

**SANDBURG VILLAGE CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
November 17, 2021**

The meeting was conducted by Zoom videoconference.

Present: David Ruhland – Association 1
Robert Connor – Association 2
Diana Levin – Association 3
Bruce Kaminsky – Eliot
Ula Widawska – Eliot
Beth Murphy – Faulkner
John Berchem – Lowell
Stephen Rossi – Lowell
Judy Barnes – Association 7
Barbara Fiacchino – Association 7
Nancy Slattery – Association 7

Also present were Melissa Goodwin, HOA Property Manager, and Marla Jackson, Regional Director, 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 6:32 p.m. Ms. Goodwin called the roll and declared that a quorum was present.

UNIT OWNER QUESTIONS AND COMMENTS ON PROPOSED 2022 BUDGET

There were no questions or comments from unit owners about the proposed 2022 budget.

APPROVAL OF MINUTES

Ms. Levin asked if there were any additions or corrections to the minutes of the regular Board meeting held on October 27, 2021. There being none, ***Ms. Levin moved to approve the minutes of the HOA Board of Directors meeting held on October 27, 2021, as presented. Mr. Ruhland seconded the motion, and it passed, with Ms. Fiacchino and Ms. Levin abstaining.***

PRESIDENT'S REPORT

Mr. Connor noted that this was the last HOA Board meeting for the year and thanked the Board members for all the work that the Board achieved. He commented that it was another challenging year owing to the COVID-19 pandemic, and that HOA Management did another outstanding job. Mr. Connor stated that a major accomplishment this year was that, despite its original decision not to open the pools again, when up-to-date facts were made available, the Board was able to open the pools, thanks largely to Ms. Goodwin's efforts. He added that it was an excellent pool season for everybody despite the trying circumstances.

FINANCIAL REPORT

Mr. Berchem reviewed with the Board the Financial Summary for the period ended October 31, 2021, as follows:

| | |
|--|-------------|
| Operating Fund net income, current month: | (\$82,603) |
| Operating Fund net income, year to date: | \$131,340 |
| Operating Fund balance: | \$154,939 |
| Ratio of Operating Fund balance to one month's operating expenses: | 1.1 |
| | |
| Replacement Fund interest income, year to date: | \$16,942 |
| Replacement Fund average CD yield: | 0.57% |
| Replacement Fund expenses, year to date: | \$351,921 |
| Replacement Fund balance: | \$3,600,180 |

Mr. Berchem remarked on the estimated pool net income of \$50,307.00 and also on the pool income year-to-date figure of \$265,810.00 compared to \$342,000.00 in 2019, before the COVID-19 pandemic began. He stated that if the pool year does end in the black, that will be due to Ms. Goodwin's and FFC's successful expense control efforts. Mr. Berchem also commented on the delinquencies and the Replacement Fund expenses and balance, noting that HOA is a healthy, very well-funded organization that can serve its members well and is in a position to deal with whatever vicissitudes arise.

ACTION AND DISCUSSION ITEMS

2021 Village Capital Projects Update

Paul Gaudette of Wiss Janney Elstner reported on the following:

- South Mall
 - Eliot Entrance Drive Concrete Repair: The repair is complete.
 - South Mall Expansion Joint Repair: The repair is complete.
- CD Mall
 - Dickinson Entrance Drive Concrete Repair: The repair is complete.
 - CD Mall (adjacent to the garage entrance): Zera Construction has replaced the concrete sidewalk and related sealant on the mall adjacent to the garage entrance.
- HOA Management Office
 - Leakage at HOA Management Office Door: An additional leak was found, and Arlington Glass has been contacted for pricing.

Ms. Goodwin stated that she met with Kimberly Lis, R.A., of WJE today and had another glass company representative come out to look at the Management Office door as well as the Maintenance Staff Office door, which also continues to leak, and that when she receives proposals, she will send them to Mr. Gaudette for review. Mr. Gaudette continued his report:

- North Mall
 - North Mall Expansion Joint: I met with representatives from Bulley and Andrews and HOA at the North Mall. BACR will make a temporary repair to the expansion joint for the winter and a permanent repair when the weather allows.

Mr. Gaudette stated that he was glad to see that Zera was able to complete its scheduled repairs before the weather worsened. Ms. Goodwin added that she will meet with Mr. Gaudette in early spring to review their spreadsheet of capital projects that coincide with the Reserve Study.

The Board thanked Mr. Gaudette, and he left the meeting at 6:43 p.m.

