting of the Reflections Association Board to order at 7:00 p.m.

**Board Members Present:**

President Karen English  
Vice President Derek Ahlburn  
Secretary Sandra Starck

**Absent:**

Director Joanne Blattner  
Treasurer Catherine Griffin

Also present were Property Manager Brett Kovel representing Elite Management, Recording Secretary Laura Griffith from Karick and Associates, and eight homeowners.

**II. APPROVAL OF THE MINUTES**

**A MOTION was made by Secretary Starck to approve the minutes of the June 5, 2014 Board meeting. Seconded by Vice President Ahlburn. Motion Carried Unanimously.**

**III. FINANCIAL AND ADMINISTRATIVE**

*A. Q2 2014 Financial Report*

Operating Funds	\$ 91,919.42
Reserve Funds	<u>\$440,971.19</u>
Total Funds	\$532,890.61

Property Manager Kovel noted that the money market accounts and CD's were in good standing. There was a higher than average operating fund balance because collections were doing well. The Association was within budget due to the fixed snow contract.

*B. Collections Report Through July 31, 2014*

Property Manager Kovel said that the collection balances were just under \$10,000. There was one bad unit on the books, but the other units all seemed to be in relatively good standing.

*C. Management Report from Elite Management*

Property Manager Kovel said that Phase Four of the roofing project would be done this year. Additional work was planned for on top of the chimneys. Owners were responsible for the chimney caps, but the Association was trying to avoid additional damage. Deck specifications were also in the process of being developed.

The pruning was completed in one day. No mulching was done this year. Some tree work would likely be done next week which included several trees to be removed. Sixteen trees would be removed – fourteen of which were ash trees. The Association was trying to leave the trees that did not need to be removed. The Association was working with BPM to determine where replacements could be done. He noted that any trees in a resident's yard that were removed would not be replaced at the Association's expense. The ash trees on the parkways were handled by the Village. Work order logs were sent to BPM that Property Management followed up on.

The turf work around the pond was held off over the summer as it was not anticipated that there would be so much rain. This work would start shortly, and the work that was and would be done was discussed. Eighty percent of the pond work was completed.

All the work orders from the building over the winter were completed. Damage from the winter was replaced as much as possible. All the painting was done on the header boards that were put up. The thin brick repairs were being completed as needed. Property Manager Kovel suggested that this be caulked when painting was done.

There were no hearings for violations scheduled. A couple variance requests had come in for replacing windows and deck work. He submitted a closing report to the Board which was also available on line.

#### **IV. GROUNDS AND BUILDING MAINTENANCE**

##### **A. *Brookfield Tree Service***

**A MOTION was made by President English to approve Brookfield Tree Service for tree removal, stump grinding, and select trimming at 20 locations for \$4,860. Seconded by Secretary Starck. Motion Carried Unanimously.**

##### **B. *SS Schwarz Construction***

**A MOTION was made by President English to approve SS Schwarz Construction thin brick work, caulking, and staining at 7 locations for \$8,060. Seconded by Secretary Starck. Motion carried unanimously.**

##### **C. *Capital Improvement Carpentry Work***

Property Manager Kovel reviewed the specifications for this work to prepare for the thin brick work.

**A MOTION was made by President English to approve Capital Improvements carpentry work to garage areas at 12 locations for \$11,900. Seconded by Secretary Starck. Motion carried unanimously.**

**D. *Adams Roofing Repair***

Because this repair was over \$500 and this roof was not planned to be replaced, a proposal was submitted.

**A MOTION was made by President English to approve Adams Roofing roof repair at 1000 Spring Court for \$850. Seconded by Secretary Starck. Motion carried unanimously.**

**E. *Alarm Detection System Panel Replacements***

Property Manager Kovel reviewed the panels that were replaced and noted that other units were checked to ensure that the equipment was on line. There had been some confusion regarding problems that were found when the security company came out to check the units. Individual alarm components in the unit were the homeowner's responsibility, so if ADS found something, this was billed back to the homeowner.

