

**SANDBURG VILLAGE CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 23, 2022**

The meeting was conducted by Zoom videoconference.

Present:        Andrew Baglini – Association 1  
                 Robert Caston – Association 1  
                 David Ruhland – Association 1  
                 Robert Connor – Association 2  
                 Mary Schneider – Association 2  
                 Diana Levin – Association 3  
                 Bruce Kaminsky – Eliot  
                 Amy Lorms – Faulkner  
                 Beth Murphy – Faulkner  
                 John Berchem – Lowell  
                 Judy Barnes – Association 7  
                 Jacque Ehrlich – Association 7  
                 Nancy Slattery – Association 7

Also present were Melissa Goodwin, HOA Property Manager; Tahalia Melendez, Assistant Property Manager; and Isela Morris, Regional Director, of FirstService Residential; and Barbara A. Roberts, the minute taker.

**CALL TO ORDER and AGENDA REVIEW**

Mr. Connor called the meeting to order at 6:31 p.m.

**UNIT OWNER QUESTIONS AND COMMENTS**

In response to a question from a unit owner as to whether electric vehicles can be charged in the Cummings-Dickinson garage, Ms. Goodwin advised the unit owner to direct his question to the C-D Board of Directors, which she stated will meet on February 24, and she then explained HOA's scope of responsibility in the Village.

Ms. Goodwin then called the roll and declared that a quorum was present.

**APPROVAL OF MINUTES**

Ms. Levin asked if there were any additions or corrections to the minutes of the regular Board meeting held on January 26, 2022. There being none, ***Ms. Levin moved to approve the minutes of the HOA Board of Directors meeting held on January 26, 2022, as presented. Mr. Kaminsky seconded the motion, and it passed, with Ms. Ehrlich abstaining.***

**PRESIDENT'S REPORT**

Mr. Connor reported that everything is going well in the Village and stated that the pools will be opened on time this year.

## **FINANCIAL REPORT**

Mr. Berchem reviewed with the Board the Financial Summary for the period ended January 31, 2022, as follows:

Operating Fund net income, current month:	\$6,949
Operating Fund net income, year to date:	\$0
Operating Fund balance:	\$179,521
Ratio of Operating Fund balance to one month's operating expenses:	1.2
Replacement Fund interest income, year to date:	\$1,837
Replacement Fund average CD yield:	0.61%
Replacement Fund expenses, year to date:	\$0
Replacement Fund balance:	\$3,670,553

Mr. Berchem commented on the current net income and the Operating Fund balance, explained why current receivables are high, commented on the favorable Replacement Fund Balance, and stated that HOA is in an excellent financial condition.

## **ACTION AND DISCUSSION ITEMS**

### **Reserve Study**

Ms. Goodwin referred to the summary and analysis of the bids received from five reserve study vendors: Building Technology Consultants – which performed the most recent Reserve Study, Klein and Hoffman, Reserve Advisors, Superior Reserve, and Wiss Janney Elstner. She explained what services each firm offered in its proposal and how much each would charge, and stated that she recommends accepting the proposal from Reserve Advisors, based on its knowledge of the Village, references from other Village associations for which it has worked, and its pricing. After discussion, ***Mr. Berchem moved to accept the proposal submitted by Reserve Advisors on August 11, 2021, to perform a full reserve study, in the amount of \$7,470.00. Ms. Slattery seconded the motion, and it passed unanimously.***

### **Key Fob System – Hospitality Rooms and Tennis Court**

Ms. Goodwin explained that the Tennis Court key fob system should be upgraded, and that the remodeling of the Hospitality Rooms is the right time to install key fob systems on their doors for greater security. She listed the firms from whom she requested bids, and stated that Titan Security installed the current Tennis Court fob system, and that the firm performed well at a reasonable cost. Ms. Goodwin added that electrical work will be needed for the panel systems in the Hospitality Rooms and recommended engaging Liberatore Electrical Services to provide it, stating that she has budgeted \$1,000.00 for any additional information technology costs, for a total project cost of \$16,389.00. Discussion ensued about the fob data to be entered into the HOA office computer system, with communication via WiFi, and Ms. Goodwin explained that if the WiFi system fails, there are also master key locks on the doors. ***Ms. Murphy moved to accept the proposal submitted by Titan Security Group on December 14, 2021, to upgrade the Tennis Court key fob system and to install a new key fob system at the Alcott and Eliot Hospitality Rooms, in the amount of \$13,279.00. Ms. Barnes seconded the motion, and it passed unanimously.***

