

Tuesday March 19, 2019
Atrium Condo Board Meeting Minutes

Board Members Present:

President: Jeff Pisani

Vice President: Mary Lou Muehleis

Treasurer: Gail Menconi

Secretary: Mari Gusloff

Director: Ralph O'Connell (not present)

Director: Frank Maurino

Director: Dale Carlson

Also Present: *Michaelene Conrad, Mandy Briggs & Kirsten Bochicchio
(MC Property Management Corporation)*

1) Call to Order: *Jeff Pisani at 6:30pm*

2) Quorum Established

3) Approved Agenda

4) Manager's Report: *Michaelene Conrad*

See attached report at the end of the minutes

5) Minutes:

- *Approve the Minutes from the 1/15/2019 Meeting - Frank Maurino motioned - Gail Menconi 2nd - All in Favor*
- *Approve the Minutes from the Budget Proposal Meeting on 2/11/2019 - Gail Menconi motioned - Mary Lou Muehleis 2nd -*

6) Financial Report: *Gail Menconi*

Checking Account: \$111,722.49

Reserve Account: \$228,903.31

Total: \$340,625.80

- *Approve the Financial Report - Marti Gusloff motioned - Dale Carlson 2nd - AIF*

- *Michaelene Conrad proposed to move \$52,517.15 (owner's security deposits) to a money market account with an interest rate of 2%*
Approval - Mary Lou Muehleis motioned - Frank Maurino 2nd - AIF
- *Michaelene Conrad proposed to move \$25,000.00 from the operating account to the reserve account*
Approval - Jeff Pisani motioned - Mary Lou Muehleis 2nd - AIF
- *Michaelene Conrad proposed to place \$175,000.00 of the reserve account in to a money market account with an interest rate of 2%*
Approval - Gail Menconi motioned - Dale Carlson 2nd - AIF

These changes will earn the Condo Association more money in interest

7) Homeowner's Session - 15 minute limit

- *Carol Norgaard - suggested painting the stairwells to make them look better - also fixing the peeling film on the window wall above the garage ramp - MC management will get estimates*
- *Gerry Scygiel - asked if the landscaping budget could be increased to \$8000 in order to get all of the landscaping projects done - including mulch, flowers, tree trimming & spraying of some of the trees*
Approval - Gail Menconi motioned - Mary Lou Muehleis 2nd - AIF
The landscaping line item budget number, needs to be corrected to \$5525 (Timberland Ridge lawn maintenance contract) - a correction of \$655
Approval - Gail Menconi motioned - Frank Maurino 2nd - AIF
- *Deb Gallet - had a question about special assessments - if a project will cost more than \$5000 - do we need to have a vote by the residents?*
Jeff Pisani answered - special assessment projects for repairing or replacing existing areas of our property, that are failing or wearing out, do not need to have a vote by the residents - the board will vote to move forward with the projects, and the special assessments if needed
The Board is obligated to vote to move forward with these assessments since it is their fiduciary responsibility in maintaining the safety & structural integrity of the property
Jeff Pisani also added that if the board is considering adding to the building or property - regardless of the cost - then that would need a 75% vote in favor of the project, by the residents in order to move forward with the project & a special assessment

8) Old Business

A. Approve the 6% adjustments & proposed budget for 2019 - 2020

Mary Lou Muehleis motioned - Gail Menconi 2nd - AIF

B. Front Entrance Stairs Update

- *Core concrete: They offered us \$750 for being late on the completion of the front stairs - Jeff Pisani suggested that we accept it - since the contract with Core Concrete gives us no leverage to get money back for the project being late - request more discounts within different areas of the contract*
- *Railings - Legna Iron Works are building the railings - a proposal - the railings that will be up against the paver walls have been changed from the original design - to have access to the pavers & the lights
Approval - Dale Carlson motioned - Mary Lou Muehleis 2nd - AIF*
- *It was proposed to pay Core Concrete \$18,825 at this time - leaving \$10,000 unpaid until the project has been completed to our satisfaction
Approval - Jeff Pisani motioned - Frank Maurino 2nd - AIF*
- *MC Management will contact Core Concrete to see if our warranty will be affected if we have them use a different sealant than the one in the contract*
- *Doyle Brick Paving - Contract to make repairs*

