

**Vacation Village Condominium Association**

**Meeting Minutes**

**February 24, 2018**

**In Attendance**

Brian McConnell, President

Tim Hauser, Treasurer

Joe Florio, Director

**Also in Attendance**

Michele L. Kirk, Manager

**Brian McConnell called the meeting to order at 10:12 a.m.**

**Open Forum**

**Brian Mc Connell read a statement addressing the letter mailed by an unknown source to the residents of Vacation Village.**

**36-4            Accountability and resident involvement**

**23-1            19 points including staircases, ramp, lilac bushes, trees etc.**

**16-2            Letter and Dog Hill property**

**Presidents Report**

1. Volunteers are needed for The Rules and Regulations Committee and Fines and Violations. Sign up sheets are available on the table.
2. The employees worked tirelessly during the recent snowfall. I would like to thank them for their hard work.
3. Light outages are occurring throughout the property due to underground breaks. Please be patient as repairs are ongoing.
4. A reminder that all dogs must be leashed at Vacation Village. Be considerate and clean up after your pet.

**Reading of the November 18, 2017 Meeting Minutes**

**Motion**

Tim Hauser made a motion to dispense with the reading of the November 24, 2018 Meeting minutes. Joe Florio seconded, and the motion passed unanimously.

**Motion**

Tim Hauser made a motion to approve the November 18, 2017 Meeting minutes. Joe Florio seconded and the motion passed unanimously.

## Fines and Violations

Tim Hauser made a motion to approve the January 2018 fines and violations. Joe Florio seconded, and the motion passed unanimously.

## Treasurer's Report

January 31, 2018

### Expenses

<b>Association</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD Actual</b>
	\$47,712.00	\$56,784.00	\$9,073.00	\$4,712.00
	<i>Under Budget due to taxes</i>			
<b>Wages &amp; Benefits</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD Actual</b>
	\$48,635.00	\$57,056.00	\$8,419.00	\$48,635.00
	<i>Under budget due to reduction in Public Safety and Landscaping staff</i>			
<b>Administrative</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD Actual</b>
	\$2,605.00	\$4,973.00	\$2,368.00	\$2,605.00
	<i>Under Budget</i>			
<b>Recreational</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD Actual</b>
	\$0.00	\$1,367.00	\$1,367.00	\$0.00
	<i>Seasonal</i>			
<b>Property Utilities</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD Actual</b>
	\$3,459.00	\$4,583.00	\$1,124.00	\$3,459.00
	<i>Under Budget</i>			
<b>Common Area</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD Actual</b>
	\$4,830.00	\$15,292.00	\$10,462.00	\$4,830.00
	<i>Under Budget</i>			

<b>Year to date</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD Actual</b>
	\$107,240.00	\$140,054.00	\$32,813.00	\$107,240.00
	<i>Under Budget</i>			

## **Management Report**

Vacation Village

February 2018

### **Sales**

There were four sales in December, two units are for vacation use and two will be a primary residence. There was one sale in January via a foreclosure. This unit will be updated and sold. There was one sale in February that will be used as a primary residence.

### **Leases**

There were ten leases signed in the month of November, ten leases signed in December and one lease in January. All tenants signed the Crime Free policy and passed the background check.

### **Snow Removal**

I would like to thank the residents for their cooperation during the recent of snowfall. One problem that prevented our ability to clear the parking area was vehicles that did not move from their spaces. Currently the rules state that a resident can remain in a space for a period of ten days however this created safety issues. I would suggest that we update the rules to allow for a snow procedure whereby owners must move their vehicles within 48 hours of snowfall.

### **Thermometers and Unit preparations for the winter months**

Maintenance and Public Safety were checking temperatures throughout the extreme temperatures.

### **Problems**

Only heating the upper level of a unit, no thermometer, keys that did not work, frozen pipes on second floors and heat not adequate to protect the plumbing. We have detailed the information to protect the units during the bitter cold. This year we had three major plumbing breaks that could have been avoided had the unit been properly heated. Units that did not have a thermometer, and Maintenance had to enter to verify they were heated, were charged a \$150.00 service fee.

### **Property Litigation**

We are currently being sued for a Raccoon attack. Fortunately, this falls under our Liability policy unfortunately if the insurance chooses to settle our rates will increase in 2018.

### **Reserve Advisors**

Our reserve study was done in 2000. I would like to recommend that we have our reserve study updated. We have three sizable projects that we have been saving for, the parking lot and the pool.

These two projects will be in the range of 1.5 million. In addition, we will have to begin a siding project. The cost to update the reserve study is \$5100.00.

### **Unit Owner Occupancy**

Recently we had to legally evict children of unit owners. When the Association is forced to take legal action, the Unit Owner is responsible for the fees incurred. Realtors and potential owners must be aware that only the person on title is permitted to live in the unit.

### **Assessment Collections**

Collection of Assessments is a critical part of the Association. In 2017, our year end loss is over \$27000.00 this is due to the over \$99,000.00 in unpaid assessments. Per Illinois law Associations are to disclose at an open vote legal action that is taken. Upon legal verification the Board will state in the opening meeting when the account is sent to the attorney and approve legal action against delinquent owners

### **Meeting Minutes**

When requesting meeting minutes, Unit Owners should know that the purpose of board meeting minutes is to officially document actions taken by the board of directors. Meeting minutes should be brief and capture solely board business conducted, including motions and votes, but not a summary of the discussion that occurred in the open forum or during the board meeting. Per Condominium attorney's, boards are advised to carefully choose the language used and any discussion highlights when drafting minutes as they can be used against an Association or become public information that will discourage potential purchasers.

### **Unit Owner Insurance and Annual Census**

We are spending hours per week trying to obtain proof of insurance or current resident information. Currently we have over 250 units that have not updated their personal information. We also have approximately 30 units that do not have current certificates of insurance and several more notices weekly of policy's being cancelled. The liability to this Association can be costly therefore I have asked our legal counsel to assist in amending our current rule on insurance and address the residents who refuse to update their information. Please review and vote on the attached addendum.

### **Unit Leaks**

The Following units had issues with water leaks. 41-8, 49-9, 51-2, 58-3, 52-8, 16-4 and 48-5. The majority were due to gutters and ice damming. Temporary repairs have been made and additional work will be performed in the warmer weather.

### **Office Flooring**

The install will begin on Tuesday, March 6, 2018.

### **Coupons**

Assessment coupons are mailed upon request.

## **Adjournment**

Tim Hauser made a motion to adjourn the meeting at 11:54 a.m. Joe Florio seconded and the meeting was adjourned.