

**JAMES/KILMER CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
July 24, 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, July 24, 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 7:34 p.m. A quorum was present in that the following directors were present:

Judy Barnes
David Beck
Patty Culbertson
Jacque Ehrlich
Bruce Kaminsky
Barbara Mueller
Nancy Slattery
Bill Winter (by telephone)

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 was not in attendance.

Mr. Kristufek added an action item regarding two change orders from Leopardo Companies, Inc., to the agenda.

APPROVAL OF MINUTES

Jacque Ehrlich moved that the minutes of the regular Board of Directors meeting held on June 26, 2018, be approved as presented. David Beck seconded the motion, and it passed unanimously.

MANAGEMENT REPORT

Mr. Kristufek presented the Management Report, as follows:

- Chiller Engineering: Elara Engineering took a second set of readings to measure flow and logging temperatures, and has begun drafting an RFP for this project.
- Corridor Renovation Project: Mr. Kristufek described reasons for delays in completing the mock-ups for each building's sample corridor, and listed the steps that have been completed, concluding by stating that the process will take another one to two weeks before the Task Force can review the final product, with all design components installed or applied.
- Façade Inspection, Leak Investigations and Concrete and Repairs: The west elevation is still being worked on, with about two and a half more weeks of work to be done. The unit that was leaking was successfully water tested last week. Quality Restorations is combining leak investigations with the façade inspection and is proceeding with concrete repairs where they are needed.

- Garage Painting Project: Ascher Brothers has completed painting the ramp. Management inspected the garage with the garage manager last week and noted only a few miscellaneous areas left to paint, including the bathroom, the locker room and the southwest stairwell. Management will meet with the painting rep on July 26 to review the project, which is close to completion. Discussion ensued about painting the "overhang" at the garage entrance.
- Excavation and Drain Repair: A drain was discovered buried beneath soil and rocks under the James House canopy south of the front entrance. AMS Mechanical Systems will improve the drain so that water does not stagnate and leak into the boiler room, after which the soil and rocks will be put back.
- Standpipe Repair: K&S Sprinklers, Inc., completed the repairs on July 16.
- James House Laundry Room Maintenance: All floor drain traps were rodded out on July 18.
- Window Washing: Window washing, which was scheduled to begin on July 23, has been delayed owing to a window washers' strike.
- 2017 Audit and Cost Allocation Report: The packet including the audit and the Cost Allocation Report has recently been distributed to unit owners.
- Proposed Rules: Mr. Kristufek listed several revisions in addition to those distributed to unit owners on July 2.
- Laundry Room Contract: Owing to construction and the Corridor Renovation Project taking place in the fall, Management has allowed the contract with Wash to roll over for an additional year, expiring in mid-October 2019. The contract will be bid out before the expiration date.

Mr. Warner reported on an innovation at Community Specialists using a web-based database of vendors in a program created by a firm in Michigan that issues notifications of the expiration of certificates of insurance and also ensures that the COIs are correctly filled out. In response to a question from Mr. Beck, Mr. Warner stated his belief that Community Specialists has a program that creates a list of unit owners whose condominium insurance policies are about to expire.

TREASURER'S REPORT

In the absence of the Treasurer, Mr. Warner presented the Treasurer's Report for the period ending June 30, 2018, as follows:

Balances as of June 30, 2018, are as follows:

Lakeside Checking Account:	\$ 364,480.00
Barrington Bank Operating Money Market Account:	226,213.00
Capital Replacement Reserves:	4,789,874.00
Direct Charge Fund:	191,493.00

Total Cash and Investments (including Petty Cash at \$500.00):	\$5,572,561.00
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For the month of June, \$517,993.00 was collected and expenses were \$414,614.00, so Operating Expenses are \$96,946.00 under budget for June.

For the year, \$3,164,626.00 was collected and expenses were \$2,935,636.00, so Operating Expenses are \$241,288.00 under budget year to date.

COMMITTEE AND TASK FORCE REPORTS

Community Activities Committee

Bill Winter stated that he has reserved the Penthouse for November 30 for a holiday event, adding that the event can be held in the lobby if the Penthouse is being redecorated at that time.

Communications Committee

Mr. Beck reported that the next news brief will be published at the end of August or the beginning of September, and that he will solicit articles shortly to allow two or three weeks to write the articles.

HOA Report

Mr. Beck reported that the next HOA Board meeting will take place on Wednesday, July 25. HOA Representative Barbara Fiacchino announced that on August 1, the pool and Tennis Center membership fees will be halved.