2022 Budget Approval

Ms. Goodwin reported that the Budget Committee recommends a 1.4% increase for the 2022 Operating budget as well as proposed increases on the Schedule of Fees. She stated that the cover letter, 2022 Budget Detailed Summary and 2022 Schedule of Fees was mailed out to all unit owners, and that she received no comments or questions from unit owners. ***Mr. Berchem moved to approve the proposed 2022 Sandburg Village Condominium Homeowners Association Operating Budget, which includes a 1.4% increase in assessments, and the 2022 Schedule of Fees as presented. Ms. Fiacchino seconded the motion, and it passed unanimously.***

2022 HOA Board Meeting Date Approval

Ms. Goodwin stated that Barbara Roberts will be available to take minutes on all dates presented, and that Chris Nyborg of Nyborg & Company, Ltd., will also be available on the date proposed for the Audit Review. She noted that she moved the draft budget review from the September meeting to the October meeting, which will allow additional time to prepare the budget and still allow time for unit owners to review the budget before the November adoption date. ***Mr. Ruhland moved to accept the 2022 HOA Board Meeting dates as presented. Ms. Levin seconded the motion, and it passed unanimously.***

2022 HOA Office Holiday Schedule Approval

In response to questions from Mr. Berchem and Ms. Murphy, Ms. Goodwin stated that half-day holidays have not yet been authorized by FirstService Residential, and Ms. Jackson stated that the floating holiday is determined by the President of the FirstService Illinois office, Asa Sherwood. In response to a question from Mr. Ruhland, Ms. Goodwin stated that if a holiday is on a Saturday, the office holiday falls on the Friday before, and if the holiday is on a Sunday, the office holiday falls on the Monday after. ***Mr. Connor moved to accept the 2022 HOA office holiday schedule as presented. Mr. Kaminsky seconded the motion, and it passed unanimously.***

Security Contract Approval

Ms. Goodwin expressed her dissatisfaction with SecureOne Security, HOA's current security provider, whose contract ends at the end of 2021, and stated that she received bids from that provider as well as from Allied Universal Security, Prudential Defense Security and Weiser Security, noting that all of the bids were greater than the amount budgeted owing to wage increases. She described some of the problems experienced with SecureOne, stated her recommendation to engage Allied Universal Security, which HOA has used before, and noted that she met with representatives from each company, walked through the Village with all of them, was able to see a demonstration of the software that each of them uses, and was most impressed with HELIAUS, the system for unarmed security guard services that AUS uses. ***Mr. Ruhland moved to approve the proposal submitted by Allied Universal Security Services on November 3, 2021, for a security service contract for 2022, including the HELIAUS system for unarmed security guard services, in the amount of \$118,852.00. Ms. Murphy seconded the motion, and it passed unanimously.*** Mr. Berchem remarked on the unavoidable over-budget situation occasioned by this necessary expense and stated that it will be dealt with constructively. Ms. Goodwin assured that Board that she will work to save money wherever possible in the coming year.

Schiller Mall Snow Removal

Ms. Barnes moved to approve the proposal submitted by Semmer Landscape LLC on November 12, 2021, for a snow removal and salting service contract for the Schiller Mall and staircases at an annual cost of \$5,840.00 plus salting at \$175.00 per occurrence, including pricing to be

charged for 40 or more inches of snow, based on a per-push amount, for the term November 18, 2021 to April 1, 2022. Mr. Ruhland seconded the motion. After discussion, the motion passed unanimously.

Additional Business

There was no additional business to be discussed.

DIRECTORS-MANAGEMENT FORUM

Referring to the Management Report, Ms. Goodwin stated that the building and Village security assessment with Officer Christopher Schenk will take place in the spring of 2022. She reported that the sidewalks around Eliot House have been repaired and the concrete is curing, the repairs to one side of the drive lane to the Eliot garage will be made on November 18, and access to the sidewalk and drive lane will be possible on Monday after the concrete has cured. Ms. Goodwin noted that there will be no December Board meeting, and that the Annual Meeting and the next regular Board meeting will take place on Wednesday, January 26, 2022. Ms. Murphy requested and received clarification of an item on the November Security Report.

RECESS TO EXECUTIVE SESSION

The meeting was recessed to Executive Session at 7:05 p.m.

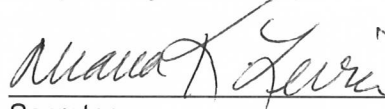
RECONVENE TO OPEN SESSION

The meeting was reconvened to Open Session at 7:17 p.m. ***Mr. Berchem moved to approve the staff holiday bonuses as discussed in Executive Session. Mr. Connor seconded the motion, and it passed unanimously.***

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Mr. Berchem, seconded by Mr. Connor and unanimously approved, the meeting was adjourned at 7:18 p.m.

