

**SANDBURG VILLAGE CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 24, 2021**

The meeting was conducted by Zoom videoconference.

Present: Dianna Callahan – Association 1
 James Lothe – Association 1
 David Ruhland – Association 1
 Robert Connor – Association 2
 Mary Schneider – Association 2
 Diana Levin – Association 3
 Bruce Kaminsky – Eliot
 Ula Widawska – Eliot
 Beth Murphy – Faulkner
 Gail Peck – Faulkner
 John Berchem – Lowell
 Louise Pauly – Lowell
 Judy Barnes – Association 7
 Barbara Fiacchino – Association 7
 Nancy Slattery – Association 7

Also present were Melissa Goodwin, HOA Property Manager; Ian Novak, Property Supervisor and Vice President, of FirstService Residential; and Paul Gaudette of Wiss Janney Elstner Associates, Inc.

CALL TO ORDER and AGENDA REVIEW

Mr. Connor called the meeting to order at 6:31 p.m. Ms. Goodwin called the roll and declared that a quorum was present.

UNIT OWNER QUESTIONS AND COMMENTS

A unit owner asked whether the pools will be open in 2021. Ms. Goodwin responded that the matter has not yet been decided but will be discussed at the March Board meeting.

APPROVAL OF MINUTES

Ms. Levin asked if there were any additions or corrections to the minutes of the regular Board meetings held on January 27, 2021. There was one change. ***Ms. Levin moved to approve the minutes of the Board of Directors meeting held on January 27, 2021, as amended. Mr. Kaminsky seconded the motion, and it passed, with Ms. Callahan abstaining.***

PRESIDENT'S REPORT

Mr. Connor congratulated the HOA Maintenance staff on their thorough snow removal efforts in the malls, especially during the heavy snowfall in February, and also thanked Ms. Goodwin and Ms. Melendez. Ms. Slattery also thanked the staff on behalf of all Sandburg dog owners.

TREASURER'S REPORT

Ms. Goodwin reported that the January financial statements have been delayed owing to a reporting system conversion. Mr. Berchem commented that the delay does not present a problem and that it is important to take the time to do the job right. He echoed Mr. Connor's remarks on the excellent snow removal job done by the HOA Maintenance staff. Mr. Berchem also stated that a number of substantial expenses for proposed projects will be reviewed at this Board meeting, noting that HOA has sufficient funds for the projects and that it is the Board's job to use the funds wisely.

ACTION AND DISCUSSION ITEMS

2020 Village Capital Projects Update

Mr. Gaudette reported on the following:

- South Mall. The final water tests at the Maintenance staff office entrance and the Management Office door will be performed as soon as the weather has warmed up sufficiently.
- North Mall. Bulley & Andrews will perform water tests and expansion joint repair work when the weather is warmer.
- Tennis Facility:
 - Tennis Court Leakage: Bid packages were sent to three contractors for repairs to courts 2 through 4, Court 1 having been repaired about six years ago. WJE recommended accepting the lowest bid in the amount of \$95,710.00 from Zera Construction, which has worked on the courts before. Efforts will be made to eliminate some of the ponding problems on the deck. Ms. Goodwin and Mr. Gaudette met with a representative from Zera to review the bid and to discuss the repair schedule, logistics, working with Faulkner House, and so on. The work cannot begin until April because the membrane is sensitive to low temperatures.

Discussion ensued. ***Ms. Barnes moved to accept the base bid for the Tennis Courts Repair Project submitted by Zera Construction on February 19, 2021, in an amount not to exceed \$95,710.00. Ms. Slattery seconded the motion, and it passed unanimously.***

- Tennis Court Center Door: Additional work will be done around this area, including repair of the expansion joint seal.

The Board thanked Mr. Gaudette, and he left the meeting at 6:49 p.m.