Website Committee

Ms. Barnes reported that she has been in contact with Jim Friedrichsen, Community Specialists' Director of Administration and Information Technology, that a Task Force is in place, including Mr. Winter, and that a meeting will be held during the week of July 30 or August 6 to begin work on the website upgrade.

Corridor Renovation Task Force

Ms. Slattery reported that creating the mock-ups in James House and Kilmer House has been in process for three weeks but is not yet complete, listed items yet to be finished, and noted that the Task Force has received excellent feedback from unit owners. She described various elements of the mock-ups that are being altered or adjusted and for which alternatives must be found, noting that much needs to be redone in Kilmer House. Lynn Conner remarked that the mock-ups include the first change in corridor lighting in the buildings in 25 years. Both Task Force members declared that the mock-ups have been extremely useful.

Ms. Slattery also reported that she and Susan Geffen are continuing to interview designers for the J/K branding project and have winnowed the candidates down to two, planning to come to a decision in a month or two about which designer to choose.

Ms. Barnes commented briefly on the work being performed on Germania Place, including the removal of the median and plans to widen the sidewalk on the north side of Germania Place, plant new trees on it, and relocate ADA ramps. Discussion ensued. She added that the Association has received its payment of \$400,000.00 from Golub.

RECESS TO UNIT OWNERS' OPEN FORUM

The meeting was recessed at 8:12 p.m. for the Unit Owners' Open Forum.

RECONVENE TO REGULAR SESSION

The meeting was reconvened to Regular Session at 8:33 p.m.

ACTION ITEMS

Adoption of Proposed Rules and Procedures

Ms. Mueller thanked everyone on the Task Force created to revise the Association's rules, especially Susan Geffen and David Beck. She noted that the document underwent thorough review by the Association's attorney, who approved it *in toto*. **Upon motion duly made by Barbara Mueller and seconded by David Beck, the following resolution was made:**

BE IT RESOLVED, that the Board of Directors hereby adopt the "Proposed and Amended Rules and Procedures" and the "Proposed and Amended Remodeling Guidelines," which will be effective upon adoption, noting that two Special Unit Owner meetings have taken place prior to this vote, as required by and in compliance with the Illinois Condominium Property Act, and with the proviso that enforcement of the door drop rules shall be held in abeyance, subject to further advice of Association legal counsel.

After discussion, the motion passed, with Bill Winter opposed.

Ratification of Change Order for Garage Painting

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 hereby ratify the previous approval by the Board President on July 10, 2018, of Change Order #1 submitted by Ascher Brothers on July 2, 2018, in the amount of \$7,250.00, to be paid from the Reserve Fund.

The motion passed unanimously.

Approval of Change Orders for Drywall and Ceiling Preparation and Skim Coats

Upon motion duly made by David Beck and seconded by Nancy Slattery, the following resolution was made:

BE IT RESOLVED, that the Board of Directors hereby approve Change Order #6 submitted by Leopardo Companies, Inc., for preparation at the wall base to scrape the drywall and skim coat above the floor base for a smooth finish, in the amount of \$98,956.00; and

BE IT FURTHER RESOLVED, that the Board of Directors hereby approve Change Order #7 submitted by Leopardo Companies, Inc., to skim coat ceilings in both James House and Kilmer House, in the amount of \$102,333.00.

After discussion, the motion passed unanimously.

Approval of Remodeling Requests

Upon motion duly made by Bruce Kaminsky and seconded by Patty Culbertson, the following resolution was made:

BE IT RESOLVED, that the Board of Directors hereby approve the remodeling of units #612J and #1209, 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.

The motion passed unanimously.

Approval of Fine

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 hereby approve assessing a unit owner a \$250.00 fine for a rules violation after the owner failed to appear before the Board for a rules violation hearing after having been summoned by the Board to do so, such that the Board finds that the unit owner is in default and that the unit owner by so doing has admitted to the charges brought by the Board.

The motion passed, with Bruce Kaminsky opposed and Nancy Slattery abstaining.

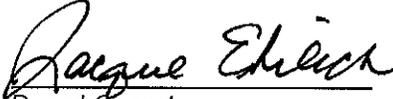
NEW BUSINESS

Ms. Ehrlich asked if Stanley Decorating has provided a price to paint a Kilmer House west side patio door. Mr. Kristufek responded that he will follow up on the matter. Ms. Culbertson asked about SpotHero parking in the garage, to which Ms. Barnes responded that the matter should be brought up during budget discussions and that the Garage Manager has pointed out that there are numerous issues to be considered.

ADJOURNMENT

Upon motion duly made by David Beck, seconded by Jacque Ehrlich and unanimously approved, the meeting was adjourned at 8:47 p.m.

Respectfully submitted,


Board Secretary