

**JAMES/KILMER CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 27, 2018**

A meeting of the Board of Directors of the James/Kilmer Condominium Association (the "Association"), an Illinois not-for-profit corporation, was called to be held on Tuesday, February 27, 2018, in the James House Hospitality Room, 1560 North Sandburg Terrace, Chicago, Illinois, pursuant to By-Laws.

**CALL TO ORDER**

Judy Barnes, President of the Association, called the meeting to order at 7:07 p.m. A quorum was present in that the following directors were present:

Judy Barnes  
David Beck  
Patty Culbertson  
Jacque Ehrlich  
Bruce Kaminsky  
Nancy Slattery  
Bill Winter

Also present were Thomas Kristufek, Property Manager, and Andy Warner, Property Supervisor, of Community Specialists, Inc. Barbara A. Roberts acted as Recording Secretary. Betty Latson and Barbara Mueller were not in attendance.

There were no changes to the revised agenda.

**APPROVAL OF MINUTES**

Jacque Ehrlich moved that the minutes of the regular Board of Directors meeting held on January 23, 2018, be approved as presented. David Beck seconded the motion, and it passed unanimously.

**MANAGEMENT REPORT**

Mr. Kristufek presented a summary of the Management Report, as follows:

- Kilmer Freight Elevator Cab Upgrade: There is still approximately a 12-week lead time for materials, and Urban Elevator expects that the work will be performed in April or possibly in May and will take four days to complete.
- Door Entry Fob System Upgrade: M&R Electronics is scheduled to complete this work on Wednesday, February 28. Problems with doors were discussed later in the meeting.
- Chiller Engineering: Elara Engineering is drafting the specifications for a new chiller system. It is anticipated that installation will begin in the fall of 2018.
- Corridor Renovation Project: The bids were reviewed on February 26. Management intends to interview, with the designer, the two most qualified contractors before making a recommendation to the Board.
- Façade Inspection and Repairs: In late March, weather permitting, Klein and Hoffman, along with Quality Restorations, intends to perform the City-mandated ongoing façade inspection, including inspections of areas where there was some water infiltration last fall and recently.

- Garage Painting and James House Receiving Room Floor Tile Replacement: Management intends to obtain proposals for these two projects for Board approval at either the March or the April Board meeting. The Board agreed with Mr. Kristufek's suggestion to delay replacing the tile until the chiller renovation project is completed so as not to damage the new tile.
- Window Washing: The windows are scheduled to be washed beginning March 5, weather permitting, employing two teams of window washers to complete the job within a week.
- Proposed Rules Review Process: After a few formatting changes are made, the proposed rules will be sent to the attorney this week.
- Audit Update: The auditors completed their onsite review of the 2016 financial statements on February 21, and the goal of James Neumann, the auditor, is to have the first draft of the audit ready by late March.

Mr. Beck noted that the Corridor Renovation Project is now planned to begin in late August or early September.

### **TREASURER'S REPORT**

In the absence of the Treasurer, Mr. Warner presented the Treasurer's Report for the period ending January 31, 2018, as follows, noting that the monthly and year-to-date figures are the same at this point. He provided the following cash and operating investment balances:

Lakeside Bank Checking Operating Account:	\$ 183,480.81
Barrington Bank Operating Money Market Account:	226,029.00
Capital Replacement Reserves:	4,496,151.00
Special Assessment Funds:	<u>127,754.00</u>
Total, including \$500.00 in Petty Cash:	\$5,033,915.00

Mr. Warner stated that in January, the Association collected \$529,870.00 and spent \$554,993.00, which is \$6,759.00 over budget, but he noted that some of the invoices paid in January were for services and goods received in December 2017, such that after the audit, those expenses will be backed out of 2018 and placed in 2017, so that the Association's finances are most likely not over budget for the month.

### **COMMITTEE AND TASK FORCE REPORTS**

#### **Corridor Design Task Force**

Ms. Slattery reported that the Task Force met on February 20 and reviewed the carpeting that Gooch Designs found from a manufacturer that has greater presence in Chicago and that was similar in design to the Task Force's original choice. She stated that the group also reviewed hardware and lighting choices, and that the Board met in a work session on February 26 to review the general contractors' bids. Ms. Slattery noted that because two of the contractors' bids are very close, Mr. Kristufek, Mr. Gooch and Community Specialists Technical Operations Director Larry Puder will interview representatives of both contractors shortly. She confirmed that the project will probably begin after the Air & Water Show, and that work on James House and Kilmer House will be performed at the same time. Ms. Slattery further stated that Gooch Design Group will provide renderings of the hallways for both buildings, to be displayed in their lobbies, and that a complete mock-up hallway in James House and a mock-up of half a hallway in Kilmer House will be created for residents to see.

