

Chelsea Place Townhome Owners Association - CPTOA Board Meeting Minutes

www.chelseacircletownhomes.com

Date: Feb 17th, 2026 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** – 6:00pm
- **Owner's Forum**
- **Approval of Minutes** - January 12, 2026 - **Approved**
- **Owner Requests for Service and Approval** –
 - Mike & Fran Y. home visit on 1/22 – interior issue reviewed and is expected to be resolved in 2027 with roof replacement and exterior of building to be painted.
- **President's Report**
 - Offer to help neighbors during the frigid days of 1/22–1/25 was made by Obeid, Sean Q., and Muhammad.
 - Chicago Hardscape
 - Will collect twigs and branches in front area, around 2/19.
 - Landscaping 2026 Contract: April 17 – December 11.
 - Spring Cleanup to begin soon after April 17th.
 - Davis Roofing has supplied a Certificate of Completion for each reroofed building.
 - Emailed to all owners in buildings: 1, 5, 7, 8, 9.
- **Treasurer's Report**
 - General Reserve, Ed. Jones: \$259,470
 - Special Assessment – Roofing Reserve: \$37,352
 - Barrington Bank: \$75,036
 - Thank you to all homeowners who have paid in advance.
 - Reviewed API Exhibit A Rate Schedule, to take effect as of March 1, 2026.
- **Old Business**
 - Kramer Tree – Approved & submitted contract winter pruning and tree removal - **\$3,157.75**
 - Work to be done on March 18th.
- **New Business**
 - Arbor Replanting Project
 - Board will remove trees planted with original construction as needed.
 - As per the Homeowner Responsibility Matrix, all other backyard trees are homeowners' responsibility. All new tree plantings must be approved by board.
 - Reminder to all owners when planning to make an exterior modification and/or replacement.
 - "No building, fence, wall or other structure or landscaping shall be commenced, erected, or changed – until the construction plan and specifications – approved in writing by the board of directors (Article VII, Architectural Controls)."
 - Submit two forms to API: Exterior Modification Request Form and Architectural Modification Request Form for Board approval. Plans will be reviewed at the following Board Meeting. The Board may not be meeting during the month of July.
- **Next Meeting Dates:**
 - March 23, April 27
- **Meeting Adjourned:** 7:35pm

Respectfully Submitted,

Lisa N.

Lena Z.

President

Board Secretary