Chelsea Place Townhome Owner’s Association
 [www.chelseacircletownhomes.com](http://www.chelseacircletownhomes.com)
 Board Meeting Minutes
 October 22, 2018

The CPTOA Board of Directors met on Monday, October 22nd at 7:00 p.m., at the home of Frank Alberts.

**Board Members Attending:**

 Frank Alberts Laurel Ingram John Fikejs Sue Janis

**Approval of Minutes:** Motion was made to approve the minutes of September 17, 2018. The motion was seconded and approved.

**Treasurer’s Report**– Treasurer’s report was presented by John Fikejs. A motion was made, seconded and approved.

**Business Discussed:**

* Complaint policy per Illinois statute, effective January 1, 2019, was reviewed. Motion was made to approve the use of form provided by API. Motion was seconded and approved.
* The budget for 2019 was reviewed and discussed. Motion to approve was made, seconded and approved.
* 2 board positions will be open for 2019. Applications will be sent prior to the December 5th, annual homeowner’s meeting.
* Outstanding invoice from Inside Out will be paid.
* Unanimous approval for dormant pruning (late fall/early spring) and mulch in 2019.
* Identification of trees to be removed, consultation with Kramer Tree Service.
* Unanimous approval of Kramer’s tree care proposal for 2019.
* Gutter repair at unit 662 discussed. Will seek additional bid from Norton & Sons before determining how to proceed.
* Unanimous approval of audit and tax fees.
* Consultation with Inside Out for painting of two buildings in 2019.

**Adjournment:** At 9:10 p.m., a motion was made and seconded to adjourn.

**Next Meeting**: TBD