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**LINDEN WOODS CONDOMINIUM ASSOCIATION**

**BOARD OF DIRECTOR'S February 8, 2021 VIRTUAL MEETING MINUTES**

**In Attendance:** Brian Maule, President, Bundy Kothari – Treasurer, JoAnne Winkler, Secretary, Roberta Kraft, Director, Steve Elmore, EPI Property Manager

- I. Call to Order and Roll Call 7:03 P.M. with Quorum Established and introduction of EPI Property Manager, Steve Elmore**
- II. Approval of January 11, 2021 Minutes-Motion to Approve by Brian Maule, Seconded by Robert Kraft, Board Approved**
- III. Treasurer's Report – As of January 31, 2021- All Balances will be reported once all are recorded.**
  - 1. Assests \$18,239.25 - Reserve Not Available – Income 21,685.62 - Motion to Approve by JoAnne Winkler, Seconded by Roberta Kraft - Board Approved**
  - 2. 2021 Budget –Notices sent to all Homeowners with notification of no Assessment Increase,**
- IV. Management Report – Steve sent all Homeowners the following: Copy of Approved Budget, Schedule of Assessment with each unit's Monthly Assessment with no increase. , 2021 Meeting Schedule has been posted. It was decided that Audit be postponed because of cost. A complete Inspection of Property Report was presented. Part-time maintenance position for Jim White has been board approved.**
- V. Old Business**
  - 1. Laundry Machine Inspection – Status – Repairs Completed 1850, 1855, 1870 & 1875 Buildings**
    - a. Collection Procedure – Monthly Coin Pick-up established**
    - b. New Equipment/Type – Replacement to be considered**
  - 2.. Snow Removal Contract with current company has been cancelled. Snow Removal Contract with Terry Bennett (Acorn Woods Snow Removal Contractor) was presented. Motion to Approve by Bundy Kothari, 2<sup>nd</sup> by Brian Maule, Board Approved.**
  - 3. Homeowners Census Information - A Proposed New Rule was approved regarding a Required Census Card Form submission once a year from all Homeowners. Board Approved and Census Cards have been sent to owners and will become a new rule within the Rules and Regulation.**
  - 4. Parking Sticker Procedures - Parking Procedures were discussed and it was determined that New Parking Tags will be distributed following the receipt of Parking Pass information from all Homeowners . Homeowners will be notified via email and mail requesting updated information and parking space number.**
  - 5. Website Status – Under construction**
  - 6. Crawl Space – Electrical Inspections –Wiring Issues have been detected in all buildings and bids for repair have been requested. Sewer lines have been repaired.**
- VI. New Business**
  - 1. Concrete Inspection – Concrete Repairs will be performed as weather permits.**
- VII. Open Forum**
- VIII. Adjournment to Executive Session**
- IX. Open from Executive Session-No Items to be consider**

**X. Adjournment – 8:50 pm Next Scheduled Meeting – April 12, 2021 at 7 P:M**

*Professionally Managed by:*

***EPI Management Company, LLC***

*14032 South Kostner Avenue, Suite M ♦ Crestwood, IL 60418 ♦ (708) 396-1800 ♦ Fax (708) 396-9831*

*E-Mail: [epi@epimanagement.com](mailto:epi@epimanagement.com)*

*[www.acornwoodscondosaurora.org](http://www.acornwoodscondosaurora.org)*