

**Chelsea Place Townhome Owners Association - CPTOA Board Meeting Minutes**

[www.chelseacircletownhomes.com](http://www.chelseacircletownhomes.com)

**Date: February 10, 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 - 6pm**

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

- The board discussed options to enforce the bylaws concerning outdoor holiday décor. Holiday décor across the neighborhood has been widely taken down without board intervention.
- Dog waste management continues to be addressed by board and other neighborhood members. Sign options were reviewed, with a "be a good neighbor" sentiment preferred over other messaging. Waste cleanup has improved with neighborhood diligence.

➤ **Approval of Minutes - January 13, 2024 - Approved**

➤ **President's Report**

- Chicago Hardscape Contract has been signed and submitted to API – \$18,850

➤ **Treasurers Report**

- Working Reserve: \$272,364.96
- Special Assessment: \$15,345.33
- Barrington Bank: \$84,867 - \$15,974.50 (to be transferred to EJ Special)
- Special Assessment fund collection and status of outstanding items from 2024 were reviewed.

➤ **Old Business:**

- The board reviewed the proposed contract with Spectrum Improvements to paint Bldg. 9 with a total of \$39,850.
  - Price was compared with prior companies used (wood replacement and paint costs) for consistency.
  - The board will sign the contract contingent on a spring walkthrough (April).
  - The board anticipates painting to be started in May or June.

➤ **New Business**

- The board discussed options for hosting items on API's portal for added privacy and security.
- The website was reviewed for ease of use, pertinent information, and privacy.
  - Improvements to the website will roll out as decisions are made.

➤ **Owner Requests for Approval – none**

➤ **Other**

➤ **Next Possible Meeting Dates for 2025:**

- April 28, 6:00pm – 0N680
- Walkthrough with contracting companies prior to April 15<sup>th</sup>.

➤ **Meeting Adjourned – 7:50pm**

Respectfully Submitted,

Lisa N.  
President

Lena Z.  
Board Secretary