

# Chelsea Place Townhome Owners Association - CPTOA Board Meeting Minutes

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

Date: Nov 12th, 2025 Time: 6:00pm

Location: 0N680

**Attending Board Members:** Lisa N: President, Bill R: Vice President, Lena Z: Secretary, Barbara H: Treasurer, Mark J: Member at Large

- **Call to Order** – 6:05pm
- **Owners' Forum**
  - John F. in attendance
  - Question regarding special assessment totals.
    - Totals will be provided at year-end homeowners' meeting.
- **Owner Requests for Service and Approval**
  - 0N675: Replacement of 2 front windows above the garage, Color: Pebble Grey - **Approved**
  - 0N692: Backdoor trim needs replacement. To be done spring / summer.
- **Minutes Approved** - October 13, 2025
- **President's Report**
  - Board to review management company options for 2027.
  - Board to delay dues increase as long as possible.
- **Treasurer's Report**
  - 2026 Budget - **Approved**
  - Current Finances
    - General Reserve, Ed. Jones: \$268,673
    - Special Assessment – Roofing Reserve: \$1.10
    - Barrington Bank: \$64,927
- **Old Business**
  - Chicago Hardscape
    - Fall cleanup to be scheduled for first week in December (weather permitting).
    - Snow removal contract - \$1,200 per push
- **New Business**
  - Spectrum Improvements Painting Contract for 2026, Building 8, \$23,375 - **Approved**
    - Homeowners will be notified of required prep work, which must be completed before painting begins.
  - Davis Roofing Contracts for 2026 (with \$20,000 deposit to lock in prices) - **Approved**
    - Building 2 ( 5 units) - \$57,940
    - Building 3 (3 units) - \$35,200
    - Building 4 (3 units) - \$34,900
  - Chicago Hardscape 2026 landscaping and gutter cleaning contracts – **Negotiating**
- **Next Meeting Dates for 2025 & 2026:**
  - Annual Meeting, Wed. Dec. 3rd, at 7:00pm
  - January 12, 6:00pm
- **Meeting Adjourned:** 7:30pm

Respectfully Submitted,

Lisa N. Lena Z.

President Board Secretary