

## Chelsea Place Townhome Owner's Association – CPTOA

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

### Board Meeting Minutes

**Date: September 20, 2022, 4:30pm Location: Napolitan Residence**

**Board Members in Attendance:** Lisa Napolitan (President), Dave Griffith (Vice President), Bill Riban (Treasurer), Laurel Ingram (Secretary), Chuck Sahly (Member-at-Large)

**Meeting was called to order at 4:35pm**

#### **Owner's Forum:**

- Resident John Fikejs expressed concerns about the brevity of the CPTOA financial report included in the board meeting minutes and recommended a short-written summary of the balance sheet be provided along with the report. Bill Riban agreed this can be done. Lisa asked if the association has ever had a finance committee to review financial factors and this is a question the board will be reviewed at a future meeting.

**Approval of Minutes:** Motion to approve August 16, 2022, board meeting minutes was made by Dave, seconded by Bill and approved.

#### **President's Report:**

- The cost of the CPTOA website has been renegotiated with webhost GoDaddy and was reduced from an annual price of \$521 to \$152, a savings of \$369/year. The site has been recently updated. Thank you to Lena Zimmerer.
- An updated maintenance table showing schedules for painting, gutter replacement, and for the 10 buildings has been created and will be distributed to homeowners at the Annual CPTOA meeting scheduled for December 7 at 7pm at the API office located at 25W560 Geneva Road. To date, 7 of the 10 buildings have had their gutters replaced.
- When the new board meets in January 2023 to review the maintenance plan, they will discuss the inspection of chimneys and caps.
- ~~It was recommended that a letter from CPTOA be sent to the Village of Winfield to formalize our request that the city do something about rainwater puddling behind building #4 after heavy rainfall. Bill will investigate this.~~

**Treasurer's Report:** API provided the board with a proposed budget for 2023. The board discussed the proposal and had questions; Lisa will schedule a meeting with API to discuss further.

Approved August Treasurer's Report

#### **Unfinished Business:**

- Contracts that need finalizing from last month:
  - #7266 – The landscaping committee will do a walkaround in November with Elevations identifying shrubs and in particular burning bushes which need to be pruned during the dormant season.
  - #7267 – 0N689 remove shrubs, weeds, and perennials from bed by side door. A new quote is requested for a 12 ft area. Owner will replant.

- #7193 – 0N674 remove sparse shrubs and replant with owner's choice of plant.
- The fence replacement behind buildings 9 & 10 was finalized and will be made of red cedar wood and sealed for protection.
  - Contract with Precision Fence Co was approved and seconded.
- Contract with Stay Masonry to repair front patio brick work for unit 0N686, approved for \$1200.
- Bill Riban will contact The Village regarding rainwater drainage behind Bldg #4.

**New Business:**

- Several residents in buildings 3, 4 & 5 have voiced concerns about the fence owned by the strip mall that backs up their properties. The fence is in disrepair, sections have frequently fallen, and is generally an eyesore. The management company has stated the fence will be replaced this fall. Board members want to be certain the new fence has a gate for residents that will allow homeowners to walk back and forth. Chuck will follow-up.
- As mentioned in unfinished business, the landscaping committee will conduct a walkaround in November to identify shrubs to be pruned and will also assess trees that need to be trimmed or replaced.
- The social committee is having a meet your neighbor gathering at Chuck and Denise Sahly's at 27W212 on November 9, 2022, at 7pm. There will also be a general informational meeting.

**Meeting Adjourned at 6:50pm**

**Next Meeting: Tuesday, November 1<sup>st</sup>, 4:30pm. Location: 0N680, Napolitan Residence**

**Respectfully Submitted,**

**Laurel Ingram**  
**Secretary**

Treasury Report – September 2022

Operational Cash	\$55,940.43	
Edward Jones R	\$20,750.67	
Edward Jones S	\$141,921.36	
Other Assets	\$655.33	
<b>Total:</b>	<b>\$219,267.79</b>	

Barrington Check Open Balance	\$53,860.30	
Barrington Check Deposit	\$13,051.91	
Ed Jones Transfer	0	Exceptional
Cleared Debts	\$11,005.78	
<b>Barrington Check Ending Balance</b>	<b>\$55,906.43</b>	

Association Fees Collected	\$13,051.91	
<b>Cleared Debts</b>	<b>\$11,005.78</b>	Includes auto pay

Checks / Transfers written

API	\$1,067.45	Ck: 2095
Chelsea Place	\$3,785.00	Edward Jones (Auto transfer)
NWEDI (Nationwide Ins)	\$98.61	Auto transfer
Drew's Lawn & Snow	\$2778.57	Ck: 20094
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Charles Sahly	\$345.39	Ck: 20093
Lisa Napolitan	\$152.19	Ck: 20096
<b>Cleared Total deductions</b>	<b>\$11,005.78</b>	

Delinquent Dues	\$355.00
Pre Paid Dues	(\$1,846.89)