

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

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

**Date: October 14, 2024 Time: 6:00pm**

**Location: 0N680 Napolitan Residence**

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

➤ **Owners Forum:**

- John Fikejs attended the meeting. His detailed questions regarding the special assessment budget will be addressed and shared with homeowners at the annual Townhall Meeting on December 4.

➤ **Meeting Minutes:** Minutes from the Board Meeting held August 22, 2024, were approved.

➤ **President's Report:**

- Painting of Building 3 by Spectrum Improvements is complete. Wood replacement final cost was \$5,800 and painting cost was \$14,350, for a total of \$20,150.
- Homeowners in Building 3 provided very positive feedback on the quality of the painting completed and the professionalism of the painters.
- One building will be painted in 2025 and this building will be identified based upon date and need by the Board and Dennis (Spectrum Improvements.)
- There are continued landscaping issues with Elevations and their failure to complete requested work. Lisa's communication with Elevations has been ongoing since the beginning of the season, both through personal meetings and many emails and phone calls. Our site manager left the company in June and has just been replaced. Resolution for specific tasks will be reached by mid-November.

➤ **Treasurer's Report:**

- As of Oct 14, 2024, the Edward Jones General Reserve account balance is \$240,802.64.
- The Board has paid Davis construction for the roof replacement for two buildings, completed in June, leaving the Edward Jones Special assessment Reserve at \$0 and withdrawing \$8,012.07 from the General Reserve.
- The Board conducted a detailed, line-by-line review of the projected 2025 budget. Several questions are outstanding, and Barb will meet with API this week to address them.

➤ **New Business:**

- Contracts were approved for Davis Roofing & Construction to complete roofing for three buildings and gutters for one building in 2025. They are: as follows:
  1. Building 1 (4 units) for \$41,950.
  2. Building 5 (4 units) for \$42,680.
  3. Building 8 (3 units) for \$32,026
  4. Building 8 Gutters for \$6,380.
- Snow removal for the 2024-2025 winter season will be with Elevations and by the push. Salting for ice will be the responsibility of homeowners.
- Lisa and Bill will meet with Chicago Hardscape to outline requirements for a 2025 landscaping contract.

➤ **Next Possible Meeting Dates:**

- The Board agreed to meet 3pm on Monday, November 18<sup>th</sup> at Lisa's home.
- The annual CPTOA Meeting will be held at 7pm on Wednesday, December 4<sup>th</sup> at the Winfield Library. Three board positions that will be open for elections.

The meeting was adjourned at 5:40 pm.

Laurel Ingram, Secretary