

**Chelsea Place Townhome Owner's Association – CPTOA**  
[www.chelseacircletownhomes.com](http://www.chelseacircletownhomes.com)  
**Board Meeting Minutes**

**Date:** November 1, 2011 **Location:** 0N680

**Board Members in Attendance:** Lisa Napolitan - President, Dave Griffith – Vice President, Bill Riban - Treasurer

**Meeting was called to order 4:30**

**Owner's Forum and Committee Reports** – Debbie Quirk, 27W204, presented a landscaping proposal for the back patio of home.

**Approval of Minutes**

A motion was made to approve the minutes of the Sept 20th meeting by Dave Griffith. The motion was seconded by Bill Riban and approved.

➤ **President's Report:**

- Chelsea Place Fence replacement - completed
  - Behind Bld 9 & 10, Precision Fence, \$13,821
    - a. Fence of red cedar \$10,421
    - b. Stain, \$3,400
  - Expected life of fence: 30 + years
- Admiral Management update on fence replacement behind Bld 1 & 2,
- Reviewed meeting with Ellen at API, attended by Lisa and Dave to review Budget for 2023

➤ **Treasurer's Report** – Approved September Financial Report

➤ **Committee Reports**

○ **Landscape Committee**

- Fall Walk Around with Elevations, Monday, Oct. 7, at 4:30  
Reviewed trimming of Burning Bushes at the front of buildings.  
21 bushes have been marked for dormant winter trimming.

○ **Social Committee**

- General membership meeting scheduled for, Wednesday, November 9, 7:00, Sahly Residence 212

➤ **Unfinished Business**

○ **Review of contracts:**

- Approved: \$500 for fence adjacent to Prairie Path Shopping Center, as a contribution from CPTOA towards installing a pedestrian gate for CPTOA resident use near corner of County Farm RD, as now exists and is in use.
- Approved and completed: Stay Masonry – brick work for Unit 0N686, \$1,200

- Ongoing: OD Gutter – Diverters needed for 7 units, Bill will set up meeting to review materials and installation
    - Elevations Landscaping - New site manager: Samantha Delaney
      - Dismissed Contract #7193, Unit 674 - Shrub removal and planting of 3 hostas, bought at Home Depot, with labor provided by Chuck Sahly and Daryl Siebert  
*Saving to CPTOA \$330*
      - Approved contract #7267, \$310 removal of shrubs and plants for Unit 689
      - Approved contract #7825, \$750 for tree removal – back of 0N671
      - Approved contract #7266, \$2,080 (reduced by \$715) for dormant tree pruning for front burning bushes, 21 bushes
  - Reviewed agenda for Meet Your Neighbor meeting on Nov 9th.
    - Maintenance chart
    - Survey – interest, suggestions, concerns
  - Reviewed drainage issue behind Building 4, near unit 27W220. The Village does not want to alter the height of the manhole cover.
  - A quote has been requested from Elevations to trench and slope the ground correctly to the drainage cover and lay rip-rock to correct this problem.
- **New Business**
- Agenda for Annual December General Membership Meeting
    - List of accomplishments for 2022
    - Handouts:
    -

**Meeting Adjourned at 6:25pm**

**Respectfully Submitted,**

**Lisa Napolitan, President**

**Reviewed by Dave Griffith, Vice President**

Treasury Report – November 2022 (Draft)

|                  |                     |                    |
|------------------|---------------------|--------------------|
| Operational Cash | \$59,949.49         |                    |
| Edward Jones R   | \$20,759.79         |                    |
| Edward Jones S   | \$149,499.50        |                    |
| Other Assets     | \$845.00            | (Uncleared debits) |
| <b>Total:</b>    | <b>\$231,053.78</b> |                    |

|  |                    |  |
|--|--------------------|--|
| Barrington Check Open Balance          | \$53,389.54        |  |
| Barrington Check Deposit               | \$12,879.40        |  |
| Uncleared Debits                       | (\$845.00)         |  |
| Cleared Debts                          | \$6,319.45         |  |
| <b>Barrington Check Ending Balance</b> | <b>\$59,949.49</b> |  |

2

|                            |                   |                   |
|----------------------------|-------------------|-------------------|
| Association Fees Collected | \$12,879.40       |                   |
| <b>Cleared Debts</b>       | <b>\$6,319.45</b> | Includes auto pay |
|                            |                   |                   |

Checks / Transfers written

|                                 |                   |                              |
|---------------------------------|-------------------|------------------------------|
| API                             | \$1,023.60        | 20107                        |
| Chelsea Place                   | \$3,785.00        | Edward Jones (Auto transfer) |
| NWEDI (Nationwide Ins)          | \$98.61           | Auto transfer                |
| Lisa Napolitan                  | \$64.74           | 20100                        |
| Midwest Property Services       | \$147.50          | 20108                        |
| Stay Masonary & Construction    | \$1,200.00        | 20109                        |
| <b>Cleared Total deductions</b> | <b>\$6,319.45</b> | Includes auto pay            |
|                                 |                   |                              |
|                                 |                   |                              |
|                                 |                   |                              |

|                 |              |
|-----------------|--------------|
| Delinquent Dues | Not reported |
| Pre Paid Dues   | Not reported |
|                 |              |