

Chelsea Place Townhome Owners Association - CPTOA Board Meeting Minutes

www.chelseacircletownhomes.com

Date: August 25, 2025 Time: 6:00pm

Location: ON680

Attending Board Members: Lisa N: President, Bill R: Vice President, Lena Z: Secretary, Barbara H: Treasurer, Mark J: Member at Large

➤ Call to Order – 6:10pm

➤ Owner's Forum & Committee Reports TGIF

- John F. in attendance
- Social Committee: Thank you to Gail, Denis & Chuck, Fran & Mike for hosting TGIF Friday gatherings!
 - Residents gathered for two well attended social events.
- Welcome to our new Owners: Laura and Michael - 27W220

➤ Owner Requests for Service and Requests for Approval - None

➤ Approval of Minutes - June 3, 2025 - **Approved**

➤ President's Report

- State of Illinois Domestic Corporation Annual Report, List of Board Members - **Approved**
- Letter of Intent regarding satellite dish removal between seller and buyer of 27W220 signed and delivered.
- Painting of Building 9 completed with high approval from owners.
- Gate to Prairie Trail Center repaired by Admiral Builders – Total: **\$103.52.**
- Bartlett Pruning Completed:
 - 14 Ornamental Pears
 - All Crabapple and Hawthorns
 - 34 Lindens
 - Total: **\$8,900** - Invoice not yet received.
- Kramer Tree Specialist:
 - Removed of 7 trees, on June 26 – Total: **\$4,470**
- Davis Roofing, completed Buildings 8 & 5.
 - Building 1 –to start Aug 26th
- Additional work requested
 - Chimney cap repair:
 - Building 10, ON686 - to be done
 - Building 9, ON675 - to be done
 - Building 8, ON664 - screwed down - done
 - Replace damaged/bent gutter on ON667, color D5/PC Pebblestone Clay (Davis)
 - Repair gutter leaking corners of unit ON696
 - Building 8, ON683, remove Satellite Dish & Cord (Corbin)

➤ Treasurer's Report

- General Reserve, Ed. Jones \$293,401.17
- Special Assessment – Roofing Reserve: \$74,571.82
- Barrington Bank: \$55,999.94

➤ Old Business – Completed Contract Work:

- Spectrum Improvement Contract for Bldg. 9
 - Wood replacement \$12,435
 - Painting \$28,500
 - Total \$40,953

- Plus additional charges:
- Additional board replacement, punch list for Blds: 3, 4, 5, 7 - Estimated Cost: **\$1,300**
 - 2026 - Paint Building 8
- Gutters cleaned on Bds. 4, 5, 6 & 7 (\$250 each).
 - New request: Bd. 1 - Total **\$1,250**
 - Advised best months to clean: November/early December
- **New Business**
 - Gutter cleaning
 - Possibility of cleaning each Nov/Dec for continued maintenance.
 - Budget Item increase to **\$2,500.**
 - Snow Removal – Quotes needed
 - Will get estimates from Chicago Hardscape and two other small companies.
 - 3 quotes to be ready at next meeting.
- **Future Agenda Items To Consider**
 - October 2025 - Review our contract with API
 - Discuss price reduction with API due to increased HOA vendor / contractor oversight.
 - Spring 2026 - Concrete Review:
 - Driveway – B10, 682.
 - Lifting of driveway – one square – B1, 663.
 - Survey of redbrick crosswalks to be taken to assess replacement need.
 - Board suggests a ‘pay-by-owner’ system for misc. replacements in tandem with other concrete repairs.
 - 2026 - Tree Review
 - Future pruning: Birch Tree between Bd 3 & 4.
 - Consult with arborist to develop plan for future trees with emphasis on native species with low maintenance needs.
- **Next Possible Meeting Dates for 2025:**
 - October 13th – ON680
 - November 10th – ON680
 - Annual Meeting, Wed. Dec. 3rd, at 7:00pm – Winfield Library
 - Re-election year for President and Vice President
 - Clarification of homeowner tree / backyard responsibility.
- **Meeting Adjourned – 7:55pm**

Respectfully Submitted,

Lisa N.

President

Lena Z.

Board Secretary