

Chelsea Place Townhome Owners Association - CPTOA Board Meeting Minutes

www.chelseacircletownhomes.com

Date: June 3, 2025 Time: 6:00pm

Location: 0N680

Board Members in Attendance: Lisa N, President | William R, Vice President | Barbara H, Treasurer
Mark J, Member at Large | Lena Z, Secretary

➤ **Call to Order – 6:02pm**

➤ **Owner's Forum & Committee Reports TGIF**

- **Social Committee:** Three TGIF Driveway events planned (flyer to be emailed):
 - June 13, 27w216
 - July 11, 0N678
 - August 8, 27W216

➤ **Owner Requests for Service and Requests for Approval**

- **Unit 667**
 - Downed branch of deciduous tree.
 - Determined by Lisa & Bill to remove entire tree and stump, quote requested from Chicago Hardscape.
- **Unit 663**
 - Request to add brick edging along driveway - **Approved**
 - Concerned about concrete height difference at bottom of drive at sidewalk.
 - Willing to wait on this solution, 2026 or so.

➤ **Approval of Minutes - April 28, 2025 - **Approved****

➤ **President's Report**

- Painting of Building 9, completed 6-3-2025.
 - Walkaround for approval 6-12-2025.
- Seeding by Chicago Hardscape, in front areas seems to be successful.
- Davis Roofing, start date: July 7th.
 - Buildings 8,5,1 – in that order.
 - Board walkaround on July 2nd, 5:00pm.
 - Guarantees
 - Shingles: 40 years
 - Labor: 10 years for leaks
 - Average roof life expectancy – 30 to 35 years

➤ **Treasurers Report**

- | | |
|---|--------------|
| ○ General Reserve, Ed. Jones | \$288,935.38 |
| ○ Special Assessment – Roofing Reserve: | \$ 56,490.00 |
| ○ Barrington Bank: | \$84,708.18 |

➤ **Old Business:**

- 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 buildings: 3, 4, 5, 7
 - Chimney Cap flashing replacement and board repair

- Paint Building 8, 2026
- Chicago Hardscape
 - Gutters cleaned for Bld. 4 & 7. Others needed?
- **New Business**
 - Backyard mulching (at owner's expense).
 - Owners to be emailed to field interest and request quotes from Chicago Hardscape.
 - Building 8, #662 requested no mulch in the front.
 - Tree Removal Quotes / Notes
 - Chicago Hardscape: Small tree behind building 1, 667, **\$700, stump \$150=\$850.**
 - Bartlett Arborist: Removal of 5 trees - **\$6,105 / \$1,221/per** with no stump grinding
 - Kramer: Tree removal & stump removal – **removal of 7 trees - \$5,047**
 - 3 Austrian Pines - Behind B-5 #234, B-2 #685, B-2 #673 - **\$899 = \$2,697**
 - 2 Austrian Pines - Behind B-3 #202 **\$658 = \$1,316**
 - 1 Red Bud - Behind B-10 #678 - **\$489**
 - 1 Split Crab - Behind B 1 #667 - **\$545**
 - Hold on trees:
 - Pear - Behind B 6 #696 - **\$549**
 - Ash - Behind B 6 #688 – **\$1490**
 - Homeowners to be notified before work begins
 - Marking of private utilities is homeowner's responsibility.
 - JULIE to be called by Kramer.
 - Homeowners to be responsible for cost of replacing any removed trees (as desired).
 - Board to work with arborist to compile a list of acceptable trees for homeowners to choose from, prioritizing compatibility, ongoing maintenance, and aesthetics.
 - Bartlett Quote - Tree Trimming
 - **Yearly pruning - One day - \$3,350 – 3,700.**
 - Bartlett advises against pruning backyard pears, as their age makes them a lower priority for cost-effective maintenance.
 - Board to consider price vs need to determine number of days required.
 - Life Expectancy of common Chelsea Place trees (in years):
 - Ornamental Pear: 30-35
 - Crab Apple: 40
 - Linden: 35-45
 - Norway Spruces: 60-80
- **Future Agenda Items**
 - Concrete Review for Replacement
 - Driveway of Building 10, Unit 682.
 - Lifting of one driveway square on Building 1, Unit 663.
 - Survey of redbrick in walkways needed to assess need.
 - Board suggests a 'pay-by-owner' system for miscellaneous replacements in tandem with other concrete repairs.
- **Next Possible Meeting Dates:**
 - August 25, 6:00pm – ON680
- **Meeting Adjourned – 8:05pm**

Respectfully Submitted,

Lisa N.

President

Lena Z.

Board Secretary