Barber Shop Lease Renewal Request

Ms. Goodwin referred to the current information provided about the barber's lease as well as the letter from Anthony Nudo, the owner of the barber shop, requesting a six-month extension of his lease and a reduction in the rental amount. She stated that she and the Association's attorney recommend agreeing to the six-month lease renewal on the same terms as the current lease and at the current rental rate. Ms. Goodwin noted that Mr. Nudo has been a Sandburg Village tenant for over 22 years. After discussion, ***Ms. Slattery moved to approve a lease arrangement for the Sandburg Village Barber Shop with the following terms: a 12-month lease renewal for the period from April 1, 2021, through March 31, 2022, with no increase in the rental rate, with the first month's rent abated, and with the option given the lessee to terminate the lease at any time after six months. Mr. Kaminsky seconded the motion, and it passed unanimously.***

Lake Shore Music Studio Lease Renewal Request

Ms. Goodwin referred to the request from Julia Lovinson, owner of the Lake Shore Music Studio and a tenant for over 20 years, for a 40-month lease renewal beginning April 1, 2021, and ending July 31, 2024, abatement of one month's rent, and no increase in rent in 2021. Ms. Goodwin confirmed the recommendations from herself and the Association's attorney regarding this lease renewal including the abatement of one month's rent and no rent increase in 2021. In response to a question from Mr. Connor, she stated that the same or similar terms would apply to other lease renewals if requested. After discussion, ***Ms. Fiacchino moved to approve a lease arrangement for the Lake Shore Music Studio with the following terms: a 40-month lease renewal for the period April 1, 2021, through July 31, 2024, with no increase in the rental rate for year 1 and a 2% increase in the rental rate each year for years 2 and 3, and with one month's rent abated in the first year. Ms. Schneider seconded the motion, and it passed unanimously.***

Alcott Hospitality Room Remodel Designer

Ms. Goodwin presented the responses from two interior designers – Dix Design Group and Miguel Cruz Architecture+Design – to additional requests from the Board, noting that the third designer, Art and Space, did not respond. She stated that Dix Design Group did refer her to its website and provided photos of some of its work that she included in the Board packet, and that Miguel Cruz has no website but did provide several references. Discussion ensued. Mr. Connor suggested first setting a budget and then asking designers what they can provide for that amount. While others suggested advising the designers about what the Board feels should be done and then asking for pricing, the consensus was that Mr. Connor's suggestion makes the most sense. Ms. Goodwin listed several major items in the scope of work, and various Board members mentioned other items that would be desirable. Mr. Berchem stated that HOA is well funded and can afford a budget of at least \$100,000.00. Ms. Slattery noted that if a designer develops a remodeling scheme for much over that amount, he should be asked which items that he proposes would contribute to that cost over-run. Further discussion ensued, after which Ms. Goodwin suggested tabling the matter and stated that she would inform the two designers about the agreed-upon budget and request an itemized list of what could be included in the scope of work for that amount.

Tot Lot Equipment Replacement

Ms. Goodwin presented a summary for removal and replacement of the Tot Lot equipment from three vendors: Creative Recreational Systems, Kompan, Inc., and Parkreation, Inc. She stated that two Board members who participated in the bidding process recommend engaging Creative Recreational Systems, and that in addition to new equipment, new rubber mulch and a stand-alone spinner piece of equipment were added to the proposal. Ms. Goodwin also stated that the project would be a \$50,000.00 Capital Reserve expenditure that has been budgeted and is recommended based on the 2017 Reserve Study. Discussion ensued. Ms. Goodwin reported that while records of the number of children in the Village are incomplete, the Tot Lot equipment is mostly used by the 35 to 40 children at the Early Learning Foundation. Ms. Goodwin described the color scheme of the equipment as green and beige, with brown rubber mulch, noted that the last time the equipment was replaced was about 16 years ago, so it should be replaced now, and added that most of the equipment comes with a five-year warranty. ***Ms. Slattery moved to approve the proposal submitted by Creative Recreational Systems, Inc. on January 21, 2021, to demolish existing equipment in the Tot Lot and to furnish and install new playground equipment, in the amount of \$49,256.01. Ms. Levin seconded the motion, and it passed unanimously.***

Additional Business

Ms. Slattery reported that the handrail on the north side of the ramp behind James House leading to LaSalle has broken off. Ms. Goodwin stated that she will discuss the matter with James Kilmer Property Manager Michael Vitek.

DIRECTORS-MANAGEMENT FORUM

Ms. Goodwin stated that she had no Management Report for February.

RECESS TO EXECUTIVE SESSION

The meeting was recessed to Executive Session at 7:48 p.m.

RECONVENE TO OPEN SESSION

The meeting was reconvened to Open Session at 8:09 p.m. ***Mr. Ruhland moved to approve sending a violation letter from the Homeowners Association attorney to a unit owner, as discussed during Executive Session. Ms. Levin seconded the motion, and it passed unanimously.***

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Mr. Connor, seconded by Mr. Berchem and unanimously approved, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,


Secretary