**A MOTION was made by President English to approve Alarm Detection System panel replacements at 3 locations for \$8,055. Seconded by Secretary Starck. Motion carried unanimously.**

**IV. NEW BUSINESS ITEMS**

**A. *BPM Enterprises***

Property Manager Kovel said that this was just for the snow removal (not landscaping) and was the same price as last year. It had the legal rider with it.

**A MOTION was made by President English to approve BPM Enterprises for landscaping and snow removal in 2014-2015 (no price change from previous seasons). Seconded by Secretary Starck. Motion carried unanimously.**

**B. *American Concrete Raising***

Property Manager Kovel said that the concrete replacement was not needed in a lot of areas. The proposal they came back with was 54 locations for \$8,525. He reviewed the work to be done and noted that this was close to the budget number. He did not believe that much concrete work would be needed next year except repairs as needed. There was some discussion regarding when the mud jacker would be onsite so the homeowners could be notified as necessary.

**A MOTION was made by President English to approve American Concrete Raising slab jacking, caulking, and concrete replacement proposal at 54 locations for \$8,525. Seconded by Secretary Starck. Motion carried unanimously.**

C. *Elite Management*

Property Manager Kovel said that the contract would expire in 2015. There was a three percent increase.

**A MOTION was made by President English to approve Elite Management contract extension through 2017. Seconded by Secretary Starck. Motion carried unanimously.**

D. *Kramer Tree Specialists*

Brookfield was doing the tree replacements at a better price; however, Kramer Tree Specialists were arborists and took better care of the trees on a regular basis. Property Manager Kovel asked Kramer to include trimming of the big willows around the pond this year. If that was not needed in Zone 2, that cost (approximately \$1,300) could be deducted.

**A MOTION was made by President English to approve 3-year pruning cycle with Kramer Tree Specialists, Inc. (Zone 1 for approximately \$7,800 for Buildings 1 – 15 and the willow trees by the pond; Zone 2 for \$5,733.25 for Buildings 18 – 23 and 24 – 32 with the possibility to reduce this based on the willows being trimmed with Zone; and Zone 3 for \$6,213.50 for Buildings 16 – 17 and 33 – 49). Seconded by Secretary Starck. Motion carried unanimously.**

## VI. HOMEOWNER FORUM

A homeowner asked about what part of the chimneys was the homeowner responsibility. Property Manager Kovel noted that any unit with a fireplace had a chimney cap that would be the homeowner's responsibility. Owners without a fireplace had faux caps that were flat, and the Association was looking into replacing these with a more sloped cap. This was not being done at this time but was being looked into for future replacement if needed.

A homeowner asked about the peeling paint on her unit. Property Manager Kovel would look into this.

A homeowner asked about her building being inspected by ADS. Property Manager Kovel said that there were no interior issues with that unit; the panel for the entire building was replaced.

A homeowner wanted to clarify what the landscapers helped to take care. She had a weed near her bush that took over; the landscaper cut down the bush but the weed grew back. Property Manager Kovel said that he would mark this down for the landscapers to look at.

The same homeowner asked about a neighboring unit with overgrown plantings. Property Manager Kovel would look at it. The normal procedure for extreme

situations was to give the owner 30 days to fix it. If it was not addressed, the landscaper was called out and this was billed back to the homeowner.

A homeowner said that she was on the list for roof replacement and asked what she should know. Property Manager Kovel said that notices would be posted with the information on the garages. He advised homeowners to look into having the skylights replaced during this project.

A homeowner asked about her new roof put on last fall and asked about the water leaking through the trapdoor in the garage. Property Manager Kovel reviewed how ice damming occurred despite the new roofs; the winter had been particularly rough on several aspects of the community.

## **VII. ADJOURNMENT**

**A MOTION was made by President English to adjourn the meeting at 7:51pm. Seconded by Secretary Starck. Motion carried unanimously.**

Respectfully submitted,

*Laura Griffith*

Recording Secretary

Karick & Associates

*This document is subject to correction as noted on next the minutes of the next meeting.*