### **Rules Committee**

Mr. Beck reported that the draft of the rules will be sent to Association legal counsel David Sugar and that once he returns them, any needed corrections will be made. He stated that he will then draft a summary describing the major changes to the rules, and that it is hoped that at the March meeting, the Board will be able to vote to distribute the rules to the unit owners and set up an owners' meeting to review the rules.

### **Community Activities Committee**

Bill Winter reported that the group plans to hold a rooftop event on June 22. He added that he will ask all those on the Committee's mailing list for information about those interested daytime or evening groups for activities such as bridge games or mah jongg, and stated that the canasta group continues to meet every Wednesday afternoon.

### **Website Committee**

Ms. Barnes stated that the Committee will reconvene, and that Jim Friedrichsen, Community Specialists' Director of Administration and Information Technology, has moved the data to a new site, but that layout, content and branding are still to be worked on. Ms. Slattery reported that she will work with Susan Geffen on branding, and discussion ensued about branding and the website. Mr. Warner noted that Mr. Friedrichsen needs passwords from Ron Miller. Further discussion ensued about the website.

### **HOA Report**

Mr. Beck stated that the next HOA Board meeting will take place on Wednesday, February 28, and that snow removal in the Village will be discussed.

### **Communications Committee**

Mr. Beck reported that the news brief was published today and that the next quarterly issue will be published on May 29. He expressed his thanks to Sheri Presta for her work in designing the news brief.

### **RECESS TO UNIT OWNERS' OPEN FORUM**

The meeting was recessed at 7:35 p.m. for the Unit Owners' Open Forum.

### **RECONVENE TO REGULAR SESSION**

The meeting was reconvened to Regular Session at 7:45 p.m.

### **ACTION ITEMS**

#### **Approval of Revised and Corrected 2018 Board Meeting Schedule**

Upon motion duly made by Nancy Slattery and seconded by Jacque Ehrlich, the following resolution was made:

**BE IT RESOLVED, that the Board of Directors approve the revised and corrected Board of Directors Meeting Schedule for 2018 as presented. The motion passed unanimously.**

**Approval of Tax Law Firm to Represent the Association for the 2018-2020 Triennial Tax Period**

After an explanation of Management's recommendation, upon motion duly made by David Beck and seconded by Patty Culbertson, the following resolution was made:

**BE IT RESOLVED**, that the Board of Directors approve the law firm of Worsek & Vihon to represent Carl Sandburg Village Condominium Association No. 7 for the triennial tax period of 2018 through 2020, pursuant to a contingency fee agreement of 12% of the first year's tax savings, with the fee not to exceed \$18,000.00. After discussion, the motion passed, with Jacque Ehrlich abstaining.

**Approval to Write Off Bad Debt**

Upon motion duly made by Bruce Kaminsky and seconded by David Beck, the following resolution was made:

**BE IT RESOLVED**, that the Board of Directors authorize Management to write off balances dated prior to January 1, 2015, in the amount of \$1,167.77 that have been deemed uncollectible. The motion passed unanimously.

**Approval of Task Force Recommendation for James House Alternative Carpet**

Upon motion duly made by Nancy Slattery and seconded by Patty Culbertson, the following resolution was made:

**BE IT RESOLVED**, that the Board of Directors approve the alternative carpet recommended by the Corridor Design Task Force for James House Schematic Design Option #1. After discussion, the motion passed unanimously.

**Approval of Remodeling Requests**

Upon motion duly made by Jacque Ehrlich and seconded by David Beck, the following resolution was made:

**BE IT RESOLVED**, that the Board of Directors hereby approve the remodeling of units #2011, #2410, #2607, #2805, #3212 and #3307, according to the requests submitted by the unit owners that have been reviewed and found to be in compliance with the Association's rules, regulations and conditions, the work to be subject to ongoing inspection by the Association's Assistant Chief Engineer. After discussion, the motion passed unanimously.

With regard to the triennial tax appeal, Mr. Beck recommended informing all unit owners via email and elevator notices that the Board has retained an attorney to handle the tax appeal that will cover all units except those whose owners opt out of the arrangement, and then informing them of the outcome.

**NEW BUSINESS**

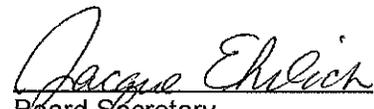
Ms. Barnes reported on the FifteenFifty On The Park development, noting that she contributed an article in the latest news brief with all the details. She stated that ComEd has ensured that the buildings on North and LaSalle have electrical service, that the Village Theater façade has been stabilized, and

that the demolition is still expected to begin in mid-March. Ms. Culbertson suggested turning off the buildings' air handlers during the day while demolition is taking place to reduce the amount of dust entering the buildings, and Mr. Kristufek agreed to discuss the suggestion with Chief Engineer Freddie Arnett.

**ADJOURN TO EXECUTIVE SESSION**

Upon motion duly made by David Beck and seconded by Jacque Ehrlich, the meeting was adjourned to Executive Session at 8:05 p.m.

Respectfully submitted,

  
Board Secretary