Respectfully submitted,



Secretary

**SANDBURG VILLAGE HOMEOWNERS ASSOCIATION
ANNUAL MEETING
JANUARY 27, 2021**

The meeting was conducted via Zoom videoconference.

Present were Melissa Goodwin, Property Manager, and Marla Jackson, Regional Director, of FirstService Residential. Barbara A. Roberts acted as Recording Secretary.

Board President Robert Connor called the meeting to order at 6:33 p.m. He remarked that 2020 has been a difficult year for everyone, and thanked Marla Jackson and FirstService Residential as well as Melissa Goodwin and the entire HOA staff for their service and support during the year.

Mr. Connor asked each Board member to identify himself or herself as a director or an alternate, as follows:

Robert Connor, Alcott-Bryant, Director
Anthony Chmura, Alcott-Bryant, Alternate Director
John Hoppesch, Cummings-Dickinson, Alternate Director
James Lothe, Cummings-Dickinson, Director
Bruce Kaminsky, Eliot, Director
Jonathan Tshiamala, Eliot, Alternate Director
Ula Widawska, Eliot, Alternate Director
Scott Lennox, Alcott-Bryant, Director
Beth Murphy, Faulkner, Director
Gail Peck, Faulkner, Alternate Director
Barbara Fiacchino, James-Kilmer, Director
Judy Barnes, James-Kilmer, Director
Nancy Slattery, James-Kilmer, Director
Jacque Ehrlich, James-Kilmer, Alternate Director
John Berchem, Lowell, Director
Louise Pauly, Lowell, Director
David Beck, James-Kilmer, Alternate
Diana Levin, Townhouse, Director

APPROVAL OF MINUTES

Board Director Bruce Kaminsky moved that the minutes of the Annual Meeting of the Sandburg Village Homeowners Association held on January 22, 2020, be approved as presented. Board Director Barbara Fiacchino seconded the motion, and it passed, with Board Directors John Hoppesch, Louise Pauly, and Gail Peck abstaining.

APPOINTMENT OF BOARD DIRECTORS AND ALTERNATES FOR 2021

Mr. Connor referred to the distributed list of appointed directors and alternates. Ms. Goodwin stated that she will make any needed corrections to the list and redistribute it. ***Board Director Judy Barnes moved that the following directors and alternates, as appointed by their member associations, be appointed to serve on the Sandburg Village Homeowners Association Board of Directors for 2021:***

Directors

Dianna Callahan – Association 1
James Lothe – Association 1
David Ruhland – Association 1
Robert Connor – Association 2
Scott Lennox – Association 2
Mary Schneider – Association 2
Diana Levin – Association 3
Bruce Kaminsky – Eliot
Gabrielle Thronson – Eliot
Beth Murphy – Faulkner
John Berchem – Lowell
Louise Pauly – Lowell
Judy Barnes – Association 7
Barbara Fiacchino – Association 7
Nancy Slattery – Association 7

Alternates

Andrew Baglini – Association 1
John Hoppesch – Association 1
Anthony Chmura – Association 2
David Guilbert – Association 2
Kevin Sido – Association 3
Jonathan Tshiamala – Eliot
Ula Widawaska – Eliot
Leslie Deitch – Faulkner
Gail Peck – Faulkner
Marc DeMoss – Lowell
David Beck – Association 7
Jacque Ehrlich – Association 7

Board Director Nancy Slattery seconded the motion, and it passed unanimously.

EXCESS REVENUE DECLARATION

Mr. Connor stated that the purpose of the Excess Revenue Declaration is to carry forward excess income from the previous year for use in the following year. ***Board Treasurer John Berchem moved to approve that any excess of membership income over membership expenses for the year ended December 31, 2020, shall be applied against the subsequent tax year member assessments, as provided by IRS Revenue Ruling 70-604. Board Director Barbara Fiacchino seconded the motion, and it passed unanimously.***

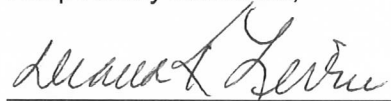
UNIT OWNER COMMENTS

Gail Peck asked about HOA's response to two incidents that took place at the local Jewel and Potash food stores. Discussion ensued. Ms. Goodwin responded that HOA's security staff does not patrol those properties and that she was not made aware of any incidents at either location.

ADJOURNMENT

There being no further business to come before the meeting, upon motion duly made by Board President Robert Connor and seconded by Board Director Judy Barnes, the meeting was adjourned at 6:46 p.m.

Respectfully submitted,



Secretary