

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

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

Date: April 28, 2025 Time: 6:00pm

Location: 0N680

**Board Members in Attendance:** Lisa N, President | William R, Vice President | Barbara H, Treasurer  
Mark J, Member at Large | Lena Z, Secretary

### ➤ Call to Order – 6:00pm

### ➤ Owner's Forum & Committee Reports

- Betsie F. (0N622) Concerns:
  - Sidewalk near porch
    - Board confirmed that sidewalk leading to entrance is the homeowner's responsibility.
    - NOTE: Brick-walkway and driveway are maintained by the HOA.
  - Downspouts
    - Board confirmed new downspout installation will have accommodations for existing French drain system.
    - Gutter maintenance to be discussed with Chicago Hardscape.
  - Specific roof installation questions addressed.
- Marc H. (0N696) Concerns:
  - Roof gutter's mitered corners leaking:
    - Board will address with Davis roofing for buildings 5 & 6.
  - Back storm door not closing:
    - Door is homeowner's responsibility, siding to be maintained by HOA.
- Fran & Mike Y. (0N678) Concern:
  - Davis Roofing service call and need for roof replacement
  - Tree removal in back area
- Kelly & Chad K. (0N676) - Approved
  - Removal and replacement of existing 14ft cedar fence

### ➤ Approval of Minutes - February 10, 2024 – **Approved**

### ➤ President's Report

- Elevations is no longer managing Chelsea Circle landscape or snow maintenance.
  - Elevations has been purchased by "Schills."
  - New snow removal company will be needed for winter 2025-26.
    - Board to inquire as to Chicago Hardscape's snow removal capabilities.
- Walk-Around with Frank K of Bartlett Trees Arborist, Monday, May 5<sup>th</sup> 5:30.
- Painting of Building 9 to start the week of May 5<sup>th</sup>, weather dependent.
  - Walk Around to be done at end of first day, 4:00pm.

### ➤ Treasurers Report

- Working Reserve: \$282,970.35
- Special Assessment: Roofing Reserve: \$45,157.81
- Barrington Bank: \$78,020.51
- Review audit report for 2024, Cukierski, LLC– **Approved**
  - Form 8879-Corp, Total Income for 2024: \$12,418

### ➤ Old Business:

- Approved contract with Spectrum Improvements to paint Bldg. 9.

- Wood replacement \$12,435
- Painting \$28,500
- Total \$40,953

➤ **New Business**

- Walk-Around was completed with Chicago Hardscape.
  - Board is satisfied with spring cleanup work completed.
- Gutter cleanout discussed – will contract with Chicago Hardscape
- Other:
  - Siding repair needed prior to sale of 27W220. Spectrum to be contacted.
  - Reroofing project with Davis Construction to begin early June
  - Waivers and skylight replacement orders will be distributed this week
  - Reviewed posting of financials and minutes on publicly accessible website.
    - According to API, financials are not required to be posted publicly.
    - For confidentiality and resident privacy, financials will no longer be posted on the website, but will be available upon request for pick up at board meetings.
    - Minutes will continue to be posted on the website with continued attention to the privacy of residents and board members.
- Board's responds to question about short-term leasing agreements.
  - **Article XII- Rentals of Lots and Living Units, Pg 20**
    - A lease agreement is legally binding agreement between lessor and lessee, usually six month or more. It reads in Section 3 and 4, that a Lease Agreement is needed for 12 months.
    - Therefore, lease agreements for less than 12 months are not permitted by the by-laws.

➤ **Next Meeting Dates for 2025:**

- June 3, 5:30 pm - ON680
- No meeting in July
- August 25, 6:00pm - ON680

➤ **Meeting Adjourned – 8:00pm**

Respectfully Submitted,

Lisa N.

Lena Z.

President

Board Secretary