

LINDEN WOODS CONDOMINIUM ASSOCIATION

BOARD OF DIRECTOR'S January 11, 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 7:04 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 – No Report Available**
 - 1. 2021 Budget –Notices sent to all Homeowners, Motion to Approve by JoAnne Winkler, Seconded by Roberta Kraft - Board Approved**
- IV. Management Report – Steve will send all Homeowners the following: Copy of Approved Budget, Schedule of Assessment will show each unit's Monthly Assessment. , 2021 Meeting Schedule presented. Requested direction as to whether the Board wants to have an Audit conducted based on 2020 fiscal year. Board requested further details regarding process and cost. Board was advised that a 53rd Bank Account has been established for the operating accounts. Management requested Board authorization to have Water/Sewer, Electric, Gas and Insurance paid via ACH. Board Approved. The Board was advised that the Laundry Money was being deposited into a separate account. Recommendation has been made that the funds be deposited into the operating account where it can be used for repairs/replacement of machines. Board will take under consideration. Boards requested a Letter of Understanding relative to a part-time maintenance position for Jim White. The Board requested a contract be drawn up for signature. A Proposed New Rule was presented regarding a Required Census Card Form submission once a year from all Homeowners. Board Approved and Census Cards will be sent to owners and will become a new rule within the Rules and Regulation. Snow Removal Contract with current company will be cancelled. Motion made by JoAnne Winkler, 2nd Bundy Kothari – Board Approved. Snow Removal Contract with Terry Bennett (Acorn Woods Snow Removal Contractor) was presented. Motion to Approve by Bundy Kothari, 2nd by Brian Maule, Board Approved. Laundry Machine Coin Collections – The Board was advised that all Laundry Room coins were removed and deposited in Association's Operating Account. It was apparent that they had not been collected for several months. It was agreed that the coins will be picked up once a month by Jim White, A Lock Box will be utilized to store the keys for Laundry Machines.**

Linden Woods

Condominium Association

Aurora, Illinois 60505

Parking Procedures were discussed and it was determined that New Parking Tags will be distributed .

Homeowners will be notified via email and mail requesting updated information and parking space number.

Committee System Suggested - This procedure would give interested Homeowner an opportunity to join a committee that interests them. (Finance, Landscaping, Newsletter, Rules and Regulations, Parking, Buildings)

V. Old Business

1. Domestic Hot Water Tank Inspection – **1870 Building** Units were replaced in 2015. Main Tank is 80 gallon, back up is 75 gallon tank. Both are working and all adjacent equipment is working. **1855 Building** has New Main 90 gallon tank just installed. 75 gallon tank is not working and needs replacement. **1875 Building** 80 Gallon Unit is 2010 model (making boiling noise which means it need to be replaced soon, 75 Gallon is within 2 years to be replaced. 1850 Building 80 gallon tank is working properly (10 year old and 75 gallon tank is 8 years old.

2. Laundry Machine Inspection – Status –

a. Collection Procedure – Monthly Coin Pick-up established

b. New Equipment/Type – Replacement to be considered

3.. Meeting Schedule for 2021 – Schedule to be established, sent to all Homeowners and Posted.

4. Crawl Space – Electrical Inspections – Status –Management will perform inspection.

VI. New Business

1. Proposed Census Card Rule – Draft Approved

2. Parking Sticker Program – Review Program is in process

3. Committee Program – Homeowners were invited to become a member of Committee Program

a. Finance

b. Landscaping

c. Newsletter

d. Rules & Regulations

4. On-Site Maintenance – Letter of Understanding reviewed.

5. Landscape Bid Specifications – Reviewed and under consideration

6. Linden Woods Condominium Website – Under Construction.

VII. Open Forum

VIII. Adjournment to Executive Session

IX. Open from Executive Session-No Items to be consider

X. Adjournment – 9:05 pm

Next Scheduled Meeting – February 8, 2021 at 7 P:M

Professionally Managed by:

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