

**Tuesday May 14, 2019**  
**Atrium Condo Board Meeting Minutes**

**Board Members Present:**

**President:** Jeff Pisani  
**Vice President:** Mary Lou Muehleis  
**Treasurer:** Gail Menconi  
**Secretary:** Marti 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 3/19/2019 Meeting - Dale Carlson motioned - Mary Lou Muehleis 2<sup>nd</sup> - All in Favor*
- *Approve the Minutes from the Budget Proposal Meeting on 4/15/2019 - Frank Maurino motioned - Dale Carlson 2<sup>nd</sup> - All in Favor*

**6) Financial Report:** Gail Menconi

<i>Checking Account:</i>	<i>\$72,559.93</i>
<i>Reserve Account:</i>	<i>\$258,559.15</i>
<i>Total:</i>	<i>\$331,119.08</i>

*If over \$2500 operating budget check is to be issued it will require a Board member signature & an MC Management signature*

*If a payment needs to come out of the Reserve Account, 2 Board members need to sign - We need to notify the Bank of this policy*

- *Approve the Financial Report - Dale Carlson motioned - Frank Maurino 2<sup>nd</sup> - AIF*

- *It was suggested by MC management to hire an auditor to go over our financial books, to make sure everything is in order - after changing the management company*
- *The Atrium Condo Association did not file a tax return for 2017-2018 - see what auditor recommends about filing for that time period*
- *We will be sending out a final balance sheet showing over or under budget items*

## **7) Homeowner's Session - 15 minute limit**

- *Issues were brought up by several of the Homeowners - no motions were voted on*

## **8) Old Business**

### **A. Front Entrance Stairs Update**

- Sealant - Core will order the Sealant that we approved - it won't cost us anymore than the sealant that was in the original contract - it will be applied by Core after they power wash & clean up the pavers - weather permitting*
- Railings - where the pickets meet the concrete stairs, rust was forming - Legna Iron Works came out looked at it & will be pulling out the two center railings, redoing them, then reinstalling them properly - it would be able to change the color of the railings at this time - will be contacting them to see if this could be done in 2 stages so that the front stairs would not have to be completely shut down*
- Doyle Brick Paving - scheduled to come out the week of May 20, 2019*
- Dakota Evans - has not gotten back to us about finishing fixing the footing wall around Unit 104 - we still owe them money*

### **B. HVAC**

- Precision Heating & Cooling PM report*
- Precision Heating & Cooling Blower Motor Proposal*
- KCW Cancellation Letter*

### **C. Landscaping**

- Plumages - We can no longer hire Mike Spravka - he has no liability insurance - MC Management will contact Timber Ridge & some other landscapers to get quotes for tree Trimming*
- Mulch Proposal - Timber Ridge \$2925  
Approval - Gail Menconi motioned - Dale Carlson 2<sup>nd</sup> - All in Favor*
- Tree Care Proposal - Treemandan - it is too late for treating the crab apple trees for Spring - get a proposal for September treating of the crab apple trees - up to \$500  
Approval - Gail Menconi motioned - Frank Maurino 2<sup>nd</sup> - All in Favor*

### **D. 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*

*E. Unit Electrical Panel Proposals*

*i. Proposals*

- ii. AM Electrical Engineering to do the inspection - Association to pay for the inspections*
- Homeowners to pay for any repairs that need to be made to keep our building safer*
- Approval - Dale Carlson motioned - Frank Maurino 2<sup>nd</sup> - All in Favor*

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

*G. Property Signs - to match the HOA signs?*

*H. Apex Window Cleaning*

- Window cleaning by Apex will be done in the beginning of June - a notice will be posted as soon as we get the date from Apex*

*I. Proposed Rule Change - Insurance - concerning a minimum of \$300,000.00 for covering their personal liability, etc as noted in the Illinois Condominium Property Act - proposed at the March 19, 2019 regular meeting*

*Approval - Dale Carlson motioned - Gail Menconi 2<sup>nd</sup> - All in Favor*

*J. Proposed Rule Change - Proper Information*

*Anyone not providing the proper information that is requested by the Board of Managers or Management Company within the time frame that is specified will be subject to a minimum fine of \$25.00 per month*

*The Board has the option for a anyone not providing the proper information that is requested for the Association to charge additional fines of \$10.00 per day until all the requested information is provided*

*Approval - Gail Menconi motioned - Dale Carlson 2<sup>nd</sup> - All In Favor*

*K. M & T Exteriors - Atrium Leaks Update*

*Need to find out where they are coming from*

*L. Tidwell*

*i. Ratify Sheet Metal Proposal*

*Approval - Dale motioned - Mary Lou Muehleis 2<sup>nd</sup> - All In Favor ii.*

*ii. Roof inspections & Repairs*

*Change from 2 times per year to 1 time per year for \$820 per visit - MC will get a new contract from Tidwell*

*M. Window Film Repair/Replacement*

*Will get bids for this work*

*N. Ratify Earl & Sons Contract*

*Should we sign a new contract with them or look for a new company - we have a 30 day out clause in our contract*

## **9) New Business**

### **A. Elevator**

i. *Hoisting Access Proposal - \$350 per hour plus some extras - after we get this clarified from Otis we will move forward*

*Approval - Dale Carlson motioned - Mary Lou Muehleis - All in Favor*

ii. *Testing Proposal - Hydraulic Elevator Test - \$790.00 - needs to be done to pass the inspection*

*Approval - Jeff Pisani motioned - Dale Carlson 2<sup>nd</sup> - All in Favor*

### **B. Innovative Garage Door Invoice - Approval - Gail Menconi motioned - Dale Carlson 2<sup>nd</sup> - AIF C.**

#### **2018/2019 Audit Proposals**

*To hire Cukierski & Cochrane for \$2600.00 - Approval - Gail Menconi motioned - Frank Maurino 2<sup>nd</sup> - All in Favor*

i. *Precision Heating & Cooling Report*

ii. *Precision Proposal - bring to the meeting*

*Will be getting more information*

## **10) Homeowner's Info - done**

## **11) Work Orders**

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

## **14) Executive Session**

- *Delinquency - List reviewed*
- *Compliance - smoke smell entering common area near the mailroom - letter received from the home owner in Unit 106 - working on controlling the smoke smells*
- *Special Matters - Homeowner's daughter moving items out after 7pm*

## **15) Executive Approvals**

## **16) Next Meeting Date - Tuesday June 4, 2019**

**Adjourn: at 9:06pm**

*Submitted by Marti Gusloff, Board Secretary on 6/3//2019*