*Paver repairs: \$850.00
Retaining wall repairs: \$2925.00
Replace broken 8' wall
Light fixture: \$300.00
Total: \$4075.00*

Approval - Dale Carlson motioned - May Lou Muehleis 2nd - AIF

- *The Board will be submitting more amounts to the insurance claim for the stairs - beyond the settlement of \$16,697.78 sent on April 30, 2018*

C. CO2 detectors & garage Fan repairs

- *Proposal -
Precision Heating & Cooling: \$2307.80
To fix the garage fans
Approval - Mary Lou Muehleis motioned - Gail Menconi 2nd - AIF*

D. HVAC Proposed preventative maintenance contracts

- *KCW - Commercial Rooftop unit preventive HVAC Maintenance Agreement
2 year contract - \$1930.00/year
Precision Heating & Cooling - Rooftop Unit Maintenance Agreement
\$1750.00/year
It was noted that the HVAC contracts do not include servicing the CO2 detectors*

E. Member Directory

- *The information sheets about residents choosing to be in or not in the Atrium Directory will be sent out again - to give those who haven't responded another chance*

F. Unit Electrical Panel Proposals - will be addressed at a later date

G. Atrium Leaks

- *We have a bid from M & T Exteriors - \$2848.00 - check into their warranty & protecting the concrete*
Approval - Dale Carlson motioned - Frank Maurino 2nd - AIF

H. Compact Parking Signs - will be addressed at a later date

I. Dakota Evans

- *They need to finish the job of sealing the bricks - MC management will contact them - we still owe them \$5000.00*

J. South End Railings

- *Possibly have the 2 year old railings from the front stairs replace the older railings at the South End - \$300.00*

9) New Business

A. Ombudsperson Policy

- *MC Management let us know that this is required - we need to adopt this resolution*
Approval - Frank Maurino motioned - Jeff Pisani 2nd - AIF

B. Landscaping

- *Timber Ridge maintenance Proposal - \$5525.00 for the season*
Approval - Jeff Pisani motioned - Dale Carlson 2nd - AIF

C. Lawn Sprinkler Proposal

- *Master's Irrigation - \$510.00 for the year*
Approval - Jeff Pisani motioned - Frank Maurino 2nd AIF

D. Window Cleaning Proposal

- *Outside window cleaning contract from Apex - \$1350.00 for unit windows only*
- *Get a price for them to clean 3 sets of staircase windows*
- *Window washing will be done at the end of May*
- *MC Management will look into getting someone out to fix the window film where it is damaged over the garage door on the 2nd & 3rd floors*

E. Insurance Renewal & Proposal

- *Traveler's - \$17313.00 - Proposal*
- *Farmer's - \$19323.00 - Current company*
- *Should we stay with Farmer's Insurance Company until the claim for the stairs is closed*
Approval - Mary Lou Muehleis motioned - Gail Menconi 2nd - AIF

F. Elevator Inspections

- *The South Elevator needs to pass an inspection*
- *Otis has not sent us a contract*

G. Proposed Rule Change - Insurance

- *Section 12(h) (765 ILCS 605/12(h)) of the Illinois Condominium Property Act provides that the Board may require condominium owners to obtain insurance of at least \$300,000.00 for covering their personal liability and compensatory damages to another unit caused by the negligence of the owner or his or her guests, residents or invitees*

H. Sheet Metal & Roofing

- *Tidwell will be coming out tomorrow to repair the sheet metal that was damaged by high winds*

10) Homeowner's Information Sheets

- *MC Management provided a list of all of our units - with the dates that residents sent in their info sheets*
- *Some residents still need to send theirs in*

11) Units Sold

- *A Unit Sold form needs to be filled out at closing & faxed to MC Property Management*

12) Work Orders

- *MC Management provided a log of work orders status - completed and still open*

14) Executive Session

- *Delinquency*
- *Compliance*
- *Special Matters*

Next Meeting Date - Tuesday May 14, 2019

Adjourn: at 10:00pm

Submitted by Marti Gusloff, Board Secretary on 4/28/2019