***Ms. Murphy moved to accept the proposal submitted by Liberatore Electrical Services, Inc., on February 4, 2022, to install a 120V panel to configure with the new key fob system at the Alcott and Eliot Hospitality Rooms, in the amount of \$2,110.00, and to approve a budgeted amount of \$1,000.00 for potential IT costs. Ms. Schneider seconded the motion, and it passed unanimously.***

#### **Alcott Hospitality Room Furniture Options**

Ms. Goodwin referred to the recommendations from Dik Mueller of Dix Design Group for the sofa and loveseat, patterned side chairs, and kitchen island seating with chrome bases. She described the fabrics and stated that the pieces have a two-year protection plan and that an expedited delivery date cannot be estimated until the order is placed. Ms. Goodwin noted that the pricing is on budget. Discussion ensued about the details of the various seating options. ***Ms. Slattery moved to approve the proposed furniture for the Alcott Hospitality Room consisting of two patterned chairs with armrests, two navy blue Gianna chairs with armrests, a grey sofa and loveseat from Macy's, and three grey Ponsheviang kitchen counter bar stools, as recommended by Dix Design Group. Ms. Schneider seconded the motion, and it passed unanimously.***

#### **Additional Business**

Ms. Goodwin reported that Association No. 1 is moving forward with a façade repair project on both buildings, and that she met with C-D Management and its engineering consultants and contractors to discuss the project and its effect on the residents. She stated that W. J. McGuire will head the project, and that scaffolding set-up on both buildings is expected to begin on March 1, noting that the scaffolding on the mall will affect the commercial tenants, that she will be in continual contact with the contractors, and that Association No. 1 management will keep residents informed about the project. Ms. Goodwin also mentioned that the contractors will cover the drains on the mall to prevent having any debris wash into the drains. She also stated that maintenance rodding of those drains is scheduled for May, that the pipes will be flushed every other month during the project, that the plan is to complete the project this year, and that sections of the mall will be used for storing materials and equipment.

#### **DIRECTORS-MANAGEMENT FORUM**

Ms. Goodwin reported on the following:

- At the request of Ms. Murphy, a map of the 37 security checkpoints throughout the Village will be distributed to all of the property managers and Board members on Friday.
- Obtaining new heaters for both pools is still in the state permit process, such that the heaters will be installed after the 2022 pool season. The existing heaters are in good working order and are being maintained.
- Management and FFC expects that the 2022 pool season will open on Memorial Day weekend. The equipment that was approved at the October HOA Board meeting has been installed, and the warranty on the equipment will not take effect until the pool season begins.
- Mike LaManna, who was the FFC Pool Supervisor last year, will return in that capacity this year, and the new Pool Manager will be Keziah Tiede, who was the Assistant Pool Manager last year and who has been working with Management on the pool manual. Mr. LaManna and Ms. Tiede are expected to be invited to the next Board meeting.
- The Early Learning Foundation is expected to vacate its space by February 28, following which the Management and the ELF manager will conduct a walk-through of the space. HOA's realtor recommends that HOA remove some of the false walls that ELF erected during its tenancy, and cleaning and painting are also required. Management has two proposals to update the space.

Mr. Connor advised having pool membership sign-ups at the individual associations, to which Ms. Goodwin agreed, noting that this should result in more members. Discussion ensued about how often the dog runs are cleaned, preventive maintenance for the pool heaters and pumps, and a clogged drain near Cummings House on the LaSalle side.

#### **ADJOURNMENT**

There being no further business to come before the Board, upon motion duly made by Mr. Connor, seconded by Mr. Kaminsky and unanimously approved, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,

  
Secretary