

**Chelsea Place Townhome Owners Association - CPTOA**

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

**Board Meeting Minutes**

**Date: June 5, 2024 Time: 3:00pm**

**Location: 27W224 Ingram Residence**

**Board Members in Attendance:** Lisa Napolitan–President, Bill Riban–Vice President, Laurel Ingram–Secretary, Barbara Helm–Treasurer

➤ **Owners Forum and Committee Reports:**

- Sean Quirk reviewed the proposed expansion of his patio from 12'x12' to 16'x16'. The Board approved this request.
- Mark Janus presented bids for paint and wood replacement for Building 3, submitted by four companies. The Board agreed that the bid by Spectrum Improvements was the most favorable. Lisa will follow up with Spectrum to clarify outstanding questions before a contract is approved.
- TGIF neighborhood gatherings for June, July, and August have been scheduled.

➤ **Meeting Minutes:** Minutes from the April 29, 2024, Board meeting were reviewed and approved.

➤ **Treasurer's Report:**

- Edward Jones Reserve Account balance is \$235,021 as of June 5, 2024, earning interest at 4.67%.
- Special Assessment for Roofing Funds received to date are \$63,597.65, earning interest at 5.15%.

➤ **President's Report:**

- Roof replacement project began on Building 7 on June 4, 2024, and will continue with Building 9. All townhome owners were notified via email.
- The Board members will monitor the summer roofing and painting projects. Communication between Board members and owners will be maintained to address concerns and other issues as they arise. All matters will be formally reviewed at the August Board meeting.

➤ **New Business:**

- A change order is anticipated from Davis Roofing to rework two gutter corners on the back of Buildings 7 & 9. The approximate cost is an additional \$2,500.
- The Board approved a contract with Chicago Hardscape to reseed five areas around the complex at a cost of \$2,100, following a discussion of proposal from Elevations and Chicago Hardscape.
- The Board discussed the possibility of completing one more roof this year due to the rapidly rising costs of labor and building materials. This discussion was tabled until the next Board meeting in August.
- Following numerous resident complaints, the Board will consider switching to Chicago Hardscape for landscaping services for 2025. Plans are being made to visit properties to view their work.

➤ **Next Possible Meeting Dates:**

- The Board will not meet in July.
- Next meeting scheduled for August 22 at 3pm at Lisa's residence.

The meeting was adjourned at 5:30 pm.

Respectfully Submitted,  
Laurel Ingram  
Secretary