

Reflections at Hidden Lake
Regular Board of Directors Meeting
Thursday, August 27, 2015 – 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
Treasurer Catherine Griffin
Secretary Sandra Starck
Director Joanne Blattner

Absent:

Vice President Derek Ahlborn

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

II. APPROVAL OF THE MINUTES

A MOTION was made by Treasurer Griffin to approve the minutes of the June 4, 2015 Board meeting. Seconded by Secretary Starck. Motion Carried Unanimously.

III. FINANCIAL AND ADMINISTRATIVE

A. July 2015 Financial Report

Operating Funds - \$140,552.99
Reserve Funds - \$450,526.73
Total Funds - \$591,079.72

The Association was doing well compared to budget. The roofing capital project would go a little over budget, but the Association was prepared to handle this.

B. Collections Report Through July 31, 2015

There was a total of \$3,075 outstanding, and this was reflected in cash flow reports. Most of the outstanding balances were fees and fines. There was one foreclosure, and the servicer sent the check needed on the account.

C. Management Report from Elite Management

- A site map was put together showing the roof schedule. There was some discussion regarding the skylights being a part of this. It was approximately \$500 more if skylights were determined to be needed after the roof was done, so it was more cost effective for residents to do this at the same time.
- The chimney tops would be treated and painted during the painting cycle.

- There was not a lot of activity on grounds including having approximately 30 trees removed – mostly pines and ash trees. This would continue every year for a couple more years.
- BPM did all of the common area mulching and trimming.
- The canned light fixtures were replaced if they were found to be in bad shape. The rear light fixtures were done quickly. Light fixtures for the garages would be looked at.
- Roofing, thin brick work and painting work were the items still outstanding for the year.
- A few variance items needed to be checked.
- If a resident noted any utility issues (electric boxes, etc.), it was determined the utility company should be contacted directly. These numbers had been printed in the newsletter.

IV. GROUNDS AND BUILDING MAINTENANCE

A. *Hartman Landscaping*

Property Manager Kovel said that an extensive bidding process was done before choosing Hartman. The owner had come out to meet with Management. This contract would be for two landscape years and three snow years.

A MOTION was made by Treasurer Griffin to approve the new landscaping and snow contract with Hartman Landscaping for \$89,975. Seconded by Secretary Starck. Motion Carried Unanimously.

B. *Brookfield Tree Service*

A MOTION was made by Treasurer Griffin to approve Brookfield Tree Service annual tree removals for \$10,500. Seconded by Secretary Starck. Motion carried unanimously.

C. *Beary Landscaping*

There was some discussion regarding where the tree replacements would be located. This information was available through the Village contact.

A MOTION was made by Treasurer Griffin to approve Beary Landscaping four tree replacements for \$1,750. Seconded by Director Blattner. Motion carried unanimously.

D. *Spruces Direct*

A MOTION was made by Treasurer Griffin to approve Spruces Direct for three tree replacements for \$1,650 – tree replacement to be determined. Seconded by Director Blattner. Motion carried unanimously.

E. *Painters USA*

Property Manager Kovel said that there were a few different building types. He reviewed which colors went on the different buildings. Building with the

off-white trim would get one coat of paint, and buildings with the white trim would get two coats of paint. There was some discussion regarding the painter making sure one coat still covers the area needed as well as what items would be painted.

A MOTION was made by Treasurer Griffin to approve Painters USA 2015 painting cycle for \$23,960 for seven buildings. Seconded by Secretary Starck. Motion carried unanimously.

F. *Marek Kolaczewski – Light Fixture*

It was noted that this proposal included the front and rear fixtures.

A MOTION was made by Treasurer Griffin to approve Marek Kolaczewski rear light fixture replacements for \$10,320. Seconded by Secretary Starck. Motion carried unanimously.

G. *SS Schwarz Construction*

A MOTION was made by Treasurer Griffin to approve SS Schwarz Construction face brick repairs for \$11,540. Seconded by Director Blattner. Motion carried unanimously.

H. *M&V Construction*

A MOTION was made by Treasurer Griffin to approve M&V Construction for carpentry work on face brick for \$60/hour – not to exceed \$1,500 per location for four locations. Seconded by Director Blattner. Motion carried unanimously.

There was some discussion regarding when this would be done. It was determined that the brick work should not coincide with the roof work

V. NEW BUSINESS ITEMS

A. *New Front Light Fixtures*

Property Manager Kovel showed samples of three different fixtures that were being considered for the garages. The smallest sample was the most expensive at \$50; it was decided that this was the least desirable. The next fixture was \$30 and was larger, black, and had frosted glass; another Elite property used these and found them to look and light well. The last fixture was \$35 and was a brown color; this fixture looked more difficult to replace. All fixtures had a 100 watt maximum.

This would be looked into to see if a discount could be obtained for buying the lights in bulk. There was some discussion regarding installing these in conjunction with the painting project or all at once. This would be looked at with the budget once it was determined who could install them. The \$30 fixture was decided to be the best choice.

VI. HOMEOWNER FORUM

A homeowner said that her front door was painted when she was not home. She asked property management to contact her when this would be fixed. Property Manager Kovel would follow up on this.

There was some discussion regarding speeding complaints in the area.

VII. ADJOURNMENT

A MOTION was made by Treasurer Griffin to adjourn the meeting at 7:37 pm. Seconded by Secretary Starck. Motion carried unanimously.

Respectfully submitted,

Laura Griffith

Recording Secretary

Karick & Associates

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