

Chelsea Place Townhome Owner's Association – CPTOA

www.chelseacircletownhomes.com

Board Meeting Minutes

Date: January 16, 2023 **Location:** 0N680Napolitan Residence

Board Members in Attendance: Lisa Napolitan – President, Bill Riban – Vice President, Marc Heisler - Treasurer

Meeting was called to order 7:10pm

- **Owner's Forum & Committee Reports**
- **Approval of Minutes:** December 7, 2022, Bill Riban made the motion to approve minutes, Marc Heisler seconded the motion.

- **President's Report:**
 - Email waivers have been signed for 39/40 townhomes
 - API update: increase in monthly contribution to Reserve Account at Ed Jones to \$4,395. This is an increase of \$610 from last year's monthly contribution of \$3,785.
 - Approved on December 22, 2022: purchase of \$35,000 for CDs, rate 4.65%.
(Total available in Ed Jones Reserve Operating account is \$47,000.)
 - Completed Contracts – December 2022 and January 2023
 1. OD Construction – Gutter diverters on 7 units, \$600, completed in December, 2022
 2. Chicago Hardscape – Rainwater swale behind building # 4, \$950, completed in December, 2022
 3. Elevations – Dormant Burning Bush trim – #7266 for \$2,080.00, January 4, 2022
 - Reviewed recommendations and concerns made by residents at the November Neighborhood meeting and December Annual CPTOA Meeting.

- **Treasurer's Report**
 - Approved December 2022 Financial Report
 - Reviewed Budget for 2023, began to develop a working plan for 2023

- **Unfinished-Ongoing Business**
 - Snow Service – used once in December, 2022
 - Discussed request by owner of Unit 0N678 for partial driveway replacement

- **New Business**
 - Review/discuss contract with API.
 1. Review notification process by API to handle requested repairs by homeowner up to \$500 without the need for Board approval.
 2. Improve "check & balance" system of API's response to owner requests
 - Consider creating a plan for Gutter Cleanout rather than by random owner request

- Approved to hold three General Meetings per year –Dates will be selected with the Social Committee and posted for 2023
 - April – Neighborhood Meeting
 - October – Neighborhood Meeting
 - December 6th - Annual Board Meeting – API hosts
- Recommend – Social Committee to hold TGIF driveway gatherings as scheduled by the Social Committee for summer of 2023
- Discussed holding small meetings for input to create plans for 2023 and beyond.
 1. Financial review– meet with interested neighbors during February - March to:
 - Create a financial plan for the next 5 or 10 years
 - Review CPTOA insurance plan
 2. Landscape review – meet with interested neighbors during March - April to review landscaping needs
 - Replanting of trees/bushes in bare/woodchip areas
 - Ground cover
 - Consider sealing our wood fence along County Farm Rd
 3. Maintenance review - meet with interested neighbors during March - April to:
 - Painting and gutter replacement
 - Concrete work
 - Gutter cleaning plan
 - Review Maintenance Matrix and Responsibility - update in the near future

➤ ***Suggestions for Future Agendas***

- Review of Rules & Regulations – Quick Reference Homeowner Guide

Adjournment: 8:50pm

Next Meetings: February 20, March 20, 7:00p, Napolitan Residence 0N680

Respectfully Submitted,

Lisa Napolitan, President
 Laurel Ingram, Secretary