Chelsea Place Townhome Owner’s Association
 [www.chelseacircletownhomes.com](http://www.chelseacircletownhomes.com)
 Board Meeting Minutes
 November 19, 2018

The CPTOA Board of Directors met on Monday, November 19th at 7:00 p.m. at the home of John Fikejs.

**Board Members Attending:**

 Frank Alberts Laurel Ingram John Fikejs Sue Janis

**Approval of Minutes:** Motion was made to approve the minutes of October 22, 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:**
* Confirmation that complaint policy mandated by Illinois statute has been approved. Complaint form will be added to the HOA website.
* 2 board position are open beginning in 2019
* Gutter reconfiguration at 662 discussed. Will request quote for replacement vs. reconfiguration.
* Follow up with API regarding monthly tracking of service requests.
* Annual homeowners meeting scheduled for Wednesday, December 5th at the Winfield Library.

**Adjournment:** At 8:57 p.m., a motion was made and seconded to adjourn.

**Next Meeting**: To take place immediately following the annual homeowner’s meeting on December 5th.

Respectfully submitted,

Sue Janis, Secretary