

Chelsea Place Townhome Owners Association - CPTOA Board Meeting Minutes

www.chelseacircletownhomes.com

Date: Jan 12th, 2026 Time: 6:00pm

Location: ON680

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
- **Owner's Forum**
 - John F. in attendance
 - Requested roof invoice as proof of installation for records.
- **Minutes Approved** - December 3, 2025, Meeting following Officer Election
- **Owner Requests for Service and Approval**
 - Icicle Concerns
 - 27W238 and ON668 (leak in garage)
 - Icicles determined to be due to unique weather conditions and not roof inadequacies.
 - 27W216 - Patio fence fell and removed
 - Gutter repair needed
 - ON678 – Leaking inside the house / soffit concerns
 - New roof scheduled for 2027
- **President's Report**
 - Chicago Hardscape
 - Sticks will be collected when the snow melts (no charge)
- **Treasurer's Report**
 - General Reserve, Ed. Jones: \$272,282.44
 - Special Assessment – Roofing Reserve: \$1.10
 - Barrington Bank: \$81,264.86
 - Board elected to move applicable funds into the Roofing Reserve and the Feb, 2026 Treasurer's report will reflect this change.
- **Old Business**
- **New Business**
 - Kramer Tree Specialists Contract Total \$3,139 (Winter discount of \$575) - **Approved**
 - ON698 – remove original Ornamental Pear - \$1,988
 - ON698 – tree limb removal - \$69
 - Prune back-corner Pear-Callery - \$1,276
 - ON688, ON689, ON673, ON667
 - 27W202 –River Birch limb
 - Chicago Hardscape
 - Updated 2026 landscape contract - **Approved**
 - Gutter cleaning contract (Nov/Dec) - **Approved**
- **Next Meeting Dates:**
 - February 16th - 6pm
 - March 16
 - April 20
- **Meeting Adjourned:** 7:55pm

Respectfully Submitted,

Lisa N.

Lena Z.

President

Board Secretary